



Date: November 7, 2016

To: Youth Serving Organizations

From: Paul Shanafelt, Community Engagement Manager

Re: Neighborhood Revitalization Program (NRP)
Micro-Grant for Youth Programs

To whom it may concern –

The Youth component of the Whittier Alliance Neighborhood Action Plan (NRP) has funds available for organizations and institutions that provide services, activities, educational enrichment, and other positive programming for Whittier youth. The 2012 MN Compass Geographic profile indicates approximately 2300 youth in Whittier between the ages of 1 and 17. Getting youth of all ages involved in positive activities is key to their growth and development and their futures as good citizens of the Whittier neighborhood.

The funds available will be granted to organizations that successfully complete the application and meet the following criteria:

- o The organization offers a program that supports Whittier youth
- o The organization has a concrete action plan for recruiting youth who live in the Whittier neighborhood

The following are examples of programming that we are particularly interested in:

- o Programming that keeps youth engaged and progressing over several years
- o Programming that supports the Whittier neighborhood strategic plan or civic engagement
- o Programming that includes a service or volunteer project in the Whittier neighborhood

The Whittier Alliance reserves the right to refuse or pro-rate the funding awarded if your programming does not serve as many Whittier youth as projected. You will be expected to conduct outreach specifically targeting Whittier families; grant funds may be used for this process. The Whittier Alliance will send a representative for a site visit if your program is awarded grant funds. Also, please be aware that NRP funds:

- o Are paid to the provider on a reimbursement basis. You must spend the funds then submit a request for reimbursement with documentation
- o Cannot be allocated for stipends or financial incentives for youth
- o Cannot be used for “food or fun.” Example: an educational field trip is appropriate; an outing to Valley Fair is not.

Grant amounts vary based on the program merits and the number of Whittier youth served. The 2017 grant cap is anticipated at \$6,000.

Please be advised that the Whittier Alliance can answer questions about the grants and process but cannot assist in the writing of the grants. If you need assistance completing the application, we can provide you with contacts that may be able to assist.

November 9, 2016	RFP distributed to youth serving organizations/made publicly available
November 30, 2016	Q&A session for interested applicants, RSVP requested; 4pm, Whittier Alliance office (10 E 25th St, Minneapolis 55404)
December 16, 2016	Responses due in to the Whittier Alliance office by 5pm
December 17-30, 2016	Review of Proposals
January 10, 2017	Providers and funding amounts chosen
January 12-19, 2017	Award letters distributed
December 31, 2017	Funding period ends
December 31, 2017	Reports due back in to the Whittier Alliance

SUBMISSION DOCUMENTS

Please submit 1 electronic copy OR 1 printed copy of the following information:

1. Cover letter
2. Completed grant narrative
3. Organizational financial Information
 - a. Current year budget
 - b. Budget for use of grant funds
4. List of organizational board members and their affiliations.
5. Brief description of key person and staff working with the youth.
6. A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status
7. A copy of the organization's liability insurance
8. If applicable, fiscal agency's financial and organizational information