

Small Grants
Program
Workshop

HOPE SF

About

The HOPE SF Small Grants Program provides grants of up to \$10,000 to groups embedded in community as they seek to uplift HOPE SF resident voices through community generated ideas. The program is supported by the Partnership for HOPE SF and administered by the San Francisco Foundation.



Residents participate in their first Soul Seated Journey Workshop

Who Can Apply?



Projects must directly serve at least one Hope SF community.



Projects must focus on one or more of the *Funding Categories*.



Applicants must be a 501c3 organization OR be fiscally sponsored by a 501c3 organization.

Funding Categories

Inclusive
Community

Wellness &
Healing

Community
Education

Resident
Leadership &
Youth
Development

Economic
Advancement

Eligible Expenses

- Administrative/Coordinator and/or Artistic/Creative personnel fees
- Necessary event rental space fees
- General supplies related to the project
- Marketing, promotion, and publicity expenses
- Event insurance costs

Non-eligible Expenses

- Activities occurring outside of HOPE SF
- Parties and/or fundraising events
- Out-of-state travel
- Debt repayment
- Major equipment purchases
- Capital Construction

Who Gets Priority?

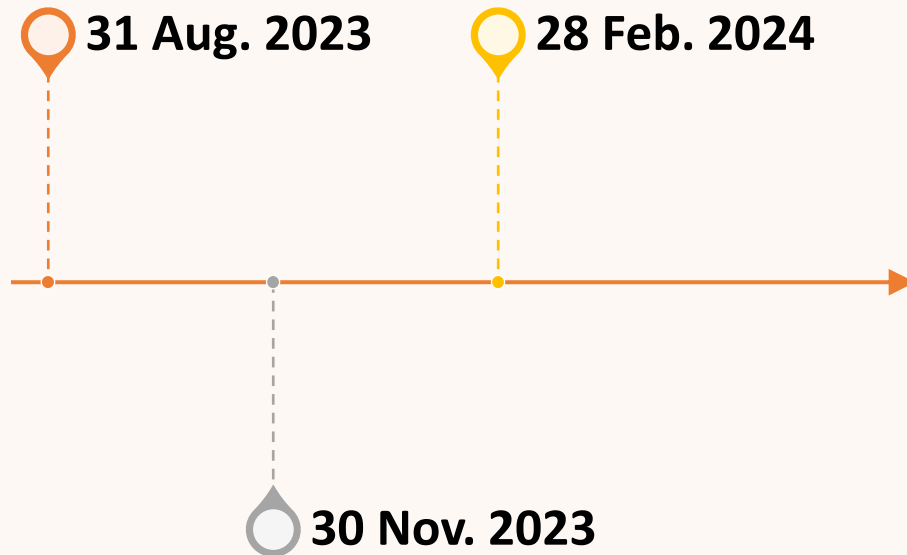
- Resident-led organizations and projects.
- Organizations and fiscal sponsors with organizational budgets less than \$500,000.
- Organizations or resident-led projects that are new to HOPE SF Small Grants Program.
- Fiscal Sponsors new to the HOPE SF Small Grants Program and those only requiring a 5% fiscal sponsorship fee.



Youth Participants of Potrero Hill
Beautification Project, 2021

Important Deadlines

Applications due:



- Funds will be awarded within two months of the application deadline.
- All funded projects must be completed within 12 months of being funded.
- Final reports/surveys are due after completion of each funded project.

How To Apply: Via Submittable



*A letter is only necessary if you are NOT a 501(c)(3) organization, and your project is being fiscally sponsored by a 501(c)(3) organization

Filling Out The Application

- Make sure to follow the instructions.
- Answer all questions succinctly and honestly.
- Remember that your application will be one of several that will be evaluated.
- Show the panelists how you are providing a service to the community that is unique. Identify your audience and describe how you plan to make this happen successfully.
- Keep the story lively and interesting!



International Day of Peace, 2021
Stand In Peace International, Potrero Hill



Creating a Budget



Check your math! Make sure your numbers add up.



It is okay to include event insurance costs as a part of your budget.



If you do not have exact numbers, estimate your budget conservatively.

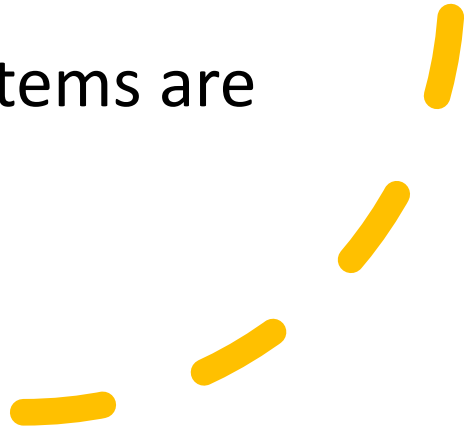


Budget notes are strongly recommended.



If your budget exceeds \$10K, explain how the additional funds needed will be covered.

Before You Submit

- Make sure you have met the grant requirements.
 - Make sure that your contact information is complete and clear.
 - Proof-read your proposal, read it out loud and solicit feedback from peers.
 - Keep a full copy of your application for your records.
 - Make certain that all requested items are included in your application.
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After Applying



Staff reviews all applications for eligibility & completeness.



Review panels will convene to discuss and evaluate eligible applications.



Applicants will receive e-mail notification of the Review Panel's recommendation and invitation for interview phase.

Panel Interview



CCCP Black August

- Maximum of two (2) people will be allowed to address the panel.
- Choose your representatives wisely.
- Take notes on questions and concerns that panelists have about your proposal.
- Address only the points of your application that appear to be confusing or unclear to the panelists.
- Embrace feedback and critique.
- If you will require a translator or special assistance, please contact, far in advance, Chloe Underdue, hopesfsgp@gmail.com or Elizabeth Zigon, ezigon@sff.org.

Evaluation Criteria & Scoring



Three volunteers distribute backpacks.
All My Usos, Sunnydale

Is this applicant a first-time grantee?

Is this organization BIPOC led?

Is the project resident-led?

Does this applicant demonstrate history of involvement and/or knowledge of the HOPE SF community they are proposing to serve?


Does this project align with the goals and strategies of the Hope SF initiative?

Next Steps

Awardees approved for funding will receive an email notification within 30 days from deadline, it can take from 1-2 weeks to process payment and grant check to be mailed.



Projects must be completed within 12 months of being funded.



Final survey, check-in report and documentation due upon completion of project.

Completion of Project

You are responsible for:

- Sharing photos of your project
- Producing a check-in report
- Participating in an end-of-year survey

Be Proactive

- Do your research
- Turn your application in early
- Ask for feedback after the funding cycle
- Become a Hope SF resident panelist!

