



SULLIVAN RENAISSANCE

2017 HEALTHY COMMUNITY INITIATIVES PROGRAM

GRANT APPLICATION INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Healthy Community Initiatives program** offers funding to eligible organizations, community groups, religious institutions, schools and units of local government to enhance and promote the social, physical and environmental health and wellness of Sullivan County communities.

BASIC REQUIREMENTS

Projects under \$500 should complete the one page application. Projects over \$500 must submit the grant application along with a separate proposal addressing each of the questions. Proposals must be accompanied by the appropriate documentation including photographs, if applicable. Good design and sustainability are strongly emphasized and projects involving a physical element must incorporate an appropriate choice of materials. Applicants may call the Sullivan Renaissance office for an appointment to consult with staff. Applicants will be notified within approximately 30 days whether they have been approved.

ELIGIBLE PROJECTS

- Development of walking, bicycling, hiking and nature trails
- Support of healthy food or agricultural initiatives
- Creation and care of community gardens
- Tree planting initiatives
- Pilot projects to raise awareness and/or address a healthy community initiative
- Design and implementation of site specific parks, trails and conservation master plans
- Other initiatives related to the social, physical and environmental health of a community in consultation with Sullivan Renaissance staff

Projects must be based in Sullivan County.

RESOURCES AVAILABLE

Grant amounts vary based on scope of project and funding availability. Grant awards of up to \$2500 will be funded through a competitive application process. Multi-year funding may be considered for appropriate projects. Proposals and relevant documentation are accepted and considered on a first come, first served basis as funding is available. Grants over \$500 require a match in the form of cash or in-kind services.

PROJECT DOCUMENTATION

All funded projects must be completed and a final written report along with receipts submitted by **October 1, 2017**, (unless other arrangements are made). Sullivan Renaissance may request interim reports and/or arrange periodic site visits. The final report should include the following:

- Summary of work completed and documentation of deliverables
- Accounting of grant expenditures along with receipts (including contributions and in-kind services)
- Photographs, if applicable
- List of collaborators
- Next steps

For information about the Healthy Initiatives Grant Program, contact:

Colleen Emery, Project Coordinator

Phone: (845)295-2445 or Email: cemery@sullivanrenaissance.org

To submit a grant:

Email: grants@sullivanrenaissance.org

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE
2017 HEALTHY COMMUNITY INITIATIVES PROGRAM
GRANT APPLICATION OVER \$500**

APPLICANT INFORMATION

Name of applying group / organization: _____

Mailing address: _____

Phone (day): _____ Mobile Phone _____

Email: _____

Project Title: _____

Amount Requested: _____ **[please attach a separate detailed budget]**

Source and Type of Match: _____

Short summary of proposed project (additional information required below)

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME	DATE

PROPOSAL SUBMISSION (Provide a separate narrative addressing each of the following):

1. Why are you undertaking this project? What is the community health issue that is being addressed?
2. Explain the goals of this initiative and how you intend to accomplish them.
3. Describe how this project will have a positive impact on the health of your community.
4. Explain how this effort will be continued/maintained/expanded.
5. Is this a multi-year initiative? If so, please explain using a detailed projected time line.
6. Does this initiative have an educational component? If so, explain and include any sample materials.

The following must be included with your proposal:

- Work plan including timeline (showing start and end dates)
- Detailed budget showing financial or in-kind match
- Letters of permission if applicable (i.e. use of property, organizational approval)
- Photograph or map of intended project area (if applicable)
- Details of educational component (if applicable)
- 501(c) (3) determination letter (if you do not have a 501(c)(3) and you are not a school, church or municipality, you will have to sign an expenditure responsibility letter prior to receiving the grant.

COMPLETION AND REPORTING: A final report, including receipts, must be submitted upon completion of your project. See instructions for further details.



**SULLIVAN RENAISSANCE
2017 HEALTHY COMMUNITY INITIATIVES PROGRAM
GRANT APPLICATION UNDER \$500**

APPLICANT INFORMATION

Name of applying group / organization: _____

Individual Contact: _____

Mailing address _____

Phone (day): _____ Mobile Phone: _____

Email: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS, use additional paper if necessary.

Describe your project.

Explain why you have chosen to do this project.

Describe how this project will have a positive impact on community health. [use additional pages if needed]

HOW MUCH WILL THE PROJECT COST? *(Itemize expenses in the space below or attach a separate budget)*

ANTICIPATED EXPENSES*	AMOUNT
TOTAL:	

What is the grant amount you are requesting (maximum \$500)? _____

Additional Documentation (please attach to your proposal):

- 501(c) (3) IRS Determination Letter. *Note: if the organization does not have a 501(c)(3) letter and is not a school, church or municipality, it will be required to sign an expenditure responsibility letter prior to receiving the grant.*
- Photos, maps, renderings and other supporting documentation
- Letters of permission (including property owner permission)

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE