



## **GRANT APPLICATION INFORMATION**

Activate Southington is offering grants up to \$500 to the Southington Community. Funding will be provided to organizations/groups to facilitate and motivate changes in promoting a healthy lifestyle in our community. The identified project/program should create a sustained improvement of healthy living through nurturing and expanding individuals understanding of better health and increasing opportunities for physical activity and making healthy eating choices.

The first grant applications will be open on November 1, 2017 and the first round of awards will be made by February 1, 2018. All applications may be obtained at the YMCA or downloaded from the Activate Southington's website. [www.activatesouthington.org](http://www.activatesouthington.org)

All applications will be reviewed by the Grant Committee of the Activate Southington. Grants will be awarded based on their direct connection in promoting sustainability for a healthy lifestyle. Groups who apply may be asked to explain their project/program to the committee members prior to the awarding of the grant.

Grant moneys will be distributed and coordinated by the Activate Southington Committee.

Upon completion of the project/program, an evaluation will be completed by the recipients involved.



## **GRANT APPLICATION GUIDELINES**

1. Members of the Activate Southington Committee are comprised of members of the community. The grant committee members consist of educators, business professionals and other community representatives.
2. Grants that directly benefit large numbers of individuals may be given preference.
3. Preference may be given to programs with the potential for duplication.
4. A clear, concise, organized plan for use of money granted, with specific evaluation steps and criteria will enhance the application.
5. A detailed itemization of all costs and materials is required.
6. Pictures and/or other visuals of major items to be purchased are helpful.
7. Submit the original and one copy of the grant application via regular mail to John Myers, Activate Southington, 29 High Street, Southington, CT 06489.
8. Applicants will be notified if an application has been rejected. Applications that are not funded will be kept on file for one year.

## **GRANT APPLICATION POLICIES**

1. Activate Southington will not fund grant requests, which exceed the \$500 dollar limit.
2. A timely outcome evaluation for each grant must be submitted by the stated deadline. Those who do not will be eliminated for consideration for grants for the following year.
3. Activate Southington shall fund only those projects that augment and enrich community awareness of a healthy lifestyle and focus on sustaining this awareness.
4. The grant application should include an outcome measurement, which is specific to the program.



## APPLICATION COVER SHEET

Activate Southington Grant selection committee's goal is to select projects for funding that identify and address needs and challenges that bring community awareness to choosing a healthy lifestyle. When choosing a project/program, please keep in mind that it should be something that is sustainable beyond the grant funding.

**Date:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Total Dollar Amount of Request:** \_\_\_\_\_

1. As a condition of this grant, I will complete an evaluation form at the completion of the project/program. I certify that I wrote this grant or was part of a team that wrote this grant.
2. As a grant applicant, I declare that I have no conflict of interest as defined in the conflict of interest policy of Activate Southington.
3. As a grant applicant, I understand that Activate Southington's policy requires me to use grant funds for the sole purpose for which the grant was made. I agree to return any funds, which are not used for that same purpose.
4. As the grant applicant, I agree to provide to Activate Southington, in a timely manner, a final written evaluation of the program and a final accounting of how grant funds were used.
5. As the grant applicant, I acknowledge the authority of Activate Southington to withhold and/or recover grant funds in case such funds are or appear to be misused or in the event, the grant applicant is unable to administer the project.
6. As the grant applicant, I agree to acknowledge Activate Southington is all publicity in relationship to the project.

**Signature of Applicant:** \_\_\_\_\_

**Please send original and one copy.** Forward application through regular mail to John Myers, Activate Southington, 29 High Street, Southington, CT 06489



**GRANT APPLICATION**

**2017-2018**

**PROJECT TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPLICANTS:** \_\_\_\_\_

1. Please provide a description of the project/program and the need(s) that it addresses.

2. Approximately how many people will be affected by this project?

Directly: \_\_\_\_\_ Indirectly: \_\_\_\_\_

Please explain briefly:

3. How does this project/program promote a healthy lifestyle in our community?

4. What materials will be needed to implement the project?

(You may include samples, pictures, specific descriptions, etc that may help in the review process.)

5. Provide a detailed explanation of your budget request. Include specific information and accounting on materials and equipment, sources, costs, transportation, shipping and handling, etc.



