



2018 Citywide Application Instructions

This grant program supports grassroots projects in line with I Am Trenton Community Foundation's mission to make Trenton even better through community engagement, building pride in our city, and community-focused giving. I Am Trenton has been raising funds and giving grants to grassroots efforts around Trenton since 2007, using a competitive grant application process that promotes inclusion, equity, and diversity.

WHO CAN APPLY

Essentially anyone willing to roll up their sleeves and do something good for Trenton. In this grant cycle, we will accept and review proposals from individuals, groups, and organizations regardless of incorporation status. Please note that successful applicants whose projects are funded and who do not have 501(c)3 status may be required to secure a fiscal sponsor in order to receive their grant.

- **Optional workshops:** All prospective applicants are not required but are invited to attend two optional workshops (see below).
- **One grant at a time:** You/your organization may only apply for one grant per annual cycle. If you have received an I Am Trenton citywide grant in the past, you may not reapply until your final report is submitted.
- **Neighborhood grantees:** Grantees who have received a neighborhood grant under the Trenton Historic Development Collaborative (THDC) Program, the East Trenton Collaborative (ETC) Community Grants Program, or the Old Trenton Neighborhood Arts + Community Program may apply in the citywide round as well.

OPTIONAL WORKSHOPS

All prospective applicants are invited (although not required) to attend two optional workshops at the Trenton Free Public Library, 120 Academy Street:

- Saturday, June 23, 10 AM - Optional Technical Assistance Workshop
- Monday, June 25, 6:30 PM - Optional Questions and Answers Workshop

GRANT AWARDS

We do not put a cap on the amount one can apply for, but most I Am Trenton citywide grants have been in the range of \$700-\$1500, and rarely exceed \$2500.

We are working hard to raise more resources so that we can increase this amount, and the neighborhood-focused grants in THDC and East Trenton have allowed for larger grants thanks to partner funding. At present, however, **we encourage applicants to think low-cost and high-impact**, where this level of funding makes a real difference — a pilot project to test an approach, a resource that will increase your program or organizational capacity, a way to make

an existing program more inclusive to an under-served community, etc. In your application, you will be asked to explain how an I Am Trenton grant will meaningfully affect your project.

WHAT WE DO AND DO NOT FUND

It's simple: we want to support inclusive, equitable, grassroots efforts that will improve the city of Trenton, NJ. If you know you can get something done that will make Trenton better, we encourage you to apply!

The main things we ask are that the project:

- Have a **community benefit** rather than being for private gain
- Be **non-discriminatory**, and
- **Benefit Trenton and/or its residents.**

This last point is very important: applicants are gently reminded that we are the I Am Trenton Community Foundation. Projects have to be Trenton focused, have a Trenton impact, and really be about Trenton, NJ. We get a lot of fantastic Trenton-focused proposals that we have to turn down due to limited resources, so if your project is not actually for Trenton, please don't send it to us.

There are also **some things we can't fund** for legal reasons:

- Projects or organizations that discriminate on the basis of age, race, gender, national origin, ethnicity, veteran status, sexual orientation, gender identity, or disability.
- Debt reduction or on-going operational support
- Capital campaigns or fundraising events
- Re-granting programs
- Scholarships
- Partisan political activities, lobbying, or efforts to influence an election
- Religious activities such as worship, religious instruction, or proselytizing. Religious organizations can apply for non-denominational activities that are open to all and do not require participation in religious services.

TIMELINE

This round requires projects to take place between August 17, 2018, and August 17, 2019.

1. Optional workshops

Applicants may attend one or both of the workshops at the Trenton Free Public Library, 120 Academy Street:

- Saturday, June 23, 10 AM - Optional Technical Assistance Workshop
- Monday, June 25, 6:30 PM - Optional Questions and Answers Workshop

2. Application deadline: July 9th at 11:59 PM.

Applications should be completed online via www.iamtrenton.org.

Late applications will not be accepted.

3. Notification

We expect to notify applicants of whether their application was accepted for funding by the 2nd or 3rd week of August. Applicants whose projects are approved must sign a grant agreement before they can receive any funds. We also may work with applicants without 501(c)3 status to secure a fiscal sponsor for their project where necessary.

4. Check presentation

There will be a check presentation on August 17, 2018 at which approved grantees will receive their checks, to provide an opportunity to meet, mingle, and find areas of collaboration.

5. **Grant activities** should run between August 17, 2018, and August 17, 2019.

6. Progress report/check-in

Grantees are required to submit a short progress report by January 18, 2019, along with a financial report on funds spent.

7. Final report

Grantees will be required to submit a final report by September 18, 2019.

HOW TO SUBMIT YOUR APPLICATION

To apply, please visit www.iamtrenton.org for the application. We only accept online applications.

The application deadline is 11:59 PM Eastern Standard Time on July 9, 2018.

Late applications will not be accepted.

WHAT HAPPENS IF YOU GET A GRANT

1. Before you start your project:

- **Sign a grant agreement.** Before you can get a check, you have to sign an agreement with us -- basically that you'll do the project as you described in your application.
- **Attend the grant ceremony.** Grantees will receive their checks at a small ceremony on August 17th, location to be determined. We do this to celebrate the exciting grassroots work underway, and to introduce grantees to each other and our team.

2. As you do your project:

Get to work! Please keep receipts and track your expenses, as you will be required to submit this with your reports. Let the Grants Committee know of any activities coming up so we can attend or help get the word out.

3. Reports:

You are required to send us two reports, a short Progress Report (Jan 18, 2019) and a Final Report (Sept 18, 2019). Both of these are short and concise; we will send grantees a template. In each case, please include a short written narrative, a financial summary, and any additional materials about your project (photos, news clippings, etc.).

HOW TO REACH US

If you have questions, please feel free to reach out to the Grants Committee. We're here for you!

- **Email:** grants@iamtrenton.org
- **Phone:** (515) 674-2127. Please leave a message, making sure you mention that you are calling about the I Am Trenton citywide grant program, as well as your name, phone number, and question. We will get back to you right away.