



## SMALL GRANTS PROGRAM

FY2020

### PROPOSAL INSTRUCTIONS AND APPLICATION FORM

The Arlington County Housing Division (HD) **Eligible Areas Small Grants Program** is designed to provide funding for small-scale neighborhood projects that focus on community building and community problem solving. Funding for this program is provided through Arlington County's Community Development Program. **The maximum grant amount is \$1,000 per applicant/event.**

**501c (3) organizations, civic associations and community groups with tax identification numbers (FEIN #) can apply to receive funding for activities within the following eligible areas:** Westover Village, Radnor/ Ft. Meyer Heights, Lyon Park, Penrose, Arlington View, Buckingham, Arlington Mill, Barcroft, Pike Village Center, Nauck, and Long Branch Creek.

#### **Eligibility**

Eligible activities are one-time programs such as, start-up costs for a youth sports program or other youth development activity, one-time costs for a workshop or educational event, neighborhood festivals. Funds are provided on a reimbursement basis and reimbursement documentation including receipts must be submitted no later than **ten days after the event has taken place. The recipient must provide a short description of the event, report on how many people participated, and outcomes of the event.** We are unable to reimburse individuals, so you must be associated with an eligible organization.

**Application Submission: Applications must be received by August 23, 2019 and the funding covers activities throughout the period until June 30, 2020.**

Proposals may be sent via email to [Rnedd@arlingtonva.us](mailto:Rnedd@arlingtonva.us) or mailed to

**ATTN: Rolda Nedd  
Housing Division, CPHD  
2100 Clarendon Boulevard, Suite 700  
Arlington, Virginia 22201  
703-228-3823**

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**ARLINGTON COUNTY, VA  
APPLICATION FOR SMALL GRANTS PROGRAM FY20**

Applicant Name: \_\_\_\_\_

Neighborhood served by Project: \_\_\_\_\_

Venue Address/Location: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact email: \_\_\_\_\_

**Project Category – Type of Project (✓ to select one)**

- \_\_\_\_\_ Resident Self-Help Initiatives – workshops, volunteer events, festivals, etc.
- \_\_\_\_\_ Youth Development Projects
- \_\_\_\_\_ Public Safety – crime prevention, traffic safety
- \_\_\_\_\_ Education, Recreation and Cultural Initiatives
- \_\_\_\_\_ Other

**Project Information (Add attachments if necessary)**

Project Name: \_\_\_\_\_

Target Participants: \_\_\_\_\_  
(e.g. seniors, renters/tenants, owners, apartment complexes)

How many participants are expected? \_\_\_\_\_

What activities will program participants carry out? Brief project description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Schedule**

List the major activities or milestones in your project. Please list the date (month/year) you expect to complete each activity, if the program is expected to be carried out over several months.

	Date
	Date
	Date

**Project Cost**

Total Project Cost \$ \_\_\_\_\_

Amount of County funding requested: \$ \_\_\_\_\_

Project Budget (**please be as detailed as possible; items charged to County funds only**)

Item description (unit cost)	Total Cost	Amount Charged to Small Grant
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Estimated Number of Volunteer Hours Contributed: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Applicant Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant FEIN #