



Catalytic Support for Northside Community Innovation Projects

Program Guidelines and How to Apply

About One Northside and The Sprout Fund

One Northside is a community-driven initiative to improve the quality of life in all 18 neighborhoods of the Northside. Since early 2014, hundreds of Northside residents have engaged with local leaders and stakeholders in community-wide conversations to create a shared agenda for the revitalization of this vital component of the greater Pittsburgh region.

In partnership with The Buhl Foundation, The Sprout Fund provides catalytic support to advance the One Northside vision through Neighbor-to-Neighbor micro grants and other forms of support. *Eligible projects are led by Northside residents and take place in the City of Pittsburgh's 18 Northside neighborhoods.*

Neighbor-to-Neighbor Grants

To advance the One Northside vision at the resident level, **Neighbor-to-Neighbor Grants of up to \$1,000** provide support for small-scale community projects with broad citizen support as demonstrated by neighborhood petitions, letters of support from community groups, and small financial pledges.

How would you use up to \$1,000 to benefit your neighborhood in the Northside community?

Deadlines and How to Apply

Applications are accepted on an ongoing basis and batched for review monthly. Decisions are typically announced by the end of each month. In 2016, decisions will be announced in **May, June, and July.**

- ✓ **The preferred method for submitting your application is to use the online form at www.sproutfund.org/n2n/**
- ✓ **Printed applications** are accepted at the Allegheny and Woods Run Carnegie Libraries and by postal mail.

You may also submit your application as attachments to apply@sproutfund.org. Postal mail submissions should be addressed to **The Sprout Fund, attn. Northside, 5423 Penn Avenue, Pittsburgh, Pennsylvania 15206-3423.**

Information Sessions and Applicant Support

Sprout encourages prospective applicants to attend **Information Sessions** to meet with Sprout staff to learn more about Neighbor-to-Neighbor Grants in advance of preparing an application. Additionally, Sprout staff will be available for **informal meet-ups** in community locations as requested.

- ✓ **Check the schedule online** at www.sproutfund.org/one-northside-program/apply/ for locations, dates, and times.
- ✓ **Contact Sprout Northside staff** with your inquiry or other questions by phone or text **(412) 863-2907** or email apply@sproutfund.org.

If you're interested in hosting your own information session in your neighborhood, please contact Mac Howison of The Sprout Fund at (412) 863-2907 to request packet of application materials you can distribute to neighbors along with a presentation of other important program information to share.

Sprout Neighbor-to-Neighbor Grant Application – Cover Sheet

Project Information

- Proposed or Working Project Name
- Parent Organization (if applicable)
- Northside Neighborhood
- One Northside Focus Area (choose one: Quality of Place, Quality of Education, Quality of Employment)
- Project Website(s)

Contact Information for Project Leader

- Name, Title, Organizational Affiliation (if any)
- Primary Email Address
- Preferred and Alternate Telephone Numbers
- Complete Northside Mailing Address (The Project Leader must live or work on the Northside)

Sprout Neighbor-to-Neighbor Grant Application – Questions

Please directly answer questions 1–7 in approximately 2 pages:

1. **Project Description:** Tell us about your project idea. Provide a statement that summarizes the project for which you are requesting support and what it will achieve.
2. **Neighborhood & Needs:** Using your own words, describe your neighborhood and its residents. What is its history? What do other people think of your neighborhood today? What do you want people to think of when they think about your neighborhood in the future? What challenges, issues, or needs in your neighborhood are you planning to address with this project?
3. **Where? The Place:** Where will your project activities take place? Why is this an important place in your neighborhood? What, if any, other regular or occasional activities take place here?
4. **Who? The People:** Who will benefit from your project? How will they participate?
5. **How? The Plan:** Describe how you propose to implement your project, specifying all relevant activities and events. Do you anticipate facing any challenges or barriers to implementation? If so, how do you plan to address them?
6. **What? The Promotion:** How will you build awareness of your project? Do you have plans for promoting, marketing, or advertising?
7. **Write Your Own Headline:** Upon successfully completing your project, what will the headline be when the newspaper writes about it?

Sprout Neighbor-to-Neighbor Grant Application – Additional Information

Audience Size

How many people will this project reach? Include in your count audience members, project management, collaborators, and team members.

Geographic Reach

List the neighborhoods, communities, streets, and/or blocks that will be affected by this project.

Leadership Team

Tell us about the people and/or organizations making your project happen. Who will work on this project and what will they do? What skills and experience do they have that demonstrates that they have the capacity to do this work?

Timeline

When will your project activities occur? Provide start and end dates, and add any key dates or milestones for the implementation of your project.

Budget

- Overall Project Expense Budget (the total cost of your project)
- Amount Requested from Sprout (up to \$1,000)
- Budget Line Items (Proposed use of Sprout funding)

Crowdfunding Goal

In addition to Sprout support, how much do you hope to raise from small contributions from your neighbors? All supported projects will be eligible to utilize the ioby.org crowdfunding platform.

Sprout Neighbor-to-Neighbor Grant Application – Attachments

Please provide the following information to show evidence of community support for your project. You may submit attachments using Sprout's templates as uploads using the online form, by postal mail, or in person. Forms are available for download from Sprout's website www.sproutfund.org/n2n/.

Project Petition

The Project Petition demonstrates that you have connected with community members and neighbors to build awareness of your project.

Pledge Form

The Pledge Form will show that your project has gathered donations of volunteer time or services, in-kind support, and/or financial pledges.

Letters of Support (Optional)

A formal letter of support can help demonstrate that neighborhood organizations, business owners, residents, and community leaders are willing to stand behind your efforts. Up to 3 letters can be accepted, but are not required.

Image and Video (Optional, web form submissions only)

You may submit image and/or video content that represents your project. Images and videos will only be accepted using the online form.

SPROUT NEIGHBOR-TO-NEIGHBOR PROJECT PETITION

Project Name: _____

Project Leader: _____

Please print clearly in BLACK or BLUE ink.

Petition Instructions:

1. Write in the Project Name and Project Leader in the top right corner of each page.
2. Only NORTHSIDE RESIDENTS, BUSINESS OR PROPERTY OWNERS, and FREQUENT USERS IN THE NEIGHBORHOOD of the proposed project are ELIGIBLE to sign the petition.
3. All signatures and other information must be entered in BLACK or BLUE INK.
4. Married couples/domestic partners sign individually.
5. Column Details:
 - Full Name, Signature and Date Signed
 - Street Address column is for STREET ADDRESS (e.g., 201 Main Street). NO P.O. BOXES!
 - Neighborhood column is just the Pittsburgh neighborhood name, please do not abbreviate
 - ZIP Code column is for ZIP CODE only. (e.g., 15219)
 - Email Address column for petitions with email addresses who want to stay informed about the One Northside process
6. Be sure each signer fills in each space. DO NOT let signers use ditto marks.
7. Have the petitioner who witnessed the signature place their initials on each line in the Petitioner Initials column.
8. For each person that witnesses signatures, have them add their name, signature, and contact information to the petitioners list on the last page.
9. Do NOT leave the petition unattended for people to sign as each petitioner must witness that they were present for each signature.
10. Submit the form as a scanned .pdf for upload during the online application process, or via postal mail to: The Sprout Fund, attn. Northside, 5423 Penn Ave. Pittsburgh, PA 15206.
11. All signers and petitioners are subject to verification by The Sprout Fund. Fraudulent signatures may be grounds for dismissing your application without further review.

Contact The Sprout Fund at (412) 863-2907 or apply@sproutfund.org with any questions, problems, or concerns. Complete petitions are due with all other application materials at the time of submission.

SPROUT NEIGHBOR-TO-NEIGHBOR PROJECT PETITION

Project Name: _____

Project Leader: _____

Please print clearly in BLACK or BLUE ink.

By providing your signature and contact information, you are stating that you have been made aware of and support the application for this Sprout Neighbor-to-Neighbor project in your community.

#	Full Name (Printed)	Signature	Date Signed	Street Address	Neighborhood	ZIP Code	Email Address	Petitioner Initials
1								
2								
3								
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7								
8								
9								
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#	Full Name (Printed)	Signature	Date Signed	Street Address	Neighborhood	ZIP Code	Email Address	Petitioner Initials
11								
12								
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20								

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#	Full Name (Printed)	Signature	Date Signed	Street Address	Neighborhood	ZIP Code	Email Address	Petitioner Initials
21								
22								
23								
24								
25								

Petitioners that Witnessed the Above Signatures

#	Full Name (Printed)	Signature	Date Signed	Street Address	City	Zip Code	Email Address	Initials
1								
2								
3								
4								
5								

Sprout Fund Letter of Support Template

A formal letter in support of your project can help demonstrate that neighborhood organizations, business owners, residents, and community leaders are willing to stand behind your efforts. Up to 3 letters can be accepted, but are not required.

Using the template below, you or the author can customize a letter in support of your project that can be copied and pasted into a document with the author's organization's logo or letterhead. A letter of support is strongest when the supporting author writes it themselves, but sometimes a little prompting with a template can be helpful.

###

Dear Sprout Northside Grant Reviewers:

It is my pleasure, on behalf of (INSERT NAME OF AUTHOR'S ORGANIZATION), to write this letter of support for (INSERT THE NAME OF PROJECT LEADER)'s Neighbor-to-Neighbor grant application for (INSERT PROPOSED PROJECT NAME AND/OR BRIEF SUMMARY OF PROJECT).

(INSERT NAME OF AUTHOR'S ORGANIZATION) is a (TYPE OR TITLE OF ORGANIZATION, BUSINESS, or PERSON), with a mission/values/purpose to (INSERT MISSION/VALUES/PURPOSE OF AUTHOR'S ORGANIZATION).

(INSERT AUTHOR'S EXPERIENCE WITH THE PROJECT OR THE PROJECT LEADER AND WHY YOU ARE CONFIDENT IN THEIR SUCCESS).

We hope that you will support (INSERT PROJECT NAME). (We/I) support the (PROJECT NAME and/or PROJECT LEADER) and we look forward to the positive impact it will have in the community.

Sincerely,

Author's Name

Title, Organization/Association