



Innovative Graffiti Prevention Micro-Grant Application Instructions

Organizational Capacity

- Organization: Provide a short description of your organization, major activities, numbers served and number of years in existence. Describe similar or relevant activities and connections with the community to be served.
- Key Project Staff: Include the title, responsibilities, and qualifications of key program staff. Also list which staff member will be in charge of the project.
- Grant Management Experience: Briefly describe your previous grant management experience.

Program Activities

- Give a short description of your organization.
- Present a narrative of your project
- Timeline: Provide a schedule for project implementation
- Provide a geographic description of the area that would be served, such as neighborhood boundaries, city-wide, etc.
- List the number of intended benefactors of the project. If known, include the age distribution, racial/ethnic composition of the population and/or income distribution of the target population.
- Describe your community partners and their role (if any)

Outcomes

- Primary Goals: State 1-4 goals that you expect to accomplish as a result of the project and the intended final outcome of each goal.
- Activities for Each Goal: Describe the steps or actions you plan to take to implement the project and related goal.
- Effectiveness of Chosen Activities: Please explain why each activity will be effective for your target population and what the expected benefits are.

Budget

- Budget: Include detailed budget outline (see Sample Budget Worksheet)
- Describe matching in-kind or cash funds