

 **PLEASE READ OUR GUIDANCE DOCUMENT**

**CHEJ Small Grant Application – Round 1, Tier 2 Organizations**

**\*\* ONLY use this application if your Organization’s annual budget is more than $50,000 but less than $250,000. \*\***

CHEJ’s Small Grants 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). We recognize that we are operating in an unusual time because of the coronavirus and that this may impact your options for carrying out your work.

**Grant activities can include:**

|  |  |
| --- | --- |
| Board Development  | Membership Outreach  |
| Fundraising Efforts  | Meetings to develop organizing/strategic plans and events that are part of these plans. |
| Training leaders to go door-to-door.  | Equipment for communications, such as the purchase of Zoom software. |
| Educational activities that are directly connected to your strategic plan. | General events, done safely, honoring social distancing.  |

It is recommended that project activities be creative, effective and/or strategic. Grant awards in this tier range from $5,000 to $10,000 per group. The project must be completed and a final report submitted by November 11, 2021.

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

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

|  |  |
| --- | --- |
|  Film Production  | Individuals  |
|  Community Gardens |  National Organizations |
|  Legal Assistance |  Organizations Outside the United States |
|  Natural Environmental Protections |  Market Campaigns |
|  Food Banks  |  National Campaigns (except local/statewide  group-specific efforts that fit into a campaign)  |
|  Environmental testing |  Groups with an annual budget over one  million dollars |
|  Legislative Lobbying  |  |

Submit to CHEJ by **February 21, 2021,** 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 February 21, 2021).



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:**

* The tax-exempt status of this Organization and/or our Fiscal Sponsor is still in effect,
* This Organization and/or our Fiscal Sponsor does not support or engage in any terrorist activity, and
* 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 unlawful purpose.

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

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

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

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

Write a Summary of the Project, Program, or Campaign (Please do not use a 10-pitch font, 12 pitch is best). The summary should include a brief description of the project, outcomes you plan to achieve, whom the project serves, and why it is important. Why your Organization should receive the funds to implement the project and how the funds will be spent (no longer than 300 – 350 words).

**Section A** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Write a narrative that follows the outline below, using all headings provided. As long as the narrative flows in the designated order, feel free to include information within each heading that you believe is important to make your case. Avoid including the same information in different sections of the narrative. Be thorough, yet strive for brevity. More is not necessarily better. The entire proposal should be no more than five pages, plus a cover sheet and budget sheet. You are required to use the cover sheet and budget page provided as part of this application. Please do not use a 10 pitch font, 12 pitch is best. Return to CHEJ by February 21, 2021, 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 February 21, 2021).

Our small grants training call will be on January 29, 2021, from 12-1 Eastern Standard Time. Please watch for our notice to register.

Please tell us your mission:

Summarize your Organization’s history:

Highlights/Accomplishments:

**Section B: Project/Program Narrative** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

1.) Problem and Need your project/proposal will address:

2.) Program/Project Goal:

3.) What do you plan to do to accomplish your goal(s)?

(Describe your objectives, your activities, strategies, and timeline.)

4.) Outline your plan to document progress and results. How will you measure expected outcomes and the effectiveness of your activities? What will be your criteria for success? How will you evaluate your program/project?

5.) Key leaders/staff/volunteers (please list).

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

**CHEJ 2021 Small Grant Round 1 Tier-2 Budget**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses for the 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**  | $ |  |  |

**Applications due by February 21, 2021**

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 February 21, 2021). **If you have questions about the grant application form or the grant process, please contact us at 614-539-1471 or by email at** **tmills@chej.org****or** **grants@chej.org****.** Thank you for your interest.