



SULLIVAN RENAISSANCE

2018 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 application along with a separate narrative and supporting documentation as explained in the **grant submission** section attached. Interested applicants are welcome to contact Sullivan Renaissance for an appointment to consult with staff on a project concept. Applicants will be notified within approximately 30 days of receipt of a completed application / proposal whether they have been approved. Projects must be based in Sullivan County, New York.

ELIGIBLE PROJECTS

Proposals may be submitted for projects in one or more of the following areas:

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

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, 2018**, (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
- 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
2018 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.

- 1) Describe your project.

- 2) Explain why you have chosen to do this project.

- 3) 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



**SULLIVAN RENAISSANCE
2018 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

Include a detailed grant narrative summarizing the project with this cover page application. The following elements must be addressed / included in the proposal:

- **Project Description:** Describe the project and attach any photos, maps, renderings or other supporting documentation. Explain
 - Why are you undertaking this project? What is the community health issue that is being addressed?
 - Explain the goals of this initiative and how you intend to accomplish them.
 - Describe how this project will have a positive impact on the health of your community.
 - Explain how this effort will be continued/maintained/expanded.
 - Is this a multi-year initiative? If so, please explain using a detailed projected time line.
 - Does this initiative have an educational component? If so, explain and include any sample materials.

- **Budget & Finances:** Provide a detailed budget, itemizing anticipated expenses as well as sources of income. Make sure the budget clearly shows the total cost of the project, versus the amount of grant sought and any matching funds. Also provide a budget narrative that addresses how the project would proceed with partial funding. Describe other funding sources that have been secured or will be explored.

- **Additional Documentation** (please attach to your proposal):
 - 501(c) (3) IRS Determination Letter (if applicable)
 - Photos, maps, renderings and other supporting documentation, letters of permission (including property owner permission)