

THIS COVER SHEET MUST BE COMPLETED FOR ALL REQUESTS FOR SUPPORT

Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Annual Operating Budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Founded: \_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Mailing address if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ex/ Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person (if different than Director): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone 1: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone2: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Project Costs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Purpose: (limit 50 words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Project Goals: (limit 50 words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Fiscal Sponsor Name and contact information (if using one):

**I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:**

1. The tax-exempt status of this Organization and/or our Fiscal Sponsor is still in effect,
2. This Organization and/or our Fiscal Sponsor does not support or engage in any terrorist activity, and
3. If a grant is awarded to this Organization and/or our Fiscal Sponsor the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose.

This must be signed by the organization that will complete the project, not the Fiscal Sponsor.

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Print name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CHEJ Small Grant Application Tier 1 Organizations**

\*\* ONLY use this application if your organization’s annual budget is under $50,000. \*\*

CHEJ’s Mini-Grant Program will fund projects that help groups move towards their goals by building leadership and/or building the group’s capacity by expanding community participation or strengthening the group. (see application guidelines)

**These projects could include:**

|  |  |
| --- | --- |
| Board Development  | Membership Outreach  |
| Fundraising Efforts  | Meeting to Develop Organizing/Strategic Plans |
| Training Leaders to Go Door-to-Door  | Events that are Part of a Strategic Plan |
| Educational Activities Which Are Directly Connected to Your Strategic Plan | General Events |

It is recommended that project activities be creative, effective and/or strategic. The grant awards will range from $1,000 - $5,000 per group.  The project must be completed and a final report submitted by August 7, 2020.

Although we believe that many efforts in the field are valuable in creating change, our resources are limited.

**Projects we are not likely to fund:**

|  |  |
| --- | --- |
| Film Production  | Community Gardens |
| Individuals | National Organizations |
| Legal Assistance | Market Campaigns |
| Natural Environmental Protections | Food Banks |
| Organization Outside of the United States  | National Campaigns, (except local/statewide group specific efforts may fit into a campaign)  |
| We no longer can fund environmental testing |  |
| Legislative Lobbying  |  |

Please answer the following questions and submit the completed application form of no more than three pages, plus the cover sheet and budget page. For a total of 5 pages. Please do not use a 10 pitch font, 12 pitch is best. You are required to use the cover sheet and budget page provided as part of this application. Return to CHEJ by September 6, 2019 at grants@chej.org, or you can send it by mail to CHEJ, P.O. Box 6806, Falls Church, VA 22046 (must be postmarked no later than September 6, 2019).

1) What issues is your group working on? How long has your group been working on these issues?

2) What are your group’s goals? Has your group had any achievements? If so, please briefly describe.

3) Is your group led by people from an impacted community? How many members/people are involved in your group’s activities?

4) Please describe your group’s proposed project. The project should build leadership and/or build your group’s capacity by expanding community participation or strengthening your group. Also include a short summary of your next steps after project completion. A small number of general support grants will be given.

5) Is the issue your group is working on at a critical juncture? Why would it be timely and helpful if your group received the funding for the proposed project?

If your group is not incorporated and does not have a bank account, you will need to find a group that can accept the funds for your group, such as a church or other non-profit who will serve as a “fiscal sponsor” to accept the funds.  If your group is not incorporated and does not have a bank account, please provide the name and contact information of the fiscal sponsor for your group.

**Applications due by: September 6, 2019.** Please send your application form to CHEJ at grants@chej.org or by U.S. mail to P.O. Box 6806 Falls Church, VA 22046 (Must be postmarked on or before September 6, 2019).

**If you have questions about the grant application form or the grant process, please contact us at 614-539-1471 or** tmills@chej.org

Our small grants training call will be on August 6, 2019 from 12-1 Eastern Standard Time. Please watch for our notice to register.

**Thank you for your interest.**

**Please complete the following budget form for your project**

**CHEJ 2019 Small Grant Budget**

 **Organization Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grant Period** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses for proposed project**  | **Project Budget**  | **Other Funding Sources** | **Requested from CHEJ**  |
| **Personnel** |   |   |   |
| Salaries and Wages  | $ |   |   |
| Payroll Taxes | $ |  |  |
| Benefits  | $ |  |  |
| Consultant fees  | $ |  |  |
| **Total Personnel expenses** | $ |  |  |
| **Operations** |  |   |   |
| Rent | $ |   |   |
| Utilities | $ |   |   |
| Telecommunications | $ |   |   |
| Postage | $ |   |   |
| Printing and copying  | $ |   |   |
| Equipment  | $ |   |   |
| Supplies | $ |   |   |
| Travel  | $ |   |   |
| **Total Operations expenses** | $ |  |  |
| **Events** |  |   |   |
| Event Related Facility Space | $ |   |   |
| Event Related Supplies  | $ |   |   |
| Event Related Travel  | $ |  |  |
| **Total Event expenses** | $ |   |   |
|  |  |  |  |
| **TOTAL EXPENSES** | $ |  |  |
|  **Revenue for this Project**  |   |   |   |
| Grants/Contracts/Contributions  | $ |   |   |
| Government Local/State | $ |   |   |
| Foundations | $ |   |   |
| Corporations | $ |  |  |
| Individuals | $ |  |  |
| Membership Income  | $ |  |  |
| In-Kind Support  | $ |  |  |
| Other | $ |  |  |
| **Total Revenue**  | $ |  |  |

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