

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 **April 10, 2024, for a period of three weeks**. Following the close of applications, **Friday May 3, 2024** the Council will review all requests. Awards will be made immediately following the review period, **approximately May 15, 2024**. 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 the end of 2024. 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

Maria Lloyd-Jones, Chairman



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)
	<u>Total *</u>	

*use back of application if necessary

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

If you are successful in receiving the award, to whom should the check be made out to: _____

All applications must be received by 5PM, Friday, May 3, at the Newfield Public Library

Name _____ (Please Print

Signature _____

Date _____

Newfield Community Council Micro grants Final Report

Please return by December 1, 2024

Name of Organization _____

Project description _____

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

Funds used (amount) and what used for

Additional comments _____

Person submitting report (please print) _____

Signature _____ Date _____

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