

# Seward Neighborhood Group

## Seward Small Grant Program

### Instructions for Applicants

*Approved by the SNG Board of Directors on February 22, 2023*

In 2023, Seward Neighborhood Group (SNG) is making up to \$20,000 of its reserve funds available to support community-led projects that benefit the residents of the Seward neighborhood. At least \$5,000 of these funds will support projects developed by or that have a direct benefit to members of the Seward renter community and/or the Seward East-African community.

#### How To Apply

Proposals for the use of these funds can be made by Seward community members, SNG board members, SNG staff members, SNG committees, or SNG-affiliated working groups.

To submit a proposal, please **send a completed application form** with the following information no later than **5:00pm on Wednesday, May 31, 2023** to [admin@sng.org](mailto:admin@sng.org):

1. Name(s) of primary contact(s), contact information (address, phone, email), and affiliation with the neighborhood or organization.
2. Description of the proposed project.
3. Proposed work plan for the project, including an estimated timeline
4. Budget for the project, listing all identified sources of funds and uses of funds
5. Amount of funding requested. *Note: \$5,000 is the maximum amount that will be awarded to any one project.*

*Application forms will be available on the SNG website starting on April 1, 2023.*

#### Review of Proposals

Proposals will be reviewed in early June by a review committee appointed by the SNG Board of Directors (Note: Applicants will not be allowed to serve on the review committee). The committee will review proposals based on **feasibility** of the project, **capacity** of the organizers to complete the project, the **creativity** of the proposed project, and **alignment** of the project with SNG's mission statement:

*SNG is an aspirational organization. We are committed to making our neighborhood more vital, equitable, livable, and sustainable – by building relationships, by engaging all community members, by promoting equitable and accessible development of the built environment, and by acting as stewards of our natural environment.*

#### Assistance Available

If you have any questions about the proposal process, need assistance in preparing a proposal, or

would like to consult with SNG staff as you develop your proposal, please send an email to: [admin@sng.org](mailto:admin@sng.org).