



## MINI-GRANT SERIES

### PROPOSAL FORM

DEADLINE FOR APPLICATION: FEBRUARY 28, 2020 – 2PM EST

Please submit this form, project narrative, & budget worksheet to [jessica@speda.org](mailto:jessica@speda.org) / [chris@speda.org](mailto:chris@speda.org)

#### I. Applicant Organization

Organization Name:	_____
Staff Contact Name, Title:	_____
Street Address:	_____
City, State Zip:	_____
Email:	_____
Phone Number:	_____

#### II. Project Description

Project Name:	_____
Requested Grant Amount (Up to \$2,500):	_____
Match Amount:	_____
Total Project Budget:	_____

In the box below (or on a separate space that can be attached), please briefly describe your proposal and how it will benefit your business. Define the issue or challenge the project addresses; briefly describe the goal or purpose of the project; and identify who will be involved in carrying out project activities.

### III. Project Category / Area of Focus

Please select the category that most closely relates to the project's primary area of focus.

(Please limit your selection to one category.)

- Equipment Purchase and/or Structural Improvements
- Ready Workforce – includes workforce education, retraining, recovery, and health projects.
- Natural and Cultural – includes tourism, natural resources and cultural opportunities that strengthen the business and community.
- Leadership and Community Capacity – includes leadership development, youth engagement, planning, and training projects.

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SPEDA seeks to fund proposals that promote entrepreneurship, business expansion and strengthen economic growth and development in Somerset and Pulaski County. SPEDA reserves the right to reject any and all applications received, and to select an application which it determines to be within the scope of its mission and serves the community best.

*Directions: The sections below outline the elements of a SPEDA Mini-Series Grant proposals. Please use this information to develop a grant proposal as a **separate attachment** to the proposal cover sheet on Page 1*

#### I. Project Narrative: What activities will this grant fund? (Maximum 2 Pages)

Briefly describe the scope of work for the proposed six-month project. The description should:

- Identify who the project serves. (i.e. current customers, future prospects, current employees, at-risk youth, business owners, unemployed residents, etc.)
- Provide a detailed description of the major project activities.
- Describe how these activities address the business and community needs.
- Identify who will carry out the work of the project and what qualifies them to do so.
- Explain how the project benefits the business & community and builds community capacity.
- Detail how the project aligns with existing community plans or goals. (i.e. How is this project connected to or informed by larger visions, existing plans, or ongoing efforts? Please provide background information to demonstrate connection.)
- Explain how the project addresses the interest area you selected in the Project Category / Area of Focus section of this proposal form.
- How will the economic and/or social conditions in your community, county, or region improve as a result of project activities?
- Identify community assets that will be created, developed, or left in place as a direct result of project activities.

*A community asset is anything that can be used to improve the quality of community life. Assets can be people, physical structures or places, community services, etc. As examples, projects may contribute to the development of the following assets, **but not limited to:***

- *an increase in leadership skills and the number of individuals taking leadership responsibility in the community (people);*
- *development of a public place, such as a park, that already belongs to the community (physical structure or place);*
- *delivery of early childhood education programs promoting literacy (community service).*

## **II. Performance Measures: What results do you expect? How will you measure success? (Maximum 1 Page)**

Performance measures help define the goals of your project and determine your success toward achieving those goals. Measures are expressed in terms of outputs and outcomes that can be quantified or counted. Therefore, all outputs and outcomes should have a number associated with them. The project proposal is required to address **both** outputs and outcomes.

Outputs may measure **how many** individuals, organizations or communities you expect to participate in or be served by your proposal.

## **III. Project Timeline**

Projects must be designed to be completed within a 6-month timeline. Please provide a detailed chronological timeline of all proposed project activities from MONTH 1 – MONTH 6.

This timeline should reflect main activities, meetings, events, and deadlines for completion of products and other proposed milestones.

## **IV. Project Budget (Please Use a Separate Attached Sheet for Submission)**

Complete and submit a detailed budget.

## **V. Budget Narrative**

The budget narrative must accompany the project budget and explain in detail expenditures by line item while also providing rationale for each of the project expenses.

## **VI. Sustainability and Continuation of Capacity Building Efforts**

This section of the proposal should be developed in response to the following questions:

- What assets will this capacity building project leave in place upon completion?
- How will activities be maintained and built upon to serve the business and its needs beyond the project?
- What long-term plans or goals does this project help advance or accomplish?

## **VII. Submitting Your Application**

Prior to completing the SPEDA Mini Grant Series Application, **please review the instruction materials and application carefully.**

Please use **ONLY** the forms provided, but feel free to submit any supporting materials that may be helpful. All applications must be thoroughly completed. Completed applications must be delivered by email, mail or in person and received in the SPEDA office by **2 PM EST** on February 28, 2020. Awards will be announced in April of 2020.

Proposals may be submitted to SPEDA as listed above. Proposals will be considered by a review committee and notified of approval or denial by the **then** above announcement date.

Digital files may be emailed to: [jessica@speda.org](mailto:jessica@speda.org) / [chris@speda.org](mailto:chris@speda.org)

Proposals are also accepted by mail at the following address:

SPEDA  
Post Office Box 409  
Somerset, KY 42502

If awarded, project activities must conclude within six (6) months of grant award. If monies cannot be validated and confirmed for their designated use, a refund will be made to SPEDA.

Should you have any questions while completing this application, please contact:

Chris Girdler – President & CEO

SPEDA [chris@speda.org](mailto:chris@speda.org) 606-425-5409