



HOPE SF Small Grants Program Application Sample Template

This template is meant to serve as a clarifying guide to assist applicants with accurately completing the HOPE SF Small Grants Program (SGP) application. The information provided below (in green) contains examples of the types of answers that will help the SGP committee understand your proposal when scoring applications; however, the examples provided are not required to be awarded.

Organization Information

Organization	List the name of your organization or project (if you are not an organization). The organization (or project) is the applicant entity (not the individual entering the information) and therefore the name of the "organizational" account in the grants management system, called Fluxx.
Location	The city or neighborhood where the work is being performed.
Primary Contact	The point of contact for the organization or project listed above.
Authorized Signatory	Please ignore this section or reply N/A.
Is your organization BIPOC-led? (BIPOC stands for Black, Indigenous, or a Person of Color)	Answer 'yes' if the organizational or project leader identifies racially or ethnically as Black, Indigenous, or a person of color.
Please describe the Race/Ethnicity of the leader of your organization/project?	If you answered 'yes' to the previous question, briefly explain why you answered yes. For example, the organizational or project leader is a Black woman.
Please describe the race/ethnicity of the people this project will serve.	Specify the race and/or the ethnicity of the population your organization or project is serving. You may include specific percentages if you have that information, but it is not required. For example, this project will serve Latinx (20%), Black/African American (40%), and Pacific Islander (40%) residents.
Short Purpose	One sentence that describes why you are doing this project and what you hope to accomplish. The sentence should begin with "To", for example, "To establish a community art and mural program that celebrates history,

	heritage and builds a sense of community.” Your purpose should align with at least one of the funding categories listed on the SGP web page .
Type of Support	Grants from the HOPE SF Small Grants Program will be made for Project Support only.
Total Amount Requested	List the amount you are applying for up to \$10,000. (Please note that due to limited funds and a large demand, we may not be able to fund the full amount of your request.)
Project Start Date	When do you intend to start this project?
Requested Duration (in months)	How long will this project take to complete?
What is your organizations annual budget?	Choose from a dropdown menu that applies to your organization’s budget size. If you are a new organization or applying for a project, you will mostly likely choose “up to \$100,000”.
Tell us about yourself, your organization, and your connection to HOPE SF communities.	Please tell us who you are, your organization or project, and your relationship to one or all four of the HOPE SF communities. For example, when was the organization or project established? What need in does it address? What is the organization or project’s mission? Are you a resident? If so, how long have you lived in the community? Are there other organizations that you collaborate with?
How would you spend the money and what is your timeline? Who would these funds and/or programming benefit?	Describe, in detail, how the money will be used to support your proposed program or project. Will the money be used to pay salary, wages, or stipends? Incentives, such as gift cards or raffles? Food, materials, facilities rental, travel, translation, or other? Please explain who the money will go to and how long it will take to be spent.
In What ways would your efforts elevate HOPE SF community voices?	What is the goal of your proposed program or project? How does it align with at least one of the funding categories on the SGP webpage ? How does the program or project center the needs of HOPE SF residents? How will residents become involved?
How will you know if you are making an impact?	How will you know if residents are benefitting from your proposed program or project? How will you measure and demonstrate your impact? For example, will you capture photos, conduct interviews, do a short video, or give out a survey?