

**For Office Use Only**

Date Recorded: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completeness & Overall Quality: \_\_\_\_

Financial Considerations: \_\_\_\_

Creativity & Impact: \_\_\_\_

Neighborhood Assets: \_\_\_\_

Mission: \_\_\_\_

Total Score: \_\_\_\_



# GREEN BAY NEIGHBORHOODS

## Green Bay Neighborhoods Mini-Grant Application

Please rank priority level if you are submitting multiple applications: \_\_\_\_

### I. Organization Information

Neighborhood Association Name: \_\_\_\_\_

Applicant Contact Information:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### II. Funds Requested

Project/Proposal Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Grant Funds Requested: \_\_\_\_\_

### III. Narrative

1. Describe your proposed project in detail. Include details about the plan, timeframe, locations, and any other relevant details. Discuss whether your project is a new or returning initiative, how your association will complete the work proposed, and (if recurring) how the project will continue without Mini-Grant funds.
  
2. Describe your funding plan for your proposed project, including the various sources in your attached budget and who will manage the finances for your project. Describe any funding partners (committed or proposed) along with their contributions and roles. Describe why Mini-Grant funds are required and what adjustments will be made if your funding target isn't reached. Reminder: Mini-Grants are a reimbursable grant, meaning you must provide receipts prior to receiving funds.
  
3. Describe the ways in which your proposed project demonstrates creativity in design or implementation. Describe how your project will impact your neighborhood and/or the broader community and in what ways your project is special. Discuss whether your project is temporary or permanent and who will benefit by the project.
  
4. All neighborhoods have assets in the form of people, associations (neighborhood and otherwise), places, and institutions. Describe how your proposed project will leverage your neighborhood assets. Beyond funding relationships, describe in detail any proposed or committed partnerships or collaborations which will be key to your project and how they will improve the project.

5. Provide your neighborhood association's mission statement. Describe in detail how your proposed project aligns with your mission statement and contributes to your long-term vision for your neighborhood.
6. Please prove your association has received any necessary approval(s) from the appropriate City of Green Bay departments. Please attach any relevant correspondence documenting City approval (including but not limited to permits and park shelter reservation confirmation).
7. Please list your current board of directors with titles and email addresses. Attach additional names on a separate sheet if additional space is required. Place an asterisk (\*) next to the names of board members with signatory authority for your checking account.

| Board Members |               |
|---------------|---------------|
| Name & Title  | Email Address |
| 1.            |               |
| 2.            |               |
| 3.            |               |
| 4.            |               |
| 5.            |               |
| 6.            |               |
| 7.            |               |
| 8.            |               |
| 9.            |               |
| 10.           |               |

#### IV. Project Budget

Complete the attached project budget with a complete listing of all projected expenses and all proposed sources of funding. Additional information or detail may be included in your attachments, but all sources and uses for the project are required to be addressed in the form or your application will be considered incomplete. In-kind donations are welcome to be included but not volunteer time. **Reminder: please check and confirm total expenses equal total sources.**

| Project Budget |          |               |       |
|----------------|----------|---------------|-------|
| Item/Expense   | Quantity | Cost per unit | Total |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
|                |          |               |       |
| Total Expenses |          |               |       |

| Sources of Funds        | Status    | Amount |
|-------------------------|-----------|--------|
| GBN Mini-Grant          | Requested |        |
| Association's Own Funds | Committed |        |
| Other Partner:          |           |        |
| Other Partner:          |           |        |
| Other Partner:          |           |        |
| Total Sources           |           |        |

Please check and confirm total expenses equal total sources.

## **V. Required Attachments**

1. Copy of signed association board resolution authorizing the project or association meeting minutes clearly documenting board approval
2. Your association's recent treasurer's report with sources of funds and expenses or a bank statement detailing deposits and expenses
3. Documentation of City approval(s) according to Section III, Item 6 of the application
4. Any additional board member contact information not included in Section III, Item 7 of the application
5. Any pictures, diagrams, or other information relevant to your request to illustrate your vision (recommended but not required)

## **VI. Authorization**

This Mini-Grant funding request is duly authorized by our neighborhood association.

\_\_\_\_\_  
Neighborhood Association President Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

For applications to be considered, all sections of the application must be complete and contain all of the required attachments listed in Section V.

Submit applications via email to Lead Staff & Community Outreach Coordinator Vicki Bokelman at [vicki@gbneighborhoods.org](mailto:vicki@gbneighborhoods.org).



## Green Bay Neighborhoods Mini-Grant Application Rubric

### Scoring Guidelines & Funding Limits

Updated September 2025

|                                                                                                                          | Requires Improvement (0-2)                                                                                                                  | Satisfactory (3-5)                                                                              | Good (6-8)                                                                                                                                      | Great (9-10)                                                                                                                                | Score |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Completeness &amp; Overall Quality of Application</b>                                                                 | Application is incomplete. Incomplete applications are ineligible for funding.                                                              | Application is complete. Responses provide passable information to assess proposal.             | Application is complete. Proposal offers adequate detail to foster clear understanding of request and why grant funds are required.             | Application is complete. Proposal is well written with clear plan, practical timeframe, and substantial details.                            |       |
| <b>Financial Considerations</b>                                                                                          | Proposal lacks budget details and is limited in description of why grant funds are required.                                                | Budget breaks down costs of proposal. Proposal passably addresses why grant funds are required. | Budget includes details of line items and potentially includes attachments with additional information. Proposal includes funding plan details. | Budget and attachments demonstrate a full, comprehensive understanding of proposal. Funding plan includes multiple partners.                |       |
| <b>Creativity &amp; Impact</b>                                                                                           | Proposal lacks description of how funding will improve neighborhood.                                                                        | Proposal describes potential impact on neighborhood or residents.                               | Proposal offers clear argument for impact and demonstrates creativity in design or implementation.                                              | Proposal is creative and has potential to impact the neighborhood in a new and unique way.                                                  |       |
| <b>Neighborhood Assets</b>                                                                                               | Proposal lacks description of how individual, institutional, in-kind, or voluntary association neighborhood/community assets are leveraged. | Proposal passably describes how neighborhood/community assets are leveraged.                    | Proposal describes strategic leverage of neighborhood/community assets. Strategic partners are identified.                                      | Proposal demonstrates holistic leverage of neighborhood/community assets. Multiple partners/assets are contributing to project realization. |       |
| <b>Mission</b>                                                                                                           | Proposal lacks description of how the association mission is advanced by project.                                                           | Proposal passably describes how the association mission is advanced by project.                 | Proposal clearly describes how the association mission is advanced by project.                                                                  | Proposal demonstrates complete mission alignment.                                                                                           |       |
| <b>Total Score &amp; Maximum Awards (0-50 Points)</b>                                                                    | <b>0-14 Points</b><br>No Award                                                                                                              | <b>15-25 Points</b><br>Maximum Award: 75% of Request                                            | <b>26-40 Points</b><br>Maximum Award: 85% of Request                                                                                            | <b>41-50 Points</b><br>Maximum Award: 100% of Request                                                                                       |       |
| Grant awards may be adjusted or rejected altogether based on availability of funds and number of applications submitted. |                                                                                                                                             |                                                                                                 |                                                                                                                                                 |                                                                                                                                             |       |