

# MICRO-GRANT PROGRAM GUIDELINES

## PURPOSE

Micro-grants are the ideal assistance for impact-driven projects in a community. Micro-grants allow individual(s) and the community to bridge the gap between idea and action, and help them work on, and solve problems, on their own. Working towards a local goal within a community with micro-grant support also promotes individual and community growth. The intended audiences that will benefit from the Micro-grants Program are as follows: education programs; hunger programs; homelessness programs; financial stability programs; and/or community engagement programs. The Micro-grants Program will have a \$5,000 total budget, and will run from July 1st, 2019 to June 30th, 2020.

## PROJECT TIERS<sup>1</sup>

### • TIER 1

- Project needs tools or materials available through Phoenix Community ToolBank (“ToolBank”)
- Examples include tools and gloves
- Process: VSUW will coordinate with ToolBank to have Project Lead/Agency pick up tools/materials at VSUW’s Main Office or StorQuest; Project Lead/Agency completes and signs Tool/Material Form. After project completion, Project Lead/Agency must return tools and/or materials in original condition to either VSUW’s Main Office or StorQuest by the deadline indicated on Tool/Material Form.

### • TIER 2

- Project needs tools and materials that may be available through ToolBank, but also are above and beyond what ToolBank may provide
- VSUW will source additional materials through stores such as Home Depot, Behr, Target, etc.
- Examples include (in addition to examples above) gallons of paint, roller pads, and drop cloths
- Process:
  - Same as Tier 1 for ToolBank items
  - VSUW will purchase items through its normal course of business and provide items to Project Lead/Agency; certain items (which will be indicated on the Tool/Material Form) must be returned in original condition after project completion

### • TIER 3 (pilot period; case-by-case consideration)

- Project may include items from Tier 1 and Tier 2, but also may request a financial grant (total project costs cannot exceed \$200)
- Process: VSUW will consider these Applications on a case-by-case basis before further consideration by the Operation Uplift Volunteerism Sub-Committee

<sup>1</sup> If requested, VSUW may provide assistance to a Project Lead and/or Agency to help plan a world-class engagement experience.

602.631.4800

[vsuw.org](http://vsuw.org)



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# RISE UP MICRO-GRANTS PROGRAM GUIDELINES

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## PROPOSAL/APPLICATION PROCESS:

- Submit Application form to VSUW at [volunteer@vsuw.org](mailto:volunteer@vsuw.org)
- Application moves through decision-making process:
  - VSUW staff first confirms REQUIREMENTS are met
  - Operation Uplift Volunteerism Sub-Committee then takes CONSIDERATIONS into account and makes final approval/denial decision

## REQUIREMENTS:

- Project must be submitted by, or benefit, a 501(c)(3) agency or public school within Maricopa County; 501(c)(3) certification letter must be attached to Application
- Application is fully completed and signed
- Agency verifies that it agree to/will support the project and signs Application indicating same
- Total amount spent on project will not exceed \$200 per project
- Project Lead/Agency must agree and be able to share how volunteers or community “Rise Up” on social media and traditional communications, and include “Before-and-After” pictures; must include “@myvsuw” and “#unitephx”
- Project Lead/Agency will provide a list of name and email addresses of all adult volunteers who participated in the project
- If it includes a financial grant, payments only will be made to a 501(c)(3) agency

## CONSIDERATIONS:

- Ability for the goal of the volunteer project to be accomplished during a one-time volunteer event
- Extent of impact on community, public school and/or 501(c)(3) agency
  - Ability to engage volunteers in project
  - Ability to follow-up after project is completed to collect volunteer and impact data

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