Application Contents Checklist
Neighborhood Micro Grants Program (MGP)

To make sure your Application is complete, please check (√) the items below that you are including in this package. **This checklist is required with your application.**

**Application Documents**

___ A clean, easily readable copy of your **Application**, with all sections filled out and questions addressed. **(Applications written in pencil will not be accepted.)**

**Fiscal Sponsorship Documents**

___ We are requesting that the East Tennessee Community Design Center serve as our **Fiscal Sponsor**. **(No document required.)**

However, if you are not using the Design Center as your Fiscal Sponsor, you must include either:

___ A copy of your group’s 501(c)(3) tax-exempt certification letter from the IRS.

or

___ A letter from your own Fiscal Sponsor indicating that it has agreed to accept, monitor and account for your grant funds, **and** that organization’s 501(c)(3) certification letter.

**Organization Documents**

___ A list of officers and board members, as well as their addresses, telephone numbers and email addresses.

___ A copy of your bylaws. (If you have no bylaws, please include a statement explaining your procedures for electing officers and conducting the organization’s business.)

If you are unable to provide all these organization documents:

___ We are attaching a statement explaining why these documents are not available.

or

___ We are a start-up organization as defined in Page 3 of the Program Guidelines and therefore have not yet generated these documents.

**Due to COVID-19, we have the ability to be more flexible with project goals and outcomes. Speak to someone in the O'Neill to see if your proposal will qualify.**
Application Form
Micro Grants Program

Organization Profile
Organization _______________________________________________________________

Contact Person for This Application ______________________________________________

Phone _____________________ Email _______________________________________________

Are you a start-up group? YES ___ NO ___ (See Item 3e of the Application Guidelines.)

Neighborhood Boundaries (for newly forming groups only)

North _______________________________________________________________

South _______________________________________________________________

East _______________________________________________________________

West _______________________________________________________________

Does your organization have a checking account? YES ____ NO ____
An organizational checking account is not needed to apply for the grant, but it will be needed to receive the funds.

Project Profile

Project Name _______________________________________________________________

Amount Requested: $__________ (up to $500 maximum)

Project Starting Date ___________________________ (approximate date)

Project Ending Date ___________________________ (approximate date)
Your Project

Describe in detail the project or activities for which you are requesting funding.
Address these questions: What is the project? What do you hope to achieve or accomplish by doing this project? How will it improve the neighborhood? How will your project connect and engage residents in your neighborhood? What are your anticipated expenses? **Use one additional sheet if necessary.**

Where will your project/event be located?

Submission Information

Applications submitted via email, mail, or in person.

- No application will be accepted by fax.
- No application will be accepted written in pencil.

By email to: Debbie Sharp
dsharp@knoxvilletn.gov

By mail to: Office of Neighborhood Empowerment
City of Knoxville
P.O. Box 1631
Knoxville, TN 37901

By hand to: Office of Neighborhood Empowerment
Room 546
City County Building
400 Main Street
Knoxville, TN 37902
Authorization

Please Note: Three signatures are required.

We the undersigned are the duly authorized representatives of the Applicant Organization. We confirm that we have read all terms and conditions listed in the Application Guidelines of the Neighborhood Small Grants Program, and that if funded our organization will comply with the stated guidelines for the use of city funds, save all receipts, and account for all expenditures.

1. ______________________________________     _________________________________
   Print Name                                                         Title
   ___________________________________________________________________
   Signature                                                             Date
   *************************************************************************************************************

2.  __________________________     _________________________________
    Print Name                                                         Title
   ___________________________________________________________________
   Signature                                                             Date
   *************************************************************************************************************

3.  ______________________________________     _________________________________
    Print Name                                                         Title
   ___________________________________________________________________
   Signature                                                             Date
   *************************************************************************************************************

Applications submitted by email must include these signatures. Please submit the original of the signature page by scanning it and including it with your Application. Or you can send the original signature page via U.S. mail.