**2016 Grant Guidelines and Criteria**

**Purpose:** The goal of the MKNA Vi Walker Neighborhood Grant Program is to fund programs that will:

* Have a lasting, sustainable impact on the neighborhood
* Improve the lives of neighborhood residents by addressing one or more of the following critical needs:
  + Vitality and Connectivity of the Neighborhood
  + Health, Safety and/or Crime Prevention
  + Education

**Eligibility Criteria:**

Grant receiving organizations must be a nonprofit 501(c)3, school or church and provide a copy of their determination letter from the Internal Revenue Service.

* Committees of the Meridian-Kessler Neighborhood Association Board may apply for and receive grants.
* Applications should answer the grant questions, in the order asked. Answers to the application project description section should not exceed three pages.
* Applications must give an estimate or specific number of Meridian-Kessler residents to be served.
* Applications submitted after the deadline will not be considered for funding.

**Application Process & Timeline:  
Submit your application to** [michelledhostetler@gmail.com](mailto:michelledhostetler@gmail.com) **and** [meridiankessler@aol.com](mailto:meridiankessler@aol.com) **by March 4 @ 5:00 pm EST.**

* Applications available – **January 10, 2016.** Available on line, at the MKNA office & College Ave. Library
* Grant requests can range from $2,000-$15,000.
* Deadline for applications to be submitted to the Grant Committee – **March 4, 2016**
* Grant Chair (and/or one other committee member) to review applications to determine eligibility
* Grant Committee members receive applications – **March 7, 2016**
* Grant Committee Decision Meeting – **the week of March 14th, 2016**
* Grant Applicants receive decision notification – **Week of April 4, 2016**

**Grant Committee Structure:**

* Grant Committee members should be members of MKNA
* Committee members should be residents of Meridian-Kessler or have very strong ties to the neighborhood (work within the neighborhood, live very near the neighborhood, etc.)
* Participants from MKNA board and staff should be limited to 2: the MKNA Grant Committee Chair and the MKNA President (or appointee), with the remaining committee being drawn from MKNA community members.
* Committee members are encouraged to reach out to eligible organizations to encourage them to apply for a grant.

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**(526 E. 52nd St., Indianapolis, IN 46205, Phone 283-1021) by March 4, 2016 2016 Application–Basic Information Section**

|  |  |
| --- | --- |
| **EIN (tax exempt)#** |  |
| **Organization Name** |  |
| **Address** |  |
| **Organization website** |  |
| **Organization phone number** |  |
| **Grant contact name and title** |  |
| **Grant contact phone and email** |  |
| **Executive director name (or authorizing official)** |  |
| **Executive director phone and email** |  |
| **Current year operating budget** |  |
| **Brief description of your mission and history of service in Meridian-Kessler.**  (limit 725 characters, with spaces) |  |
| **Brief description of your services and programs.** (limit 725 characters, with spaces) |  |

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**(526 E. 52nd St., Indianapolis, IN 46205, Phone 283-1021) by March 4, 20162016 Application–Project Description Section**(response not to exceed three pages)

**Organization Name:  
Title of Proposed Project:  
Requested Amount:**

1. **Project Summary:**
2. **Critical Needs:** *Describe the critical need(s) your organization’s proposed project will address and your plan to meet the need(s). Include a description of the individuals that will be impacted and a brief timeline of activities.*
3. **Impact**: *What short and long-term impact do you expect to accomplish? How many Meridian-Kessler residents will benefit? Discuss the project’s goals and expected outcomes. How will you measure success?*
4. **Sustainability**: *How will this project be sustained beyond the MKNA grant? What is the total budget for the project? Is the remainder (if any) of the program already funded?*
5. **If funded, my organization agrees to**:
   * Complete a final report.
   * Provide volunteers for at least one Meridian-Kessler activity during 2016, if needed.
   * Provide an item (service or goods) for the 2016 M-K Twilight Tour Silent Auction, June 3.
   * Participate in a media opportunity, if needed.

**By signing, my organization agrees to the above criteria.**

**X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(526 E. 52nd St., Indianapolis, IN 46205, Phone 283-1021) by March 4, 2016**

**2016 Application–Budget Summary Section**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Expenses** | **MKNA Grant Funds** | **Other Funds** | **In-Kind Donations** |
| (These are example expenses. Please replace with your actual budget.) |  |  |  |
| Project personnel |  |  |  |
| Administrative personnel |  |  |  |
| Transportation |  |  |  |
| Communication materials |  |  |  |
| Utilities |  |  |  |
| Equipment |  |  |  |
| Office supplies |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Total Expenses** | **$** | **$** | **$** |
| **Total Project Expenses** |  |  | **$** |

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