



# Love Your Block Mini-Grant Application

## Initiative Overview

The Love Your Block program invites residents to design neighborhood improvement projects and apply for up to \$3,500 of grant funding and supplemental City services. Awards will help winning groups purchase necessary supplies, engage their neighbors and transform their neighborhood! Possible projects include, **but are not limited to:**

- *Creating Green Space:* pocket parks, community gardens, or vacant lot cleanups
- *Streetscaping:* Planting trees or flowers along roads, creating new art to blank spaces
- *Park improvements:* Installing benches and play equipment, repairing and repainting existing facilities

And much more! Tell us your ideas!

The Love Your Block Goal with providing a Mini-grant to support residents whom share the desire to transform physical landscapes with social impact that highlight the culture of a community.

## Grant Eligibility Requirements

1. Must be a non-profit or registered community organization, a resident or group of residents partnering with a fiscal agent (501c3, accredited business, or the City)
2. Projects must occur on city owned land or in the public right of way
3. Must be able to mobilize enough volunteers to complete the proposed project
4. Must have two contact people

5. Must commit to track city designated metrics and submit a post-project report. Metrics could include, but are not limited to, the number of trash bags collected, the number of trees planted, volunteers engaged, etc.

# Important Dates

## Grant Writing Workshops:

- January 17th, 2019** 11:00am - 12:00pm, One City Hall Plaza, Boston 02201 - *Rm 801*
- January 31st, 2019** 6:30pm - 7:30pm at *One City Hall Plaza, Boston 02201 - Rm801*
- February 19th, 2019** 6:30pm - 7:30pm at 2300 Washington St, Roxbury, MA (Bolling Building)
- March 1st, 2019** Application Deadline
- March 8th, 2019** Begin Announcing Grant Recipients

# General Information

**Group Name:**

Neighborhood:

Address:

Website:

Social media handle:

Is this group a non-profit?

Group's mission and recent accomplishments:

## Primary Contact Information

Name: Phone:

Address: Email:

## Secondary Contact Information

Name: Phone:

Address: Email:

## **Project Description**

In 500 words or less, please describe your project including:

1. Neighborhood issue your project plans to address
2. Solution that your project provides for that issue
3. Your plan to engage fellow residents as volunteers
4. How you will create and/or maintain partnerships with businesses/nonprofits

## Action Plan

Please include a detailed action plan that lays out the steps your group will take. *(You may attach extra pages to expand on your action plan if you need more room.)*

### Example Action Plan:

Action	Person(s) responsible	Date	Intended outcome
Community outreach to inform residents of Love Your Block Grant	John Doe	Month Day	Explaining the project & identifying community leaders to take on specific responsibilities
Host Community Meeting	Jane Doe	Month Day	Rallying community members behind project and making them aware of upcoming opportunities

### Your Action Plan:

Action	Person(s) responsible	Date	Intended outcome

## Volunteer Plan

The project(s) must be completed with volunteer effort. *(You may attach extra pages to expand on your volunteer plan if you need more room.)*

### Example Volunteer Plan

Task	Detailed Description	Volunteers Needed
Mural Painting	Completion of a 12' x 25' mural on blank wall next to the vacant lot	10
Trash Clean-up	Picking up the trash located in the vacant lot next to the mural	8

### Your Volunteer Plan

Task	Detailed Description	Volunteers Needed

### Additional Volunteer Questions

Total volunteers needed: (Note - volunteers may overlap in tasks)	
How many volunteers do you already have?	

How do you plan to get more volunteers, if needed:	
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## Budget Plan

Please provide a detailed budget that includes all planned expenses for the project.

*(You may attach extra pages to expand on your budget if you need more room.)* Please keep in mind grants will be awarded based on the following tiered scale:

ELIGIBILITY REQUIREMENTS	AWARD AMOUNT
Proposed project must have one or more funders not including Love Your Block	\$3,500
Start a new Love Your Block project	\$1,250
Continue improving an established neighborhood project	\$700
Build on to a previous Love Your Block project.	\$300

### Example Budget Plan

Item	Description of Use	Cost
Planters	To install in public plaza	\$800
Soil	For planting	\$100
Perennials	To be planted	\$300
<b>Total</b>		\$1,200

**Your Budget Plan (*Funds cannot be used on food or personnel hours outside of artist fees*)**

Item	Description of Use	Cost
<b>Total</b>		<b>\$</b>

**Community Engagement Plan**

Please describe the individual actions you plan to take to complete the project.  
*(You may attach extra pages to expand on your community engagement if you need more room.)*

1. *Inform* them of the grant’s purpose and your dream of making a particular space better.

2. *Involve* them in the design and function of the project.
3. *Engage* the community to help you build and maintain the space.

### Example Community Engagement Plan

Action	Description	Inform, Engage, or Involve?
Flyering	Using flyers in prominent places to inform community about upcoming project	Inform
Community Meeting	Host a meeting to get feedback from the community and get buy-in	Engage
Participatory Design	At a community meeting residents are invited to participate in the final design of a project	Involve

### Your Community Engagement Plan

Action	Description	Inform, Engage, or Involve?

## **Sustainability Plan**

Please describe in 500 words or less how you plan to maintain your project, including:

1. General Maintenance and Upkeep
2. Any additional programming
3. Who is responsible for this work, including how you will maintain volunteer engagement.

## Fiscal Information

What group will be designated as the fiscal agent, who is the point of contact as well as the recipient and caretaker of the grant funds?

- Non-profit *(please attach 501c3 status/paperwork)*

**Group Name:**

**Neighborhood served:**

**Contact Name:**

**Address:**

**Website:**

- Incorporated business *(please attach paperwork proving so)*
- I am not a Non-Profit & Do not know one

## Photos

Please attach any before photos of your proposed project area.  
*(Alternatively, you can print them out separately and mail with application.)*

## Submission

Please submit all applications to:

Kaira Fox  
Mayor's Office of Neighborhood Services  
1 City Hall Square  
Room 805  
Boston, MA 02201  
Or submit them online at: [Boston.gov/loveyourblock](http://Boston.gov/loveyourblock)

**Thank You!**

For questions please contact Kaira Fox at [loveyourblock@boston.gov](mailto:loveyourblock@boston.gov).

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