

Beacon Hill Merchants

serving a vibrant diverse community

Beacon Hill Merchants Association Mini-Grant Request Form

The Beacon Hill Merchants Association's budget includes funds for a limited number of Mini-Grant requests of up to \$500. Grant awards are reimbursable funds for specific expenses that are documentable. This form MUST be used for funding requests that are not originally part of the approved BMA budget for the current fiscal year. Please submit this form at least four weeks before you need a decision to allow time for the approval process.

Date of request: _____	Project Date(s): _____	Project Name: _____
Name of Applicant (Organization/Group): _____		
Applicant Mailing Address: _____		
Address		City/State/Zip
Project Coordinator: _____		
Name		Phone/Email
Brief Description of Project including project location(s): _____		

Required Steps for Submission:

- Please ensure your proposal addresses the following (include headings as listed):
 - Project Description.** Include a 50-word description of your project.
 - Project Purpose.** Describe how the grant will improve the business community on Beacon Hill.
 - Match.** Although not required, preference will be shown to grant proposals that include a match. Please identify potential matches.
 - Budget.** Attach a detailed project budget (not just a total amount). Explain how the requested funds will be used. Explain your back-up if this request is not approved. For example, what other funding sources might be available if Beacon Hill Merchants Association is unable to finance/fully finance your project request? What other fund efforts, if any, have already been secured and/or attempted?
 - Risks / Issues.** Are there any issues such as potential liability or privacy issues that could prevent this project from being approved? Explain how you would handle these.
 - Self-Assessment.** Please list how you will assess and document your project outcomes.
- Submission: This form is available for download from www.beaconhillmerchants.com and can be submitted electronically to info@beaconhillmerchants.com, delivered in person or sent by mail to the Beacon Hill Resource Center, 2821 Beacon Ave. South.
- Approval. Please allow 4 weeks for your request to be considered by the mini-grants committee. A committee representative will contact the Project Coordinator listed above.
- Award. If your application is approved, a reimbursement check payable to "Applicant" will be sent to the address provided within 2 weeks of approval.