

UNIVERSITY OF CHICAGO HOSPITALS
OFFICE OF COMMUNITY AFFAIRS



Small Grants Initiative

Application for Funding



MISSION

The Small Grants Initiative program of The University of Chicago Hospitals aims to provide financial support to local groups for the promotion and development of healthier and safer communities.

CONTENTS

Overview	3
Characteristics of Grants	4
How to Apply	6
Application Checklist	7
Application	8
Contact Us	12



DEAR FRI ENDS,

As partners in the effort to improve the quality of life in our communities, The University of Chicago Hospitals wishes to offer modest financial support to community organizations like yours. We are so pleased that your community organization has thought of The University of Chicago Hospitals as you plan your next program or service project. Although, The University of Chicago Hospitals have been supporting neighborhood organizations for years, the Hospitals are proud to announce the launch of the Small Grants Initiative. By formalizing the application process to obtain these funds, we aim to increase the number of participating organizations as well as spread resources evenly across our ten surrounding neighborhoods. Our hope is that you will find this grant application process to be straightforward and rewarding for your organization.

BEST WI SHES,

Michelle Obama
Vice President, External & Community Affairs
University of Chicago Hospitals



Characteristics of Grants

Size of Grants

The University of Chicago Hospitals (UCH) awards small grants up to \$500.00 to neighborhood groups, schools, churches and other community based organizations. We wish to share our resources with as many different organizations as possible to support a community program or project.

Duration of Grants

Individual organizations will be limited to receiving one (1) grant per fiscal year; however, grants will be awarded on a continuous basis as applications are received. Funding will be available until June 30 of the fiscal year, or until funds have been exhausted per geographic area. Consequently, applicants are advised to plan ahead, as fewer and fewer requests can be granted towards the end of the fiscal year. A new funding cycle will begin annually on July 1.

Geographic Region of Grants

The University of Chicago Hospitals wishes to focus its resources on the individuals in its immediate community. As a result, only applicants from (and serving) the following areas are eligible to apply: Woodlawn, Hyde Park, Washington Park, South Shore, Oakland/ North Kenwood, Englewood, Fuller Park, Grand Boulevard and Greater Grand Crossing.



Areas of Focus

The University of Chicago Hospitals Office of Community Affairs will consider applicants that offer programs/events/activities related in the following areas. Each area is broad enough to include a wide range of projects, but we have provided some general examples of the types of programs we would fund.

Health

- Health Fairs/Initiatives
- Health Educational Workshops

Sports and Recreation

- Support to local teams
- Equipment (i.e. balls, bats, gloves)
- Plaques, Trophies, Certificates, T-Shirts

Neighborhood Beautification

- Equipment (i.e. rakes, lawnmower, paint)
- Gardening equipment and supplies

Activities Not Supported

- Events or programs which are exclusive
- Reduction of organization deficit or debt
- Stipends for individuals



How To Apply

Complete Attached Application Form – On the following pages you will be asked for basic information about your organization or group, as well as the project you are requesting funding for. The application is intended to help us understand more about your project so that we can determine whether or not it is eligible for funding. So, we recommend providing complete answers to all of the questions.

Use checklist provided to ensure all forms are included.

The Office of Community Affairs will contact your organization within two (2) weeks of receiving your completed application. –At this time, we will give you an approximate date by which your grant proposal will be reviewed. If your organization has not been contacted within three weeks of having submitted your application, please call us at (773) 834-9770.

Evaluation – When possible, Office of Community Affairs (OCA) staff will attend events and activities to verify use of funds. Small grant recipients will be required to complete all post-event evaluation documentation for OCA. If your grant proposal is approved, you will receive an evaluation packet. If a recipient fails to submit the evaluation within thirty (30) days of the completion of the event/program, the recipient will not be eligible for future grants. In addition, semi-annual focus groups will be conducted with grant recipients and community stakeholders to assess the benefits and impact of the small grants initiative.

Please be advised that the requested amount should not be expected for up to sixty days after the receipt of all application components.



Application Checklist

BE SURE THAT APPLICATION INCLUDES THE FOLLOWING:

- BASIC ORGANIZATION INFORMATION**
- BASIC GRANT INFORMATION**
- GEOGRAPHICAL INFORMATION**
- COMPLETE ANSWERS TO QUESTIONS 4-7**
- DETAILED BUDGET INFORMATION**



Application

1. Basic Organization Information

Name of Organization: _____

Address of Organization: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Web Site: _____

Name of Executive Director/CEO: _____ Title: _____

Telephone: _____ Email: _____

Contact Person for this application (if different from above): _____

Telephone: _____ Email: _____

2. Basic Grant Information

Amount Requested (max \$500) _____ Project's Total budget (if applicable) _____

Date funds will be spent (if event) _____ or (if ongoing) from _____ to _____

Target Population (e.g. youth, seniors, if applicable) _____

Approximately how many people will be served? _____

Have you ever received funding from The University of Chicago Hospitals before? _____

If so, what was the purpose of that funding? _____

Date: _____ Amount: _____

3. Geographical Information

Which neighborhood(s) does your program/project serve? (Check as many as apply)

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Hyde Park | <input type="checkbox"/> Woodlawn | <input type="checkbox"/> Washington Park |
| <input type="checkbox"/> South Shore | <input type="checkbox"/> Oakland | <input type="checkbox"/> Kenwood |
| <input type="checkbox"/> Englewood | <input type="checkbox"/> Fuller Park | <input type="checkbox"/> Grand Boulevard |
| <input type="checkbox"/> Greater Grand Crossing | | |

Please use as much space as you need to fully answer these questions (attach additional sheets if you feel necessary).

4. Please describe, in moderate detail, the purpose for which the grant is being requested.

5. What is the goal of the project? Why this project is important and/or needed?

6. What benefits will this project/event have on the community?

7. What assets are you leveraging for this event/project? In other words, what other sources of funding and other support from the community are contributing to the event/project?



CONTACT US

**UNIVERSITY OF CHICAGO HOSPITALS - COMMUNITY AFFAIRS
5633 S. MARYLAND AVENUE, 3RD FLOOR
CHICAGO, ILLINOIS 60637**

If you have any questions during your grant application process, please do not hesitate to call Chartay Robinson at (773) 834-9770 or Chartay.Robinson@uchospitals.edu.