Green Bay Neighborhoods Spring 2026 Mini-Grant Application

Grant Overview

Green Bay Neighborhoods (GBN) supports active neighborhood associations who are working to improve the quality of life in neighborhoods throughout the city of Green Bay. GBN may award Mini-Grant funds, in an amount determined annually as part of the Annual Budget proposal, to any neighborhood association recognized by the City of Green Bay.

Grant Timeline

Applications will be open during the month of March 2026, starting on Sunday, March 1 and due by Tuesday, March 31. Retroactive Mini-Grant applications will not be accepted.

Application Requirements

The president of the neighborhood association must complete this Mini-Grant Application with accurate information in the following categories:

I. Organization Information
II. Funds Requested
III. Narrative
IV. Board Members
V. Project Budget
VI. Verify 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 7 of the application
    4. Any additional board member contact information not included in Section IV of the application
    5. Any pictures, diagrams, or other information relevant to your request to illustrate your vision (recommended but not required)
VII. Authorization

For Office Use Only
Date Recorded: ____/____/____
Completeness & Overall Quality: ____
Financial Considerations: ____
Creativity & Impact: ____
Neighborhood Assets: ____
Mission: ____
Total Score: ____

GREEN BAY
NEIGHBORHOODS

Green Bay Neighborhoods Spring 2026 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: _____

Mailing Address: _____

City: _____ ZIP Code: _____

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, who will complete the work, and any other relevant details. Discuss whether your project is a new or returning initiative.

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. In what ways is your proposed project special? What sets it apart from other projects? Describe the ideal outcome of your proposed project and how your project will impact your neighborhood.

4. Collaboration is key to building community in neighborhoods, and all neighborhoods have assets in the form of people, associations, places, and institutions. What neighborhood assets will be leveraged for your proposed project? Describe any proposed or committed partnerships or collaborations which will build community in your neighborhood through your proposed project.

5. Provide your neighborhood association's mission statement.

6. Describe in detail how your proposed project aligns with your mission statement and contributes to your long-term vision for your neighborhood.

7. Mini-Grant awards will be contingent on approvals. Please attach any relevant correspondence documenting necessary approval(s) or in-progress approval(s) from the appropriate City of Green Bay departments (including but not limited to permits and park shelter reservation confirmation). For any in-progress approval(s), provide the timeline for completion.

IV. Board Members
Please provide a list of your current board members, including contact information. Place an asterisk (*) next to the names of board members with signatory authority for your checking account.

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

V. 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 expenses 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.**

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.

VI. Verify 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 7 of the application

4. Any additional board member contact information not included in Section IV of the application

5. Any pictures, diagrams, or other information relevant to your request to illustrate your vision (recommended but not required)

VII. 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 VI.

Submit applications via email to Lead Staff & Community Outreach Coordinator Vicki Bokelman at vicki@gbneighborhoods.org.

GREEN BAY NEIGHBORHOODS

Green Bay Neighborhoods Mini-Grant Application Rubric

Scoring Guidelines & Funding Limits

Updated March 2026

	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 mission statement and/or description of how the association mission is advanced by project.	Proposal includes mission statement and passably describes how the association mission is advanced by project.	Proposal includes mission statement and clearly describes how the association mission is advanced by project.	Proposal includes mission statement and 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.					