



Dear Community Leader,

From a vision of change, we present *Seeds for Change*, a small grant initiative that anchors our commitment to cultivating closer relationships with our City's many cultural and ethnic organizations and partners. We initiated this project to build capacity and deepen our impact within target communities by funding small projects with strong cultural commitment.

We will accept proposals from organizations, groups, and individuals who seek financial assistance for up to a maximum award of \$2,000 to support events and/or projects that grow community engagement within cultural and ethnic groups.

Please complete the application and provide the items on the checklist below. All information must be submitted to [seedsforchange@neighborhood-centers.org](mailto:seedsforchange@neighborhood-centers.org) by the deadline 5:00 pm, October 15<sup>th</sup>, 2012. Award recipients will be notified within three weeks of the submission deadline. Thank you and good luck.

Sincerely,

A handwritten signature in black ink, appearing to read "Claudia Vasquez".

Claudia Vasquez  
Senior Vice President and Chief Program Officer



## Application Packet

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All applications and supporting documents must be submitted to the contact below by no later than **5:00pm October 15, 2012**. Feel free to submit via email, fax or as a hard copy. Email version is preferred. Contact Russell Etherton for further questions.

Russell Etherton, Civic Projects Specialist  
Neighborhood Centers Inc. – Neighborhood Leadership Committee  
4500 Bissonnet, Suite 200  
Bellaire, Texas 77401  
Phone: 713-669-5259  
Fax: 713-669-5292  
Email: [seedsforchange@neighborhood-centers.org](mailto:seedsforchange@neighborhood-centers.org)

## Application Checklist For Submission

- Completed Application Form (see attached)
- Two Reference Letters



## Neighborhood Centers Inc. Neighborhood Leadership Committee Seeds for Change Application Form

Please submit this application  
no later than 5:00pm on October 15, 2012.

**Name of Agency, Group or Individual Requestor:**

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**Mission of Agency, Group or Individual:**

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Social Media Site:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Office Hours/ Availability (i.e., date, time)** \_\_\_\_\_

**Operating Budget (Seeds for Change invites applications from organizations with budgets UNDER \$300,000):** \$ \_\_\_\_\_

**Amount Request from Seeds for Change (\$2,000 maximum grant award):** \$ \_\_\_\_\_

**Reference Letters:** Please have two (2) personal or agency references write a brief letter of support indicating how they know the requestor, for how long and the nature of their support for the project. This may include clients that may have been served by the agency, group or person in some capacity. Each reference must include a name and a contact phone number and must not exceed 500 characters in length.



- 1. What type of services does your agency/group provide? [250 words or less]**
- 2. What population does your agency/group currently serve? Please include demographic information including ethnic/cultural background, age, socio-economic status and other special issues. [200 words or less]**

3. Which geographic area do you serve (please be specific with names of neighborhood, street boundaries, and/or zip codes)? [100 words or less]

**4. What project do you propose to implement to engage with your community? [400 words or less]**

5. What does success look like for your project? How will you know you've achieved it?  
[250 words or less]

6. Please submit a budget for your project with this application. See the sample below and adapt as necessary.

INCOME (please list all sources of funding for this project including the Seeds for Change grant should it be awarded):	\$ AMOUNT
Seeds for Change award	
Other funding awards	
Individual donations	
In-Kind donations (estimated value)	
	INCOME SUB-TOTAL \$
EXPENSES (please list all project expenses; some SAMPLE categories and items are below):	
Staffing	
Food	
Supplies (specify what type of supplies)	
Marketing materials	
Transportation	
Awards/recognition gifts	
	EXPENSES SUB-TOTAL \$
	BALANCE \$