



EASTCONN Mini-Grant Application Process

We are pleased that you are considering submitting a Mini-Grant to fund your innovative, creative idea that reflects and aligns with the mission of the division in which you work. The process is quite simple, as we wish to encourage new ideas, programs, services, and activities that promote our mission and address our agency's goals. Applications will be accepted at any time during the year, and determinations will be made within eight weeks of submission. All mini-grant applications must represent inter/intra-department collaboration, be signed by program directors, and submitted to the office of Planning and Development. Lastly, all mini-grant applications must represent projects that are planned and developed outside the usual work schedule of the applicant, and the project itself must be conducted outside of the applicant's usual set of responsibilities.

The Planning and Development Team meets on the third Tuesday of each month, when it will review submissions received in the previous 30 days. Planning and Development Team members will follow-up with the applicant if additional information or grant-clarification is needed. Otherwise, the Team will make its recommendations to the Leadership Team for final approval.

In addition to completing the attached Mini-Grant Application form, please provide a one-page summary of the project for which you seek funding support. The summary should answer the following questions:

1. What are you proposing to do?
2. Why is this needed?
3. What will it do for the targeted population?
4. What is/are the desired impact(s) on the targeted population?

The Planning and Development Team will apply the following criteria when reviewing Mini-Grant applications:

- 1) Does the grant constitute a meaningful and beneficial activity for EASTCONN's staff, customers, and communities?
- 2) Is it creative and unique?
- 3) Does it constitute new work or new directions?
- 4) How feasible is the proposal and how likely will the applicant be able to succeed within the timeline proposed and the resources identified?

We wish you luck with your proposal, and if you have any questions about the process or want to discuss a potential idea for funding, please contact the Director of Planning and Development, who will be happy to assist you throughout the process.



EASTCONN Mini-Grant Application

Mini-Grant Application Applicant: _____ Application Date: _____

Collaborative Partners/Team Members involved in this application:

Title of Project/Activity Application: _____

Describe your innovation, vision, creative idea, project, event, activity, etc., for which you seek funds: (add additional pages as needed), include an explanation of what the innovative idea, project, event, or activity will accomplish and what evidence will demonstrate its success.

Please complete the following project chart:

Resources (i.e., supplies, travel, subscriptions, etc.)	Actions/Activities	Timeline	Outcomes/Impacts	Participants (describe who the participants will be and anticipated number)

Mini-Grant Amount (\$500 - \$1,500): _____

Budget: Please complete the attached budget form.

Site where new creative project, event, activity, etc., will be implemented:

Start and End Dates of the project: _____

Local Program Director Approval: _____

Please forward an electronic or print copy of your Mini-Grant Application, including budget, to the Director of Planning and Development, Maureen K. Crowley, mcrowley@eastconn.org. Thank you.

EASTCONN Mini-Grant Application Budget

Project Budget	Income	Projected Expenses
<i>Mini-Grant Amount Requested</i>		
Other Funds Available for the Project, if applicable (Name the source)		
<i>Project Expenses</i>		
Staffing (you, others, for example)		
Supplies: Administrative & Program		
Telephone/Postage/Shipping		
Space Rental/Occupancy Costs		
Marketing, Publicity, Advertising		
Printing & Publication		
All Other Expenses		
Total Project Expenses		