

PRO NEIGHBORHOODS GRANT APPLICATION GUIDELINES FOR 2007-2008

APPLICATION PROCESS

PRO Neighborhoods has a two-part application process. Groups interested in applying will now be asked to submit a pre-application as the first step in the process. The purpose of this step is to ensure all applicants are eligible for funding and that the projects best meet our priorities. Upon review of pre-applications, qualifying groups will be asked to submit a full application.

STEP 1:

Interested groups submit a pre-application. Groups DO NOT need to meet all grant application requirements at this time but DO need to meet them at time of grant application deadline.

Pre-applications may be submitted in person, by mail, e-mail, or fax. Pre-applications should arrive by the appropriate deadline to the PRO Neighborhoods office at

**310 N. Commerce Park Loop, Santa Rita Building
Tucson, AZ 85745
FAX (520) 882-5811
e-mail: info@proneighborhoods.org**

If you submit a pre-application by e-mail or fax, we recommend that you call to make sure we have received it. Submitting a pre-application or full application is not a guarantee of funding.

If you prefer, you can meet with a PRO Neighborhoods staff person and work on the pre-application together.

STEP 2:

PRO Neighborhoods staff will review the pre-applications and contact groups. Staff will help groups that qualify and have the potential to meet funding priorities with project development, as necessary. While staff can offer ways to best meet funding priorities, following their suggestions does **not** guarantee that a project will be funded.

STEP 3:

Groups that qualify will be asked to continue the process by submitting a grant application.

STEP 4:

An independent review committee made up of a diverse group of volunteers from throughout the community will review the applications. These grant reviewers determine which groups will be funded and the funding amount. If a group is not funded but is eligible to apply again, PRO Neighborhoods will provide technical assistance and guidance upon request.

DOES OUR GROUP QUALIFY FOR A GRANT?

In order to be invited to apply for a grant, your neighborhood group must fit the five criteria listed below under “Who Can Apply?” If your group or project has any of the features listed in “Exclusions,” you do not qualify to apply.

Below are the criteria that determine a group’s qualification for PRO Neighborhoods’ grants program, with some notes on how the criteria will be measured.

WHO CAN APPLY?

1. Five or more people in your group are committed to your project. Five of the individuals must be from different households.

Measures:

- We have a list of names and addresses of at least five neighbors committed to leading the project.
- PRO staff member has met the five people.
- Each person can speak about the project in detail.
- Our group has thought through and defined specific and significant roles for each person and can communicate those to a PRO staff member.

2. At least five people from different households in your group live in an area of the county that you define as a neighborhood. In the city, that could mean a group of people that live within two miles of each other. In rural areas, this could mean a town, village, or district, including the Tohono O’odham and Yaqui reservations.

Measures:

- We have named the geographic boundaries of our neighborhood.
- At least five committed neighbors live within these boundaries.

3. The people who benefit from the project are involved in the leadership and implementation of the project.

Measures:

- The people we wish to serve, help, or include through the project are represented among the five or more committed leaders.
- The people we wish to serve, help, or include have helped develop the project and have significant roles in carrying out the project.

4. Your group is located in Pima County, Arizona.

Measure:

- Our neighborhood geographic boundaries are within Pima County.

5. Any previously funded project by your group has been completed. If your group is currently receiving funds from a PRO Neighborhoods grant, you may not apply for a grant until the current PRO Neighborhoods funding has been spent and the project completed.

Comment:

- If you are not certain whether a previously funded project was completed, please check with a PRO staff member.

EXCLUSIONS

PRO Neighborhoods does not fund:

1. Individuals.

Measure:

- I do not qualify for funding because I am the main person who planned and will carry out the project.

Community projects organized, led, and implemented by *fewer than five neighborhood residents*.

Measure:

- Our group does not qualify because we did not meet the measures listed above under “Five or more people in your group are committed to your project. Five of the individuals must be from different households.”

Previously funded groups that have not completed all of their reporting and volunteering responsibilities with PRO Neighborhoods.

Comment:

- If you are not certain whether a previously funded project was completed, please check with a PRO staff member.

Ongoing programs.

Definition:

- Programs do not have a defined end. The intent of a program is to continue the activities indefinitely and usually needs to be maintained year after year with new resources. In order to be funded by PRO Neighborhoods, a project must be defined with clear end goals.

Measure:

- Our project does not qualify because it lacks a clear end point and clear goals to be achieved by that end point. We do not expect to be able to accomplish those goals in about a year or less.

Agencies or for-profit businesses.

Measures:

- Our group does not qualify because it is an agency: we are a formal or informal group focused around an issue. Our activities do not have a geographic/neighborhood focus OR the activities are not led and run by neighbors.
- Our group does not qualify because it is a for-profit business: we use any profits to benefit owners and/or shareholders.

Comment:

- PRO Neighborhoods will consider funding neighborhood groups who intend to make a profit through their activities, but those profits must be used for the benefit of the group’s community building purposes.

Political action committees.

Measure:

- Our group does not qualify because we are a political action committee (PAC): we are a private group organized around a special interest. We work to elect or defeat government officials or specific pieces of legislation.

Comment:

- A group can promote particular interests but if it is working to specifically call for the election/defeat of a candidate or piece of legislation, the group does not qualify.

Salaries, though funding to pay contractors or stipends is allowed.

Definitions:

- A salary is an ongoing compensation paid to employee(s).
- A stipend is a fixed amount paid to obtain specific services.
- A fee is a fixed charge for professional services.
- An honorarium is a payment for services for which there is a no set fee but is offered and agreed upon before the service is rendered.

Measures:

- Our group does not qualify because we expect to support salaries.
- Our project is not likely to be funded because we will be paying fees, stipends, or honoraria, and we expect our payee(s) to do the bulk of the project tasks with minimal involvement from non-paid members of the group.

PRIORITIES

Priority will be given to projects that have the following characteristics:

- The group relies on the skills and experiences of community members to address a community issue or concern.
- The group perceives community members as leaders and contributors rather than as service recipients.
- The group actively brings people together across lines of race, age, class, religion, culture, ability, gender, sexual identity, and socio-economic status.
- Projects that provide opportunities to develop leadership within the group or community.
- Projects that will increase a group's skills and access to resources necessary to accomplish its goals.
- Projects that build relationships, networks, and alliances across the community and across issues.
- Projects that include cash and in-kind donations (volunteer time and donated materials) as a part of the budget.

IMPORTANT DATES

Winter 2007/2008 GRANT ROUND

Dec. 3	Pre-application due at PRO Neighborhoods by 4 p.m.
December 10 – 21	PRO staff conducts site visits and interviews with applicants
Jan. 10, 2008	Qualifying groups invited to submit a grant application.
Jan. 22	Application help session at PRO Neighborhoods from 6-7:30 p.m.
Feb. 4	Application due at PRO Neighborhoods by 4 p.m.
Mar. 7	Award letters mailed to applicants

Spring 2008 GRANT ROUND

March 31	Pre-application due at PRO Neighborhoods by 4 p.m.
April 7 – 20	PRO staff conducts site visits and interviews with applicants
May 2	Qualifying groups invited to submit a grant application.
May 13	Application help session at PRO Neighborhoods from 6-7:30 p.m.
June 2	Application due at PRO Neighborhoods by 4 p.m.
July 2	Award letters mailed to applicants

Summer 2008 GRANT ROUND

August 4	Pre-application due at PRO Neighborhoods by 4 p.m.
August 11-24	PRO staff conducts site visits and interviews with applicants
Sept. 5	Qualifying groups invited to submit a grant application.
Sept. 16	Application help session at PRO Neighborhoods from 6-7:30 p.m.
Oct. 6	Application due at PRO Neighborhoods by 4 p.m.
Nov. 7	Award letters mailed to applicants

FUNDING PROCESS

If your group receives a PRO Neighborhoods grant, you can expect the following:

1. Getting the Money

Upon notification of their award, groups offered grants will sign a contract with PRO Neighborhoods. PRO Neighborhoods will have checks written to the group as needed over the course of the project.

2. Reporting to PRO Neighborhoods

Groups are asked to keep in touch with PRO Neighborhoods staff over the course of a funded project. Groups are required to submit short written reports and receipts for money spent every three months until all funds are spent. PRO Neighborhoods will make a site visit at least twice to meet with the group to see how the project is progressing. Staff is also available to help with advice and referrals, and on group work days.

3. Participating in PRO Friends

After the contracting, members of funded groups will volunteer a total of 15 hours through the PRO Friends program. The group will be required to host one informal community meeting, inviting 10 neighborhood residents who are not already involved in the project to let them know about the project and about PRO Neighborhoods. The remaining volunteer hours can be completed in one or more of the following areas: mentor another grantee group, review grant applications, assist PRO Neighborhoods staff in the delivery of a workshop, or attend a workshop given by PRO Neighborhoods.

4. Moving On

After groups have completed their projects, they submit a final report to us and staff will make the final site visit. Groups may choose to work with us in the future by coming to our workshops, seeking technical assistance, or applying for another grant. We are always interested in supporting previously funded groups who move on to even more challenging activities.