I AM TRENTON 2023 CITYWIDE GRANTS PROGRAM
EQUITY, SOCIAL JUSTICE, AND RESILIENCE

All applications must be submitted online at www.iamtrenton.org/citywide. Applications will NOT be accepted by hard copy, mail, or email. These questions are provided for reference as you prepare your application.

The deadline is July 31, 2023, 11:59 pm.

APPLICANT INFORMATION/ INFORMACIÓN DEL SOLICITANTE

1. **Grantee name/ Nombre del beneficiario:**
   _____
   Please enter the **legal name** of the entity that would receive the grant funds if your project is selected for funding./ Por favor, introduzca el **nombre legal** de la entidad que recibiría los fondos de subvención si su proyecto es seleccionado para su financiamiento.

2. **Applicant Contact Information/ Información de contacto del solicitante**
   Please enter the contact person's name, email, phone, and mailing address. / *Introduzca el nombre, el correo electrónico, el teléfono y la dirección postal de la persona de contacto.*

3. **Applicant type:**

   Please pick the category that best describes your status as an applicant. Depending on the category you select, you will need to provide the additional information and documents listed.

   - A 501c3 nonprofit organization (Required information: EIN of nonprofit)
     - **If you select this,** an additional question will appear asking you to enter your EIN.
   - An individual or unincorporated organization WITH a fiscal sponsor (Required information and documents: (1) EIN of fiscal sponsor, (2) Letter of agreement from fiscal sponsor to work with you.)
     - **If you select this**, you will need to:
       - Enter the EIN of your fiscal sponsor
       - Upload your letter of agreement with your fiscal sponsor.
   - An individual or unincorporated organization WITHOUT a fiscal sponsor (Required information and documents: If you are awarded a grant, you will be required to fill out a W9 form providing the name and SSN of the individual receiving the funds.)

PROJECT SUMMARY

1. **Project Title:** _____

2. **Please describe your project in one sentence.** If your project is funded, we will use the title and short description in press materials and on our website.

3. **What amount are you requesting from the IAT 2023 Citywide Grant Program?** (Maximum $5,000; we expect most grants to be $1,000-$3,000): _____

4. **Category:** Please pick the category that **<u>best</u>** describes your project.

_____ Equity and Social Justice

_____ Resilience

_____ Community Improvement

PROJECT DETAILS/ DETALLES DEL PROYECTO
Please provide short, clear answers to the following questions in **either** a written document (maximum 2 pages) **or** a short video (maximum 3 minutes). **Please UPLOAD the document/video below.**

1. **Who are you?** - Tell us about yourself, your organization/group, and any key partners. What do you currently do, and what past experience or success has informed your project?

2. **What will you be doing?** - Please describe your project. How did you come up with the project? Describe project activities, timeframe, and details. Please be clear if any of your activities will take place outside of Trenton. How will residents be engaged in the project?

3. **What will you achieve? ¿Qué lograrás?**
   Please explain how your project will make Trenton even better.

   a. **For the "Resilience" category:** How will it make your organization or community stronger and more resilient against a particular urgent challenge (examples include: the pandemic, climate change, economic crises)?

   b. **For Equity and Social Justice:** How does your project challenge structural inequality?

   c. **For all projects:** What is the specific impact or improvement for Trenton? How many Trenton residents will your project impact?

4. **Why do you need support from I Am Trenton?**
   Please describe why a grant from I Am Trenton will make a real difference for you. For example, if there are challenges you have faced in getting funding to support this specific work, or if there is a unique opportunity you are trying to take advantage of, please discuss that here.

PHOTOS / FOTOS
Please upload up to three photos that can help us understand who you are and what you propose to do. This can be examples of a past project you did, and/or images that show an issue you're aiming to fix. If your grant is approved, we may use these photos in press materials and on our website so please make sure you own the image. **Please DO NOT use logos or event flyers**.

BUDGET/ EL PRESUPUESTO
Please upload a budget that lists the specific expenses your project will have. An example budget for a hypothetical community information campaign is shown below.

SAMPLE BUDGET

Expense	Amount	Source of funds	Status of funds (Confirmed, Requested, etc.)
Artist fees - poster and pamphlet designs ($100 x 4)	$400	IAT	Requested
Printing - posters	$200	IAT	Requested
Printing - pamphlets	$200	Partner Name	In-kind; confirmed
Stipends - community members to host Facebook Live sessions	$500	IAT	Requested
Translation - Spanish	$250	IAT	Requested
Poster / pamphlet distribution	$300	Volunteers	In-kind; confirmed
Total project cost	**$1,850**		
Total requested from I Am Trenton	**$1,350**		

**I AM TRENTON 2023 CITYWIDE GRANTS PROGRAM
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2022 PRIORITIES

I Am Trenton Community Foundation was established by a group of Trentonians in 2007 to *Make Trenton even better through community engagement, building pride in our city, and community-focused giving*. Since 2010, we have given out over $500,000 in funding to grassroots initiatives and projects. We believe in putting resources on the ground and investing in Trenton's own changemakers. The majority of projects we fund are designed, led, and executed by Trentonians to address issues or opportunities in their own community.

Our 2023 citywide grant cycle will support ideas that address equity, social justice, resilience, and community improvement. We will interpret these categories broadly - we just ask that you pick the one that best fits your project:

- **Equity and social justice:** Initiatives that address an equity or social justice problem, organize those affected, challenge the causes, bring new awareness, cause discomfort, and/or create pressure for change.

- **Resilience:** Initiatives that improve organizations or communities' ability to deal with disruptions like the pandemic, economic crisis, climate change, etc.

- **Community Improvement:** Projects that improve a specific issue or challenge in the applicant's community.

GRANT AMOUNTS

Applicants may request up to $5,000. We expect most grants to be between $1,000 to $3,000.

WHO CAN APPLY

We will prioritize projects designed and led by Trenton residents, people of color, and people with lived experience of the issue the project is addressing. Applicants are not required to have 501(c)3 nonprofit status. However, please note that grant funds are considered taxable income by the State of New Jersey and the IRS unless the recipient entity is tax-exempt. We also require a W9 with either an EIN or SSN to issue each grant. Grant recipients are responsible for all income reporting and all associated tax payments. We strongly encourage applicants who do not have 501(c)3 status to partner with a 501(c)3 nonprofit organization that can serve as a fiscal sponsor for the project.

I Am Trenton reserves the right to disqualify an applicant that has not submitted satisfactory reports or complied with grant requirements in our other grant cycles. If you currently have an open grant, please talk to us (grants@iamtrenton.org) before applying.

HOW TO APPLY

The full application appears below. All applications must be submitted through the online form at https://www.iamtrenton.org/citywide. We will not accept emailed or mailed applications.

In keeping with our goals to become more inclusive:

- We will accept applications in Spanish as well as English.

- Applicants have the option of submitting their Project Details as a short essay OR as a short video. Please see the application for details.

The deadline is July 31, 2023, at 11:59 pm.

WE DO NOT FUND

- 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

1. **Pre-application workshop (optional but encouraged) -** We encourage you to attend one of the virtual pre-application workshops, as they will provide additional information and an opportunity to ask questions. Register for a workshop at iamtrenton.org/citywide.
   Workshop dates:
   - Thursday, June 22, 5:30 pm - 7 pm
   - Saturday, July 8, 10 am - 11:30 am
   - Wednesday, July 19, 5:30 pm - 7 pm

2. **Application deadline -** Applications are due on **July 31, 2023, at 11:59** Eastern Time. Please submit all materials through the online form at **iamtrenton.org/citywide**.

3. **Notification of awards -** We expect to notify applicants on whether their application was funded or not by September 15, 2023.

4. **Grant activities** should occur between **October 1, 2023 and September 30, 2024.**

REVIEW PROCESS

Applications will be reviewed by the Citywide Grants Committee, which includes I Am Trenton board members and volunteer community members. Reviewers will score each application individually, then discuss all the applications in the pool. We do our best to fund projects at the amount requested, but we may approve a grant for a lower amount.

REQUIREMENTS FOR GRANTEES

If your project is funded, you should expect the following

Grant Agreement and W9: Grantees will be required to sign a grant agreement with I Am Trenton Community Foundation. For applicants with a fiscal sponsor, the grant agreement will be between IAT and the fiscal sponsor. We also require a signed W9 form with an EIN or SSN to issue each grant.

Please note that projects over $2,000 will receive two installments of funding: one at the start of the project, and the second after a progress report due no later than March 31, 2024 (see below).

Kickoff meeting / award ceremony: We will organize a grantee convening at which grantees can receive their checks and meet each other in late September 2023. Grantees will receive information directly.

Reporting: Grantees will be required to report on their progress by **March 31, 2023**, either by phone/virtual meeting or in a short written report. A final written report will be due by **October 15, 2024.** We ask that grantees document project activities through photos, short videos, etc. and submit these with their reports. Grantees will receive instructions on how to submit their reports directly.

HOW TO REACH US

Feel free to contact the Grants team at any time throughout the application process or as you carry out your grant activities. **For Spanish-language help, please email us and leave your name and phone number and we will call you back.**

- **Email:** grants@iamtrenton.org

- **Phone:** (515) 674-2127. Please leave a message, making sure you mention that you are calling about the Citywide Grant program, as well as your name, phone number, and question. We will get back to you as soon as possible.