ONE NORTH SIDE

Catalytic Support for Northside Community Innovation Projects
Program Guidelines and How to Apply

About One Northside and The Sprout Fund

One Northside is a community-driven initiative to improve the quality of life in all 18 neighborhoods of the Northside. Since early 2014, hundreds of Northside residents have engaged with local leaders and stakeholders in community-wide conversations to create a shared agenda for the revitalization of this vital component of the greater Pittsburgh region.

In partnership with The Buhl Foundation, The Sprout Fund provides catalytic support to advance the One Northside vision through Neighbor-to-Neighbor micro grants and other forms of support. *Eligible projects are led by Northside residents and take place in the City of Pittsburgh's 18 Northside neighborhoods.*

Neighbor-to-Neighbor Grants

To advance the One Northside vision at the resident level, **Neighbor-to-Neighbor Grants of up to $1,000** provide support for small-scale community projects with broad citizen support as demonstrated by neighborhood petitions, letters of support from community groups, and small financial pledges.

How would you use up to $1,000 to benefit your neighborhood in the Northside community?

Deadlines and How to Apply

Applications are accepted on an ongoing basis and batched for review monthly. Decisions are typically announced by the end of each month. In 2016, decisions will be announced in **May**, **June**, and **July**.

- ✓ **The preferred method for submitting your application is to use the online form** at **www.sproutfund.org/n2n/**

- ✓ **Printed applications** are accepted at the Allegheny and Woods Run Carnegie Libraries and by postal mail.

You may also submit your application as attachments to **apply@sproutfund.org.** Postal mail submissions should be addressed to **The Sprout Fund, attn. Northside, 5423 Penn Avenue, Pittsburgh, Pennsylvania 15206-3423**.

Information Sessions and Applicant Support

Sprout encourages prospective applicants to attend **Information Sessions** to meet with Sprout staff to learn more about Neighbor-to-Neighbor Grants in advance of preparing an application. Additionally, Sprout staff will be available for **informal meet-ups** in community locations as requested.

- ✓ **Check the schedule online** at **www.sproutfund.org/one-northside-program/apply/** for locations, dates, and times.

- ✓ **Contact Sprout Northside staff** with your inquiry or other questions by phone or text **(412) 863-2907** or email **apply@sproutfund.org**.

If you're interested in hosting your own information session in your neighborhood, please contact Mac Howison of The Sprout Fund at (412) 863-2907 to request packet of application materials you can distribute to neighbors along with a presentation of other important program information to share.

Sprout Neighbor-to-Neighbor Grant Application – Cover Sheet

Project Information

- Proposed or Working Project Name
- Parent Organization (if applicable)
- Northside Neighborhood
- One Northside Focus Area (choose one: Quality of Place, Quality of Education, Quality of Employment)
- Project Website(s)

Contact Information for Project Leader

- Name, Title, Organizational Affiliation (if any)
- Primary Email Address
- Preferred and Alternate Telephone Numbers
- Complete Northside Mailing Address (The Project Leader must live or work on the Northside)

Sprout Neighbor-to-Neighbor Grant Application – Questions

Please directly answer questions 1–7 in approximately 2 pages:

1. **Project Description**: Tell us about your project idea. Provide a statement that summarizes the project for which you are requesting support and what it will achieve.

2. **Neighborhood & Needs**: Using your own words, describe your neighborhood and its residents. What is its history? What do other people think of your neighborhood today? What do you want people to think of when they think about your neighborhood in the future? What challenges, issues, or needs in your neighborhood are you planning to address with this project?

3. **Where? The Place**: Where will your project activities take place? Why is this an important place in your neighborhood? What, if any, other regular or occasional activities take place here?

4. **Who? The People**: Who will benefit from your project? How will they participate?

5. **How? The Plan**: Describe how you propose to implement your project, specifying all relevant activities and events. Do you anticipate facing any challenges or barriers to implementation? If so, how do you plan to address them?

6. **What? The Promotion**: How will you build awareness of your project? Do you have plans for promoting, marketing, or advertising?

7. **Write Your Own Headline**: Upon successfully completing your project, what will the headline be when the newspaper writes about it?

Sprout Neighbor-to-Neighbor Grant Application – Additional Information

Audience Size

How many people will this project reach? Include in your count audience members, project management, collaborators, and team members.

Geographic Reach

List the neighborhoods, communities, streets, and/or blocks that will be affected by this project.

Leadership Team

Tell us about the people and/or organizations making your project happen. Who will work on this project and what will they do? What skills and experience do they have that demonstrates that they have the capacity to do this work?

Timeline

When will your project activities occur? Provide start and end dates, and add any key dates or milestones for the implementation of your project.

Budget

- Overall Project Expense Budget (the total cost of your project)
- Amount Requested from Sprout (up to $1,000)
- Budget Line Items (Proposed use of Sprout funding)

Crowdfunding Goal

In addition to Sprout support, how much do you hope to raise from small contributions from your neighbors? All supported projects will be eligible to utilize the **ioby.org** crowdfunding platform.

Sprout Neighbor-to-Neighbor Grant Application – Attachments

Please provide the following information to show evidence of community support for your project. You may submit attachments using Sprout's templates as uploads using the online form, by postal mail, or in person. Forms are available for download from Sprout's website **www.sproutfund.org/n2n/**.

Project Petition

The Project Petition demonstrates that you have connected with community members and neighbors to build awareness of your project.

Pledge Form

The Pledge Form will show that your project has gathered donations of volunteer time or services, in-kind support, and/or financial pledges.

Letters of Support (Optional)

A formal letter of support can help demonstrate that neighborhood organizations, business owners, residents, and community leaders are willing to stand behind your efforts. Up to 3 letters can be accepted, but are not required.

Image and Video (Optional, web form submissions only)

You may submit image and/or video content that represents your project. Images and videos will only be accepted using the online form.