

Newfield Community Council Fund

Guidelines for Community Micro-Grant



United Way
of Tompkins County

The Newfield Community council is made up representatives of those organizations that have historically received support through the United Way of Tompkins County. The Council helps guide the grant request and management process and distributes funds received from the United Way.

Discretionary funds will be used to support micro grants within the Community of Newfield for the express purpose of benefiting the community through:

- activities
- Supplies and needed infrastructure
- Single events

Who may apply :

- Community members
- Community organizations

The following requests are not eligible for consideration:

- For profit activities
- Those activities without a clear time frame
- Those activities not benefiting a significant portion of the community
- Salaries
- Large Equipment purchases or rental
- General fundraising

Grant amounts will be available up to \$ 300.

All requests will be considered as part of the review process.

This round of applications will be accepted from May 1, 2021, for a period of two weeks. Following the close of applications the Council will review all requests. Awards will be made immediately following the review period, approximately June 1, 2021. Applicants not receiving grants in a given cycle may reapply. Organizations and/or individuals having received a past award may re-apply.

A final report, included in your award packet, will be due following completion of your project by Jan 1 2022. If project is not complete then please submit a status or progress report.

Please fill out the following application and return to The Newfield Public Library. For further information or questions call [607-564-3594](tel:607-564-3594) or email Newfieldlibrary@gmail.com

Maria Lloyd-Jones, Chairman



United Way
of Tompkins County

APPLICANT INFORMATION

1. Applicant name (and Title if applicable)

2. Organization

3. Contact information:

- Address
- Phone #
- Email

4. Project Title

5. Contact person

Brief description of your idea and purpose:

Timeframe

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

	Description of Work	Start and End Dates
Starting project		
Project in motion		
Ending project		

Budget

Will these funds cover your entire project? Yes _____ No _____

If no, please describe where else you will be receiving funding.

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

Project stages (for example:beginning, middle,ending)	Description of Project Expense (example: 5 shovels at \$5 each)	Estimated Cost (example: \$25)
	Total*	

*use back of application if necessary

Additional comments regarding your plan, timing, and/or budget:

All applications must be received by 12PM, Saturday, May 15, at the Newfield Public Library

Name _____
(Please Print)

Signature _____

Date _____

Newfield Community Council Micro grants Final Report

Name of Organization _____

Project description

Project Outcome (How did it go? Any data would be appreciated, too.)

Funds used and what used for:

Additional comments:

Person submitting report (please print)

Signature

Date

Please return to the Newfield Public Library or by email to: newfieldlibrary@gmail.com

