



Choice Neighborhoods Microgrant 3.0 Program Guidelines and Application

THE ATLANTA HOUSING AUTHORITY ANNOUNCES THE OPENING OF THE CHOICE NEIGHBORHOOD MICROGRANT 3.0 PROGRAM WITH AWARDS UP TO \$5,000 PER ELIGIBLE APPLICANT. A TOTAL OF \$60,000 IN FUNDING IS AVAILABLE WITH AN APPLICATION DEADLINE OF DECEMBER 2, 2016.

THE CHOICE NEIGHBORHOODS IMPLEMENTATION GRANT OVERVIEW

The Choice Neighborhoods Implementation Grant (“CNIG”) is a grant funded by the United States Department of Housing and Urban Development (HUD) to support communities that have undergone a comprehensive local planning process and creates a Neighborhood Transformation Plan (“NTP”) to revitalize a severely distressed public housing site and to redevelop the surrounding neighborhood(s). In November 2014, HUD issued a request for applications under the FY2014 CNIG program with grant awards up to \$30M. The Atlanta Housing Authority (“AHA”) applied as the Lead Applicant with the City of Atlanta (“COA”) as the Co-Applicant, and a \$30M grant was awarded to Atlanta on September 28, 2015. The focus area of the CNIG is the revitalization of the former University Homes public housing complex and the surrounding neighborhoods of Ashview Heights, the Atlanta University Center Neighborhood and Vine City, collectively known as the University Choice Neighborhood (“UCN”). The \$30M in grant funding has leveraged \$395M in cash and in-kind commitments from AHA, the COA, Invest Atlanta and other stakeholder organizations.

A map is included in this document illustrating the UCN area bounded by the following streets: (North) Joseph E. Boone; (East) Northside Drive; (South) Interstate 20; (West) portion of the Atlanta Beltline to Martin Luther King, across to Joseph E. Lowery, and up Lowery to Boone.

UCN MICROGRANT 3.0

The University Choice Neighborhood Microgrant (“UCN Microgrant”) program was initially launched in the summer of 2012 under the 2010 Choice Neighborhoods Planning Grant received by AHA to develop the NTP. This initial microgrant program underwrote nine (9) microgrant projects with awards between \$500 - \$3,000 to support human development and education activities in the UCN. A second round of funding was approved in 2013 that awarded 13 microgrants in the amounts of \$500-\$3,000 to support organizational capacity building/business development, public safety, health, history/heritage, and food security/urban agriculture. The UCN Microgrant 3.0 program will continue the mission to build upon community efforts to improve the physical, social, and economic outcomes of the UCN area consistent with the NTP and the CNIG, and specifically will support organizational capacity building/leadership development, public safety, health, history/heritage, and urban farming/community garden activities. This year there will be an additional focus on innovation, long-term sustainability, and impact on former University Homes residents (the “former UH residents”).

1. Eligible Applicant Requirements:

Businesses, non-profit organizations or civic groups (“the Applicant”) are eligible to apply. While individuals are not eligible Applicants, we strongly encourage interested individuals to partner with a sponsoring Applicant organization with demonstrated similar alignment. Members of the Applicant organization applying for Category 1 funds **must** live within the boundaries of the UCN area. Applicants for the remaining funding categories do not have to be physically located within the UCN geography, but must demonstrate

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history of working in the UCN and the project **must** benefit the UCN residents and/or the former UH residents. The project activities **must** be performed and located within the UCN boundaries.

UCN residents are defined as residing in a household with an address in the Vine City, Ashview Heights or Atlanta University Center neighborhoods (“UCN address”). UCN businesses would have a UCN address or serve UCN residents. The former UH residents are those household residents who resided in University Homes at the time of relocation prior to the demolition of the housing. The majority of the former residents currently reside throughout the Atlanta metropolitan area. If the Applicant intends to propose programs and services for the former residents, please contact Gwendolyn Weddington by email at gwen.weddington@atlantahousing.org for further information.

Each Applicant **must** first register as an AHA vendor by visiting AHA’s website at www.atlantahousing.org; click on the “Doing Business” link on the right; scroll down towards the bottom of the page and either “Register” (new grantees) or “Update” (prior grantees) as an AHA vendor. The vendor approval process may take several days so we strongly suggest that you apply for your vendor number no later than November 15th. The AHA Vendor Number **must** be recorded on the Microgrant Application for the application to be considered. Please contact AHA if there is difficulty registering on-line.

Applicants **must** provide evidence of its organizational status such as bylaws, articles of incorporation, business license, non-profit status, annual renewal documents, etc., to show that the Applicant’s operating status is current, in force and in effect. All documents submitted are subject to review and acceptance by AHA.

2. Categories:

The following is a list of categories for projects as part of the UCN Microgrant 3.0 program. These categories have been selected because they support the furtherance of the goals and strategies of the NTP and CNIG. Applicants can only apply for one category of funding. In the application, the proposals must describe how the selected category supports the organization’s mission, goals, innovation, and sustainability efforts in the UCN area.

- **Category 1 – Applicant Organization Capacity Building:** Funding for up to two (2) Applicant organization members who reside in the UCN or are former UH residents to participate in an established training and/or technical assistance program that supports business development or organization capacity building. Applicant will need to identify program of interest and provide details of planned program. Microgrant funds will cover the payment for classes (no travel or per diem costs). Examples of established local programs include the Georgia Center for Nonprofits’ Nonprofit University (www.gcn.org/nonprofit-university), Georgia Small Business Development Center (www.georgiasbdc.org), Atlanta University Center Consortium’s CommUniversity (www.aucenter.edu), or nonprofit/business development programs or certifications through an institution of higher education.
- **Category 2 – Public Safety:** Projects that will lead to a decrease in crime and criminal activity in the UCN area.

- **Category 3 – Urban Farming/Community Gardens:** Projects to improve the availability of healthy food and produce for current UCN residents and former UH residents.
- **Category 4 - History/Heritage:** UCN area-wide projects to sustain, preserve, and promote the history/heritage of persons or places in the community. Projects must demonstrate linkages to other UCN and Westside communities in order to create a comprehensive approach to honoring the history of the area.
- **Category 5 – Healthy Lifestyle Initiatives:** Healthy living projects created in the UCN community that will lead to improved physical or mental health and increasing the wellbeing of current residents and/or the former UH residents.

3. Microgrant Scoring Criteria and Evaluation:

Proposals will be evaluated by the Evaluation Committee that will include representatives from AHA/UCN staff and stakeholders from the UCN community. No member of the Evaluation Committee can be a member of an Applicant organization or related to a principal of the Applicant organization, or have other conflicts of interest.

Proposals will be scored as follows and will be based solely on information presented in the application or as may be requested for follow-up information:

EVALUATION AND SCORING CRITERIA	MAXIMUM POINTS
Threshold Requirements: Completed Application, Typed, Signed, Delivered by Deadline, Vendor Registration completed, Information Session Attended, and all applicable attachments are submitted with application.	Pass/Fail (no points for this section)
Project Evaluation/Organizational Capacity: Capacity of Applicant Organization and its Members (Does the applicant, organization, and its members have the capacity to produce the project deliverable?)	Total Points = 0 - 20
Schedule/Work Plan: Are the responsible parties and assigned tasks listed on the schedule (work plan) appropriate to perform the proposed activities? Is the schedule/work plan inclusive of all necessary activities and realistic to accomplish the project?	Total Points = 0 - 20
Funding/Budget: Is the budget for this project an accurate, itemized, and realistic reflection of what is discussed in the budget narrative? Is the budget inclusive of all project work activities and realistic to accomplish the project?	Total Points = 0 - 20
Project Sustainability: Does the applicant demonstrate the ability to sustain the project beyond the microgrant funding? Is there a viable plan to secure future resources or available funds to provide continued services?	Total Points = 0 - 15
Community and Resident Engagement: What impact will this proposal have on the residents and community stakeholders in the UCN?	Total Points = 0 - 15
Project Innovation: Does this project have innovative or creative services that that serve the UCN residents with an identified need/service that is not currently being provided in the UCN?	Total Points = 0 - 10
	TOTAL POINTS: 0 - 100

Bonus points will be given to Applicants that meet one or more of the following criteria:

BONUS POINTS - EVALUATION AND SCORING CRITERIA (not required for funding approval)	MAXIMUM POINTS
Impact on Former University Homes (UH) Residents: Provision of direct services, outreach to encourage participation in the UCN case management services in the areas of health, education or work force development and/or help create the desire for former residents to return to the new community known as Scholars Landing. Include outreach plan for residents that do not live in the UCN.	Total Points = 0 - 15
Partnerships and Collaboration: Has the applicant secured partners within the UCN to achieve the deliverable?	Total Points = 0 - 5
Leveraged Funds/Services: The applicant has secured additional funds in either financial and/or in kind support for this project. These funds and uses is demonstrated in a comprehensive budget.	Total Points = 0 - 5
TOTAL POINTS: 0 - 25	

4. Prior Microgrant Awardees:

Organizations that were awarded 2012 and/or 2013 CN microgrant funds, and were in good standing at close-out, are eligible to apply for any Category under this round. Prior awardees must describe in their proposal how the prior project was impactful and sustainable. If you are a former applicant, please contact Gwendolyn Weddington by email at gwen.weddington@atlantahousing.org regarding status.

5. Grant Amount:

Grant awards will range between \$500 and \$5,000 based on the number and quality of proposals received. The maximum grant award is \$5,000 and the total amount of grant funds available for this round is \$60,000.

6. Mandatory Attendance at Information Session: UCN staff will be conducting two UCN Micro Grant informational sessions – one at the UCN Office (227 Roach Street) on Tuesday November 1st and the second at the AHA Headquarters (230 John Wesley Dobbs Avenue) on Tuesday November 15th from 5:00 – 7:00 pm. Attendance at one of the meetings is mandatory for the application to be considered, as documented by the sign-in sheet.

7. Grant Schedule and Award Date / Funds Distribution / Final Completion Date:

10/17/2016	Application Made Available
11/01/2016 5-7pm	Mandatory Information Session 1, CN Offices – 227 Roach Street
11/15/2016 5-7 pm	Mandatory Information Session 2, CN Offices – 227 Roach Street
11/15/2016	Registration in AHA Vendor System to Receive Vendor ID
12/2/2016	Application due: CN Offices – 227 Roach Street
12/16/2016	Grant Award
5/31/2017	Grant Close-out

Awards are scheduled to be made no later than Friday, December 16, 2016 by the Evaluation Committee.

Awardees will be notified by a representative of AHA. The Grant Agreement will be signed between the Applicant and AHA and **30%** of the grant funds will be distributed within 30 days of award. Within 60 days of the award, the Applicant will meet with AHA staff to review progress of implementation based on the detailed schedule in the Grant Agreement. If sufficient progress has been made, an additional 20% of the funds will be awarded. Between 90-120 days after award, an additional 40% of the funds will be released based on the schedule submitted and the progress made toward achieving the project goal, activities and deliverables, as verified by UCN staff. **All awardees must complete their projects and submit their final supporting documentation and reports to AHA by May 31, 2017 to receive the remaining 10% of their grant funds. Failure to do so will result in automatic elimination for consideration in the next UCN Microgrant opportunity.** Note: the timing for release of funds is at the sole discretion of the UCN staff based upon a review of performance and progress toward program goals.

8. Matching Funds, In-kind Donation and Leverage:

No matching funds are required. However, the inclusion of in-kind services and funding commitments from the Applicant organization or partners is strongly encouraged to demonstrate collaboration and sustainability.

9. Ineligible Projects/Activities:

Microgrant funds will not be provided for the following:

- Funds to support an endowment
- Fundraising Events
- Capital Campaign Contributions
- Debt or expenses incurred prior to the date of the grant submission deadline
- On-going operational expenses of an Applicant Organization (rent, utility, etc.) including salaries to run the organization in its daily operation. However, specific operational expenses and salaries necessary to carry out the new work proposed in the Microgrant application will be considered as part of the overall award and specific need to support achievement of goals
- Projects that do not demonstrate a direct linkage or benefit to UCN area, residents, or former UH residents

10. Additional Information:

- Only one application per organization will be accepted.
- Your application should be typed or prepared via computer on the fillable form that is available for download on the University Choice Neighborhood website at www.cnatlanta.org.
- Please be sure your application contains all required information. Incomplete applications or information may disqualify your application from funding consideration. Refer to the checklist included with the application.

11. Application Deadline:

The application deadline is Friday, December 2, 2016 at 5:00 p.m. The application template is provided for the grant submission and must be filled out in its entirety including a detailed budget and schedule. Applications can be hand delivered or mailed, but must be received by the application deadline. Please ensure if you are mailing applications that you allow ample time for the application to be received by the application deadline. Applications received after the deadline date and time will not be considered for funding. **Applications submitted by fax or e-mail will not be accepted.**

Please submit the original application with one copy to:

**University Choice Neighborhood Micro Grant 3.0 Program
227 Roach Street, Atlanta, Georgia 30314**

**Attention: Gwendolyn M. Weddington
Senior Manager, Community Engagement
404-685-4376**

University Choice Neighborhood Boundary Map: Ashview Heights, Atlanta University Center & Vine City





Choice Neighborhoods Microgrant 3.0

Application

CHOICE NEIGHBORHOODS MICRO GRANT 3.0 PROGRAM APPLICATION



REQUIREMENTS FOR A COMPLETE APPLICATION

1. AHA vendor ID number recorded on microgrant application (Must register as an AHA Vendor at www.atlantahousing.org)
2. Attendance at one of the two Microgrant 3.0 program information sessions:
 - a. Tuesday, November 1, 2016 5:00 p.m. – 7:00 p.m. at the UCN Office:
227 Roach Street Atlanta, GA 30314
 - b. Tuesday, November 15, 2016 5:00 – 7:00 p.m. at the UCN Office:
227 Roach Street Atlanta, GA 30314
3. Ensure your project is physically located within the University Choice Neighborhood boundaries, and that this information is listed on the application. (Use the UCN Map provided)
4. Application Requirements – please be sure that each of the items below is included in 1 or more of the application responses to best demonstrate:
 - a. Microgrant Category: (Choose 1, then elaborate how your project meets this category requirement)
 1. Capacity Building
 2. Public Safety
 3. Urban Farming/Community Gardens
 4. History/Heritage
 5. Healthy Living
 - b. Demonstrated capacity of organization and organization members
 - c. Impact of proposal on UCN residents/former University Homes residents and NTP/CNIG strategies
 - d. Detailed workplan that provides information on tasks, activities, deliverables, schedule and budget
 - e. Leverage amount and source
5. Scoring – review scoring criteria in Microgrant guidelines and ensure that responses align with scoring criteria including bonus points if applicable
6. Attachments
 - a. Organization documents - evidence of current organizational status of Applicant (bylaws, business license, non-profit status, articles of incorporation)
 - b. Resumes/bios
 - c. Additional typed pages referring to application questions
 - d. Completed budget form and budget narrative
 - e. Completed schedule form and schedule narrative
7. Make sure your application is complete, **typed**, with all questions answered, and it is signed. Unsigned applications will not be considered.

CHOICE NEIGHBORHOODS MICRO GRANT 3.0 PROGRAM APPLICATION



I. APPLICANT INFORMATION		
Organization Name:		
Address:		
City:	State:	Zip:
Primary Contact Name and Title:		
Telephone Number:	E-mail Address:	
Date Information Session Attended:		
Tuesday, November 1, 2016		
Tuesday, November 15, 2016		
AHA Vendor Number:		

II. PROJECT INFORMATION		
Project Name:	Requested Funding Amount:	
Microgrant Category (Choose from Guidelines):		
UCN Project Address:		
Which neighborhood does this project impact? (select one below)		
Vine City	Atlanta University Center	Ashview Heights (incl. Booker T, Just Us)
Project Deliverable:		
Project's scheduled Starting Date:	Ending Date (Final Report Due No later than May 31, 2017):	

III. DESCRIPTION OF APPLICANTS' ORGANIZATIONAL STRUCTURE AND CAPACITY

Briefly describe your organization's history, mission, structure; the geographic boundaries it serves; length of time you've been in business, and your organization's work in the University Choice Neighborhood area (UCN). Describe members of the Applicant organization, with title. Attach resume(s) or short bio(s) that demonstrate experience, role in organization and capacity to achieve the proposed activity. Describe 2 activities that the Applicant organization has successfully implemented in the past 3 years, noting if it was in the UCN area and impact of work. In addition, prior Microgrant 1.0 or 2.0 awardees should describe prior grant activity, long-term impact and sustainability.

IV. DESCRIPTION OF THE UCN PROJECT SCOPE AND MICRO GRANT CATEGORY

Provide a detailed description of the project or activities your organization will undertake per the requested funding category. Describe which of the categories the project supports (Capacity Building, Public Safety, Urban Farming/Community Gardens, History/Heritage, Healthy Living) and how this funding will provide support to the categories listed above? Describe the project activities, tasks, and overall budget and schedule (the "workplan"). Details of the budget and schedule will be further requested in latter sections. Describe the final deliverable. Please attach additional sheet(s) if this space is not sufficient.

V. RESIDENTS AND COMMUNITY ENGAGEMENT

Describe how the project will include partnering organizations and businesses working in the UCN, residents of the UCN and/or former residents of University Homes. Describe how this funding will involve the community and further support community engagement. Please attach additional sheet(s) if this space is not sufficient.



VI. IMPACT AND LONG-TERM SUSTAINABILITY

Describe how this project will be sustainable with the help of the UCN Micro Grant 3.0 and/or other future funding sources. Sustainable is defined as an activity and program that will be on-going beyond the life of the microgrant, or will build capacity to ensure the organization's continued operation and/or service in the UCN. Please attach additional sheet(s) if this space is not sufficient.

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VII. PROJECT INNOVATION

Describe how this project will be creative and innovative with the help of the UCN Micro Grant 3.0. Innovation is associated with the UCN Microgrant 3.0 categories and builds on existing work the organization is currently performing. The innovative or creative activities must provide a response to a need that is not currently being addressed by other funding or organizations in the UCN. Please attach additional sheet(s) if this space is not sufficient.

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**CHOICE NEIGHBORHOODS MICRO GRANT 3.0
PROGRAM APPLICATION**



VIII. PROJECT BUDGET FORM Please attach additional sheet(s) if this table is not sufficient.		
CATEGORY	DESCRIPTION OF ACTIVITY (IF SALARIES ARE INCLUDED, PROVIDE HOURLY RATE AND # OF HOURS, INDIVIDUAL NAME AND WORK TO BE PERFORMED. INCLUDE TOTAL IN COST COLUMN)	COST
TOTAL		

BUDGET NARRATIVE
 Provide a detailed narrative description of your project budget. Please be sure your response corresponds with your completed Project Budget Form above. Please attach additional sheet(s) if this space is not sufficient.

**CHOICE NEIGHBORHOODS MICRO GRANT 3.0
PROGRAM APPLICATION**



IX. PROJECT SCHEDULE FORM: JANUARY 1 – MAY 31, 2017
Please attach additional sheet(s) if this table is not sufficient.

Responsible Party	Assigned Staff	Detailed Task Expected	Dates
		FINAL REPORT DUE TO UCN OFFICE	May 31, 2017

AUTHORIZED APPLICANT REPRESENTATIVE:

By signing below, I certify that I am a duly authorized representative of the applicant and that the information provided herein is true, accurate and complete. Applicant agrees that AHA has the right to reject this application or withhold, terminate or recapture funding if it is determined that this application contains false statements and/or deliberate misrepresentations or omissions.

Typed Name:	Title:
Signature:	Date:

**CHOICE NEIGHBORHOODS MICRO GRANT 3.0
PROGRAM APPLICATION**



**Mail or hand-deliver the completed application, to be received
no later than**

5:00 p.m. Friday, December 2, 2016

to:

Gwendolyn M. Weddington

Senior Manager, Community Engagement

University Choice Neighborhood Micro Grant 3.0 Application

227 Roach Street SW

Atlanta, Georgia 30314