Applications must be received by February 28, 2021.

**Please review the application handbook before completing the application.**

# 2021 Community and Civic Engagement Small Grants

**– Budget –**

Grant requests can range from $300 to $4,000. Please detail all project expenses below. You may group items together (e.g. “painting supplies” as opposed to listing paint, brushes, canvas, etc., as separate items). For detailed instructions, see page 9 in the application handbook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Budget Item Description** | **Requested Funds** | **Leveraged Funds\*** | **In-Kind Donations, Services & Volunteer Time\*\*** |
| **Personnel** (Contracting for professional services, participant stipends, volunteer time\*\*, etc.) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Supplies & Materials**  (Painting supplies, wood, etc.—the materials needed to complete the project.) |  |  |  |  |
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|  |  |  |  |
| **Outreach & Publicity** (Flyers, brochures, mailings, etc.) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Event Related Expenses**  (Renting table/chairs, food, paper cups, etc.) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Permitting & Fees** (Reserving park space, noise variances, street closures, etc.) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other** |  |  |  |  |
|  |  |  |  |
| **Subtotals** |  |  |  |  |
| **Administration\*\*\***  (Fiscal sponsorship, etc.) |  |  |  |  |
| **TOTALS** |  |  |  |  |

\* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct financial support from your organization.

\*\* The value of general volunteer time should be calculated at $24.70 per hour. For donated professional work, visit <https://www.bls.gov/oes/current/oes_38900.htm>to identify a median per hour volunteer rate or use the amount the professional usually charges for their services.

\*\*\* Administration cannot exceed 10% of the project related request. SE Uplift charges a 7.5% administrative fee to serve as fiscal sponsor for all projects not led by neighborhood associations. Please budget accordingly.