

**APPLICATION DEADLINE: JANUARY 31, 2024**

## **Individual Community-Based Organizations Grant**

**Thank you for applying to the Criminal Justice Microgrant Fund. This fund provides resources to community-based organizations to develop new and creative approaches to justice reform while engaging communities and providing services to those directly impacted by the system.**

**You are applying for the Individual Community-Based Organization Grant with a maximum award amount of \$20,000.**

**Organizations may only apply for an Individual Community-Based Organization Grant or a Collaborative Community Partnership Grant. If an organization submits applications for both grants, the applications will not be reviewed.**

**Please note that if your organization previously received Microgrants funds but did not complete the 6-month and/or 1-year evaluations, your application will not be considered. For this grant cycle, ½ of the funding will be allocated upfront and the remaining ½ will be allocated after the 6-month evaluation has been received and approved.**

**All responses should be typed in 12-point font within the character limit. Please email your application and supplemental materials to [MacArthurSJC@phila.gov](mailto:MacArthurSJC@phila.gov) by January 31, 2024 by 5 pm. Please complete all sections of the application unless otherwise specified.**

**Please note that video testimony can be submitted in lieu of a written response for the following sections:**

- **Background and Mission**
- **Executive Summary**
- **Program Narrative**
- **Capacity Building**
- **Sustainability Beyond the Grant**
- **Expected Results**

**Video submissions should be no more than 10 minutes total in length. Please introduce each corresponding section in the submission. Videos should be uploaded to YouTube with a link submitted with the other application materials.**

**Type of Grant (please select one)**

- Innovation:** Innovation grants are intended to encourage new innovative, short-term projects (12 months or less) to advance your organization's goals.
- Sustainability:** Sustainability grants are intended to further support ongoing operations or fund a resource that will allow you to maximize the work you are already doing.

**1 . Capacity building helps an organization's ability to fulfill its mission by making improvements to its processes, administration, and operations. Up to half of the total grant amount (\$10,000) may be used for capacity building. Will your organization be using any of the award for capacity building?**

**Yes**  **No**

**2 . Grant Request Amount**

- \$20,000 Innovation Grant with Capacity Building**
- \$20,000 Innovation Grant - No Capacity Building**
- \$20,000 Sustainability Grant with Capacity Building**
- \$20,000 Sustainability Grant - No Capacity Building**

**3 . Has your organization received MacArthur microgrant funding before?**

**Yes**  **No**

**If yes, please respond to the following questions:**

**4 . Is this application to continue the previously funded project?**

**Yes**  **No**  **Partially**

**5 . Did your organization complete the requested 6-month and 1-year evaluations?**

**Yes**  **No**

**If your organization did not complete the previous 6-month and 1-year evaluations, your application will not be considered.**

## APPLICANT INFORMATION

Organization Name:

Full Address:

Primary Contact:  Position:

Phone Number:  Email:

Alternate Contact:  Position:

Phone Number:  Email:

### Philadelphia Neighborhoods Served:

Citywide or  The following zip codes:

1. Is the organization a 501 (c) 3?  Yes  No

★ Please submit documentation to support your 501 (c) 3 status and your Philadelphia address

2. If not, does the organization have a sponsoring agency?  Yes  No  Not applicable

3. Employer Identification Number (EIN):

4. How many people, full-time and part-time, are employed by the organization?

1 - 5 employees

6 - 10 employees

11 - 15 employees

16 - 24 employees

25+ employees

5. What was your annual budget in 2022?

Under \$1 million

Between \$1 and \$5 million

Over \$5 million

You are requested to submit your organization's IRS Form 990 for 2022. If your organization is newly established and does not have a Form 990, please specify that in the application.

## BACKGROUND AND MISSION

**Describe the background and mission of your organization.  
(1,000 characters max)**

## EXECUTIVE SUMMARY

**Briefly describe your project and the issue it will address. Discuss how the project is related to your mission, and what specifically you hope the project will achieve.  
(3,000 characters max)**

## PROGRAM NARRATIVE

A program narrative describes the project you are seeking funding for in detail. This section should discuss the activities of your project, who will do them, and how they relate to the overarching goal. Your response should address all of the questions below.

1. What is unique about your approach?
2. Who will benefit from your project and how many people do you expect to serve?
3. How do you plan to engage the community and recruit members to participate in and further the goals of your project?
4. Who is on your project's team, what are their role, and their qualifications and/or skills?  
(4,000 characters max)

## CAPACITY BUILDING

### **\*Capacity Building Only \***

**If you are applying for a grant with funding for capacity building, please explain how you plan to utilize grant monies for capacity building.**

**How will these funds support the long-term sustainability of your organization?**

**(2,000 characters max)**

## SUSTAINABILITY BEYOND THE GRANT

1. Describe how the project will continue beyond the grant term.
2. How will this microgrant help you leverage additional funding or expand your partnerships?
3. How has the community been engaged previously? What are your plans to further engage the community moving forward?
4. What are the current challenges your organization faces and challenges you anticipate? How will the funds help you to overcome them?

(2,000 characters max)



1. Provide all estimated budget expenses that the Microgrant Funds will be used to support.

Type of Expense	Description	Designated Microgrant Amount

2. Provide all estimated revenue that will support this project.

Revenue Source	Amount	Status (Confirmed or Pending)
<b>Total Estimated Project Budget:</b>		

3. Explain how your organization manages finances, including but not limited to employee roles, financial management software and accountability standards.  
(1,000 characters max)

## PROJECT ACTIVITIES, MILESTONES & TIMELINE

Indicate the primary or major types of activities that will occur to carry out the project and their anticipated start and end dates. Even if your project is ongoing, it must still have a start date and end date. If it is a new project, the start date should give enough time to get your project up and running. Grant recipients should be notified of the award by the end of February 2024.

Activity Description	Start Date	End Date

Start Date - End Date:

List any additional partners, their organization, and their role in the project.  
Helpful hint: Community Partnerships, working relationships with city agencies, and volunteers show community support and collaboration. Make sure to include them here.

Name	Agency	Role

## EXPECTED RESULTS

**Briefly describe the expected outcomes, benefits, or results from the project and how they will be measured. If funded, you will be asked to complete 6-month and 1-year evaluations. These evaluations will ask about progress towards your goals and expected outcomes. Refer to the SMART goal framework (Specific, Measurable, Actionable, Realistic, Time-Bound) to ensure your expected outcomes are clear.**  
**(3,000 characters max)**

## APPLICATION DECLARATION

To complete your application, you must confirm that you understand and agree with the following statements:

- The organization has a valid 501 (c) 3 non-profit status or will partner with a non-profit organization that can serve as a fiscal sponsor
- Programming is based in Philadelphia
- Application is for funds that will be spent in one calendar year
- The organization agrees to complete a six-month evaluation, including any requested financial verification, upon request six months after the awarding of the funds
- The organization agrees to complete an end-of-year report, including financial verification, and attend an end-of-year wrap up meeting to share their work with the Microgrant Committee and other grantees
- I confirm that the representations in the application are to the best of my knowledge true and accurate

Name of Authorized Representative

Position

Signature of Authorized Representative

Date

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