

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.



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
Completeness & Overall Quality of Application	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.	
Financial Considerations	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.	
Creativity & Impact	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.	
Neighborhood Assets	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.	
Mission	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.	
Total Score & Maximum Awards (0-50 Points)	0-14 Points No Award	15-25 Points Maximum Award: 75% of Request	26-40 Points Maximum Award: 85% of Request	41-50 Points Maximum Award: 100% of Request	
Grant awards may be adjusted or rejected altogether based on availability of funds and number of applications submitted.					