



SMALL GRANTS PROGRAM

FY2024

PROPOSAL INSTRUCTIONS AND APPLICATION FORM

The Arlington County Housing Division (HD) **Eligible Areas Small Grants Program** is designed to provide funding for small-scale neighborhood projects that focus on community building and community problem solving for eligible areas/neighborhoods. Funding for this program is provided through Arlington County's Community Development Fund. **The maximum grant amount is \$1,000 per applicant/event.**

Who can apply?

501c (3) organizations, civic associations and community groups with tax identification numbers (FEIN #) can apply to receive funding for activities within the following eligible areas: Columbia Forest, Radnor/ Ft. Meyer Heights, Lyon Park, Arlington View, Buckingham, Arlington Mill, Barcroft, Pike Village Center/Douglas Park, Green Valley and Long Branch Creek.

Eligibility

Eligible activities are one-time programs such as, start-up costs for a youth sports program or other youth development activity, one-time costs for a workshop or educational event, neighborhood festivals and other similar activities. Activities proposed could be determined to have area benefit if they take place within the eligible neighborhoods listed above. If the activity is a type of individualized training, individuals participating must be determined eligible based on income.

Funds are provided on a reimbursement basis and reimbursement documentation including receipts must be submitted no later than **ten days after the event has taken place. The recipient must provide a short description of the event, report on how many people participated, and outcomes of the event.** All projects must be associated with a qualified organization, no individual reimbursements are permitted.

Application Submission: The grant application period is July 12, 2023 through August 30, 2023. Applications must be received by August 30, 2023 for consideration; the funding activity must take place throughout the current fiscal year ending June 30, 2024.

Proposals may be sent via email to Rnedd@arlingtonva.us or mailed to

**ATTN: Rolda Nedd, Community Development Planner
Housing Division, CPHD
2100 Clarendon Boulevard, Suite 700
Arlington, Virginia 22201**

**ARLINGTON COUNTY, VA
APPLICATION FOR SMALL GRANTS PROGRAM FY24**

Applicant Name: _____

Neighborhood served by Project: _____

Venue Address/Location: _____

Organization Contact Name: _____ Contact Phone #: _____

Contact email: _____

Project Category – Type of Project (✓ to select one)

- _____ Resident Self-Help Initiatives – workshops, volunteer events, festivals, etc.
- _____ Youth Development Projects
- _____ Public Safety – crime prevention, traffic safety
- _____ Education, Recreation and Cultural Initiatives that benefit an eligible area
- _____ Other

Project Information (Add attachments if necessary)

Project Name: _____

Target Participants: _____
(e.g. seniors, renters/tenants, owners, apartment complexes)

How many participants are expected? _____

What activities will program participants carry out? Brief project description: _____

Project Schedule

List the major activities or milestones in your project. Please list the date (month/year) you expect to complete each activity, if the program is expected to be carried out over several months.

	Date
	Date
	Date

Project Cost

Total Project Cost \$ _____

Amount of County funding requested: \$ _____

Project Budget (please be as detailed as possible; list items charged to County funds only)

Item description (unit cost)	Total Cost	Amount Charged to Small Grant
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Estimated Number of Volunteer Hours Contributed: _____

Authorized Signature of Applicant Organization

Date

Applicant FEIN #