

# Newfield Community Council Fund

## Guidelines for Community Micro-Grant



United Way  
of Tompkins County

The Newfield Community council is made up of 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 Newfield community members
- Salaries
- Large Equipment purchases or rental
- General fundraising

PRIORITY WILL BE GIVEN TO NEW PROJECTS

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 2, 2022, for a period of two weeks. Following the close of applications, Monday May 16, 2022 the Council will review all requests. Awards will be made immediately following the review period, approximately June 1, 2022. 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 or by December 1, 2022. If project is not completed then a progress report will be required. Failure to send a report will affect future eligibility.**

Please fill out the following application and return to The Newfield Public Library. For further information or questions call [607-379-1997](tel:607-379-1997) or email [maria.lloydjones@gmail.com](mailto:maria.lloydjones@gmail.com)

Maria Lloyd-Jones, Chairman



United Way  
of Tompkins County

# APPLICANT INFORMATION

1. Applicant name (and Title if applicable)

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2. Organization

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3. Contact information:

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

4. Project Title

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5. Contact person

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Brief description of your idea and purpose:

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**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.

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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)
	<b>Total *</b>	

\*use back of application if necessary

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

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**All applications must be received by 8 PM, Monday, May 16, at the Newfield Public Library**

Name \_\_\_\_\_ (Please Print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Newfield Community Council Micro grants Final Report

Please return by December 1, 2022

Name of Organization \_\_\_\_\_

Project description \_\_\_\_\_

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

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Funds used (amount) and what used for

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Additional comments

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Person submitting report (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to the Newfield Public Library or by email to: [newfieldcommunitycouncil@gmail.com](mailto:newfieldcommunitycouncil@gmail.com)