One Omaha Mini-grant

October 18, 2023

Overview

- **Who is eligible: Resident-led neighborhood based groups**
- **Awards are up to $1000 each**
- **Applications open Oct 16- Nov 19**
- **Winners notified December 8**
- **Awardees will receive check at One Omaha holiday party on Dec 12!**
- **Grant reports due Dec 1, 2024**

Overview

- **What can funds be used for**
  - **Purchasing supplies**
  - **Renting event equipment**
  - **Providing food for events**
  - **Printing costs to promote events**
  - **Compensation for artists or contractors. If you are interested in using a contractor to complete your work, we prefer to fund small artists, designers, etc., rather than funding large corporations.**

Eligibility

Criteria to be considered for the grant are:

- Your group is based in Omaha

- **The project will be resident-led**

- Your group has not received funding from One Omaha in the calendar year

- At least 3 people are involved in the project

Examples of projects

- **Community garden**
- **Tool lending library**
- **Community events**
  - **Concerts**
  - **Potlucks**
  - **Block parties**
- **Other ideas**
  - **Projects that increase collaboration between different groups**
  - **Projects that increase interactions between neighbors**
  - **Projects that increase resident awareness of issues in their communities**

How will the applications be judged?

Judging criteria for grant applications include:

- **The project organizes additional members of the community**
- **The project puts multiple people in leadership roles**
- **The project identifies an issue and seeks a community-based solution**
- **The project seeks to uplift marginalized folks**
- **Short term projects are part of an ongoing initiative for social change**

Grant writing- first steps

- Gather a core group of point people - 3 key organizers

- Be ready to receive funding

  - If you don't have an organizational bank account One Omaha can serve as a fiscal sponsor for your organization

- Familiarize yourself with the grant

  - That's why we are here today

- Secure permission from City or property owners if necessary

- Create a shared folder for the process where you can keep track of draft proposals, timelines and budgets

Getting ready for the grant

- Gather a core group of at least 3 people
- Decide on on a project

  - Visioning sessions
  - Reach out to other groups for collaboration opportunities

- Take stock of your capacity

  - What can you accomplish this year? It's ok to break your project down into smaller phases.

  - For example: if you want to start a market you might want to start with just once a month, or just crafts.

- Back up plan - what can you do without the grant, how will the grant allow you to do something better?

Thinking through the project

- **Vision**
  - **How was this project selected?**
  - **What is the need for this project?**
  - **What do you hope to accomplish in short term and long term?**
  - **What are the benefits of this project?**

- **Timeline**
  - **Create a month by month schedule for your project**
  - **Ex:**
    - **May - Buy supplies**
    - **June - Organize details of event**
    - **July - Hold event**

- **On-going maintenance**
  - **Who will take care of the on-going maintenance?**
  - **How will you continue to fund the project?**

Creating a budget

- Budget coordinator - possibly the most important role

- Make a list of everything that you will need

- Round UP

- Do some online research while you are writing your budget

- Not too detailed, not too vague

- Make your own spreadsheet budget, templates available

- Keep track of everything in the spreadsheet.

- Have a designated place for physical receipts and a designated email for online receipts

- Take a picture and upload physical receipts into the spreadsheet

- Immediately take picture of receipts or forward them to the designated email, losing a receipt is pretty much the worst thing that could happen

- Matching funds

Grant reporting

- Make sure you understand the grant timeline! Only ask for funding for aspects of the project that can be completed during this timeline.

- Be ready to submit a report at the end of the year that shows all your purchases and gives a synopsis of how the funding was used

- Track your spending as you go!

- Mini grant reporting requirements are very simple. By Dec 1, 2024 provide a narrative of how the project went, how One Omaha funding assisted in the project and provide 5-10 pics of the project.

Mini grant application

3 contacts

Name of projects

Tell us about your organization: How long have you been working together, how many folks are involved, what kind of projects do you typically do? (3-5 sentences)

Tell us about your project. Who, what, when, where, why?

- **Who- the group**
- **What- the project**
- **When- the timeline**
- **Where- the location**
- **Why- how will this be impactful**

Mini grant application (cont)

Explain how your project will strengthen the community you intend to serve

- **Expand on why the project is impactful, what will the positive outcomes be**

Who are the key community partners (if any)

- **Not required but we LOVE to see collaboration**

How will the grant funds be used to accomplish your project?

- **Budget narrative. $$ will be used to make the project MORE impactful**

Please show us your budget here

- **$400 for rental fees**
- **$150 for promotion**
- **Total: $550**

Any questions?

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[Grant writing tips](#)

[Link to mini grant application](#)