

Groton Community Council Mini Grant Application - 2022

Organization Name:

Address:

Contact Name:

Phone/Email:

Amount Requested for GCC:

Project Purpose:

Project Description:

Project Expected outcome(s):

| Total Cost of Project | Amount From other Funders | Amount Needed |
|-----------------------|---------------------------|---------------|
| | | |
| | | |

| People Served/Estimate | Start Date Estimate | Completion Date Estimate |
|------------------------|---------------------|--------------------------|
| | | |

I agree to the terms in the GCC Mini Grant Instructions and know that any changes to this application must be approved by the GCC to retain funding. An Outcome Summary Report (attached below) is required by December 15 of the funded year.

Signature:

Printed Name:

Date:

Mail or Email Applications/Outcome Reports to:

**Groton Community Council
Groton Town Hall
101 Conger Blvd./P.O. Box 36
Groton, NY 13073**

Groton Community Council

Mini Grant Program

Instructions

The Groton Community Council (GCC) awards mini grants made available through individual contributions to the United Way which are earmarked for use in Groton. The mini grants are for the benefit of the Groton community and for projects that are not fully funded by other means. The grants are for up to \$500 with a minimum of \$100.

Grants will be awarded based on project merits, other funding available and the GCC assessment of the organization's needs. If approved, the full amount of your request may not be granted due to total requests received relative to the annual funding limits.

Grant request applications should:

- Be for a specific need
- Describe the project completely and concisely.
- Define the expected outcome and how it will be measured
- Include a budget for the project (not the entire organization) indicating
 - All sources and amounts of funding
 - Estimate of the total cost and cost of the major components
- Indicate the number of people served by the project
- Include expected start and end dates of the project

We require that you submit a Outcome/Results Summary at the conclusion of the project. We expect all projects to be completed by the end of the year. If this is not possible please explain.

We would like the Outcome/Results Summary to include some proof of performance. Attachments (Photos/Invoice copies for purchases > \$100, etc.) would be appreciated.

Any deviations from or changes to the original grant must be approved in writing by the GCC. Otherwise, all or part of the grant may be required to be repaid.

Mail or Email Application to:

Groton Community Council
Groton Town Hall
101 Conger Blvd./P.O. Box 36
Groton, NY 13073
Melody Scheffler – mschef11@gmail.com

**Mini-Grant Outcome Report
Groton Community Council
(United Way Discretionary Funds)
DUE by December 15, 2022**

Name of

Person/Group/Org Reporting:

Contact

Name/Phone/Email for this application:

Budget: Attach or include below a mini-budget showing your total project funds received and how they were spent.

| <i>Total Mini-Grant Received</i> | <i>Total Amount Spent</i> | <i>Description of Item/Project</i> |
|----------------------------------|---------------------------|-------------------------------------------------|
| <i>Example: \$500.00</i> | <i>\$500.00</i> | <i>Junior Firefighters Training – June 2022</i> |
| | | |

Program/Project Outcome: Please describe in detail how the funds were used and the effect and impact of your program. Details such as how many people/families received benefit either direct or indirect are welcomed. Also, attachments of flyers or announcements may be included as part of your report.

| | | |
|-------------------|----------------------|--------------|
| Signature: | Printed Name: | Date: |
|-------------------|----------------------|--------------|

Mail/Email form to:

**Groton Community Council
c/o Groton Town Hall
101 Conger Blvd/PO Box 36
Groton, NY 13073
Email: mschef11@gmail.com**