



CHOICE ATLANTA
HOUSING | PEOPLE | NEIGHBORHOOD

MicroGrant 6.0

2021 Application Packet

REQUIREMENTS FOR A COMPLETE APPLICATION

1. AH vendor ID number recorded on MicroGrant application (Must register as an AH Vendor at www.atlantahousing.org)
2. Attendance at one of the two MicroGrant 6.0 program Information Sessions:
 - a. Wednesday, March 17, 2021 6:00 p.m. – 7:30 p.m.
Online Zoom session
 - b. Wednesday, March 24, 2021 6:00 – 7:30 p.m.
Online Zoom Session
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. Crisis Management
 3. Urban Farming/Community Gardens
 4. Healthy Living
 5. Early Childhood Development
 6. Financial Empowerment/Higher Education
 7. Arts
 8. Small Business Development
 - 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 work plan that provides information on tasks, activities, deliverables, schedule and budget
 - e. Leverage amount(s) and source(s)
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
 - f. Detailed Covid-19 social distancing plan
7. Make sure your project application is complete, **typed**, with all questions answered, and it is signed. Unsigned applications may not be considered.

I. APPLICANT INFORMATION		
Organization Name:	AH Vendor Number:	
Address:		
City:	State:	Zip:
Primary Contact Name:	Title:	
Telephone Number:	E-mail Address:	
Date Information Session Attended: <input type="checkbox"/> Wednesday, March 17, 2021 <input type="checkbox"/> Wednesday, March 24, 2021	Did an authorized representative from your organization attend the Wednesday, March 31, 2021 Technical Assistance Session ? Yes ____ No ____ If so, please state name(s) of representative(s):	
Previous MicroGrant Awardee: Yes ____ No ____	Previous MicroGrant Award Cycle: ____ / Year: _____ N/A ____	

II. PROJECT INFORMATION	
Project Name:	Requested Funding Amount:
MicroGrant Category (Choose One): ____ Capacity Building ____ Urban Farming / Community Gardens ____ Crisis Management ____ Early Childhood Development ____ Healthy Living ____ Financial Empowerment/Higher Education ____ Arts ____ Small Business Development	
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's scheduled Starting Date:	Ending Date (No later than Friday, November 12, 2021):

Final Project Deliverable (500 words max):

Note: Response should be in narrative form.

III. DESCRIPTION OF APPLICANT’S 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 within the University Choice Neighborhood area (UCN). Describe members of your organization, with title, who will play a role in your project delivery. Attach resume(s) or short bio(s) that demonstrate experience, role in organization and capacity to achieve the proposed activity. Prior MicroGrant awardees should describe prior grant activity, long-term impact and sustainability. **[Note: You may upload supporting documents]**

IV. DESCRIPTION OF THE UCN PROJECT SCOPE AND MICROGRANT 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, Crisis Management, Urban Farming/Community Gardens, Small Business Development, Healthy Living, Early Childhood Development, Financial Empowerment/Higher Education, or Arts) and how this funding will help bring the project fruition? Describe the project activities, tasks, and final deliverable. Please attach additional sheet(s) if this space is not sufficient. **[Note: Response to this question should be limited to the space provided]**

V. RESIDENTS AND COMMUNITY ENGAGEMENT

Describe how the project will include partnering organizations and businesses, residents of the UCN area, and/or former residents of University Homes. Describe how this funding will involve the community and further support community engagement. **[Note: Response to this question should be limited to the space provided]**

VI. IMPACT AND LONG-TERM SUSTAINABILITY

Describe how this project will be sustainable with the help of the Choice Atlanta MicroGrant 6.0 and/or other 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 within the UCN area. **[Note: Response to this question should be limited to the space provided]**

VII. PROJECT INNOVATION

Describe how this project will be creative and innovative with the help of the Choice Atlanta MicroGrant 6.0. Innovation is associated with the Choice Atlanta MicroGrant 6.0 categories and builds on existing work the organization is currently performing or seeks to perform. The innovative or creative activities must provide a response to a need within the UCN area. **[Note: Response to this question should be limited to the space provided]**

BUDGET NARRATIVE

Provide a detailed narrative description of your project budget. Please be sure your response corresponds with your completed Project Budget Form above. **[Note: Response to this question should be limited to the space provided]**

X. DETAILED COVID-19 SOCIAL DISTANCING PLAN

All projects should be presented and administered with respect to the impending Coronavirus Pandemic environment. Following the guidance from local, state, federal and the Centers for Disease Control, please describe in detail your organizations Covid-19 social distancing plan. **[Note: Response to this question should be limited to the space provided]**

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 AH 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.

Print Name:	Title:
Signature:	Date:

**Mail or email the completed application, along with
supporting documentation no later than
5:00 p.m. Friday, April 30, 2021
to:**

Angela Benjamin

Angela.benjamin@atlantahousing.org

Special Projects Manager, MicroGrant Program
Choice Atlanta
227 Roach Street SW
Atlanta, Georgia 30314

Got questions? Please
call 404-817-7285

**Do you need access to a notary or print/copy/scan services?
Below are convenient locations for your business needs:**

1. West End Print Shop
964 Ralph David Abernathy Blvd., Suite #C
Atlanta, GA 30310
Phone number: 404-207-1580
Services offered: print, copy, scan to email, notary
2. The UPS Store
541 Tenth St. NW
Atlanta, GA 30318
Phone number: 404-733-6797
Services offered: print, copy, scan, fax, notary
3. FedEx Office Print & Ship Center
3515 Camp Creek Pkwy., Suite #140
East Point, GA 30344
Phone number: 404-344-5225
Services offered: print, copy, computer access and Wi-Fi