



Date: November 17, 2017  
To: Youth Serving Organizations  
From: Kaley Brown, 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 between the ages of 1 and 17 live in Whittier. 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 2018 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.

#### TIMELINE

November 17, 2017	RFP distributed to youth serving organizations/made publicly available
November 29, 2017	Q&A session for interested applicants RSVP to <a href="mailto:kaley@whittieralliance.org">kaley@whittieralliance.org</a> requested: <b>Minneapolis Institute of Art, Cargill Gallery, 1st Floor</b> <b>2400 3rd Avenue South</b> <b>10:30--11:30 am</b>
December 20, 2017	Applications due to Whittier Alliance office by 5pm
December 20-31, 2017	Review of Proposals
Mid-January, 2018	Providers and funding amounts chosen
Mid-January, 2018	Award letters distributed
December 31, 2018	Funding period ends
December 31, 2018	Reports due to 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