



Dear M2M Mini-Grant applicant,

The 2018-2019 MTR Charities M2M Mini-Grant application submission period opens Monday, July 2, 2018. Because several significant changes have been for 2018-19, please follow all directions and requirements carefully when submitting an application. It is recommended to send both electronic and USPS copies of you grant application. The deadline for submitting an application is Friday, August 31, 2018 by midnight.

If you received an M2M Mini-Grant in 2018, a Project Progress Report is due along with your application to be eligible for further M2M Mini-Grant consideration.

Please review the M2M Mini-Grant guidelines closely and submit a complete and detailed application to include the following:

Section 1. Non-profit Organization Information

Section 2. Proposed Project Description

Section 3. Proposed Project Budget

Section 4. Proposed Project Timeline

Section 5. Project Progress Report (required only for applicants who are 2018
M2M Mini-Grant recipients)

Section 6. Applicant Certification

Submit completed applications to grantscommittee@m2msa.org and/or mail to

MTR Charities, Inc. c/o Mission Trail Rotary

P.O. Box 831451

San Antonio, Texas 78283-1451

If you have questions regarding the process or application, please contact the
MTR Charities Grant Committee at grantscommittee@m2msa.org

Sincerely,

Jose Martinez,

MTR President, 2018-2019

president@missiontrailrotary.org

MTR Charities M2M Mini-Grant Guidelines 2018-2019

Eligibility:

1. Applicant must be a non-profit organization with a current EIN # on file with the IRS.
2. Applicant must submit a completed application by the deadline to be considered for selection.
3. Applicants selected for Mini-Grant awards meet all requirements to receive award (see Requirements for Selected Applicant to receive Mini-Grant Award).

Amount of Award:

Mini-Grant awards will range from \$1000 to \$1500 depending on the funds generated by the M2M Charity Bike Tour.

M2M Mini-Grant Process Timeline:

1. Application Posted online: July 1, 2018
2. Application Deadline: midnight, August 31, 2018
3. M2M Mini-Grant Awards Selection Notification: September 30, 2018
4. M2M Charity Bike Tour: first Saturday in December 2018
5. Project Completed and Final Project Report filed (if received a Mini-Grant in the previous year: January 31, 2019)
6. MTR Charities M2M Mini-Grant Awards Fiesta: February 2019 (exact date TBD and notice will be provided to Mini-Grant recipients)
7. Project completed, and Final Project Report filed: January 31, 2020

Selection Criteria:

Mini-Grant recipients will be selected according to the merits of the proposed project, using a scoring rubric based on the following criteria:

1. Non-profit and proposed project serve San Antonio neighborhoods, communities, or unique populations with priority given to those focused on residents living inside of Loop 410.
 2. Proposed project must be a defined project or component of a larger project. Applications requesting operational funding will not be considered.
 3. Proposed project meets a clearly defined neighborhood or community need.
 4. Application demonstrates value and relevance of proposed project.
 5. Application describes the proposed project's impact and specific expected outcomes. Application describes how those outcomes will be measured.
 6. Application describes a timeline with specific milestones to be achieved.
 7. Proposed project or component of larger project appears to be able to be completed within one year.
 8. Previous grant recipients have provided project progress report with application and are meeting proposed milestones of previous project.
- Requirements for Selected Applicant to receive Mini-Grant Award:

Requirements for Selected Applicant to receive Mini-Grant Award:

To receive the Mini-Grant award, organizations selected for a Mini-Grant are REQUIRED to:

1. Provide and approve the non-profit's name and logo for use M2M Charity Bike Tour and MTR marketing and website.
2. Attend the M2M Charity Bike Tour on the first Saturday in December from 8AM to 10AM with at least one representative (volunteer or staff member) from their organization. The representative(s) will educate participants on their non-profit's mission and proposed project with a display at the display table.
3. Send the non-profit's director or representative to attend the MTR Charities Grant Fiesta at which mini-grants will be awarded. If attendance is not possible, this must be communicated to the Rotary President prior to the Grant Fiesta with an explanation of absence. Absences without notification prior to the Grant Fiesta will result in forfeiture of grant.
4. Submit a Final Report after project completion no later than January 31, 2020. Failure to submit a Final Report will disqualify the applicant from future grant consideration for the following two years.

Organizations selected to receive a Mini-Grant are encouraged to:

1. Promote M2M Charity Bike Tour by including a listing or article on their organization's website and a link to www.M2Msa.com
2. Encourage member/supporter volunteer service at M2M Charity Bike Tour.

M2M Mini-Grant Frequently Asked Questions:

1. Can grant be used over several years? No. The funded small project is expected to be completed by January 31 of the following year.
2. Does approval of my application mean it will be renewed automatically the next year? No. Projects are evaluated on their merits each year. A new application must be submitted each year.
3. How much funding should I request? Ask for the cost of your specific activity or project. The grants are meant to fund small projects. The project is judged on its impact and value for the clients and community, not the size of your budget or non-profit organization. If your project needs funding that exceeds \$1500, consider describing a component of a project within the larger project for your M2M Mini-Grant application.
4. Is funding guaranteed if I submit an application? No. You will be notified if your project is selected for funding.

Mission Trail Rotary Charities M2M Mini-Grant Application

Section 1. Non-profit Organization Information

1. Name of Authorized Representative: _____

First Name Middle Initial Last Name

2. Non-profit Name: _____

3. EIN Number: _____

4. Date of Charter: _____

5. Permanent Address: _____

City State Zip

6. Phone Number: [OFFICE] () _____ [FAX] () _____

7. Email: _____ @ _____

8. Website: _____

9. Grant writer name, title: _____ Phone: () _____

10. CEO/Authorized individual, title: _____ Phone: () _____

11. Please describe as specifically as possible which neighborhoods/ communities/ unique populations/ geographic region your non-profit serves: (use more space as needed)

12. Provide a brief description of your non-profit organization, its mission, goals, and activities: (use more space as needed)

Section 2. Proposed Project Description

1. In 250 words or less, describe your proposed project or component of a larger project. Include the goal(s) and objectives of your project. (use more space as needed)

2. In 250 words or less, provide a brief description of relevant background, including assessment of community need, supporting data, and other recent or current efforts in the community to address the problem or goal.

3. Describe the intended beneficiaries of the project and their relevant characteristics of those served (i.e., age, race/ethnicity, income levels, education levels, etc.)

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4. Define how success will be measured. Please include the project's anticipated impact, estimates of how many individuals will be served, specific and measurable outcomes, as well as how these outcomes will be measured.

Section 3. Grant Budget

1. Requested total for Mini-Grant \$

2. Provide an estimated budget for the proposed project. The grant budget should describe only the proposed project you wish to fund, not an overall program. Please include a list of specific project expenses, such as materials or equipment to be purchased, marketing, construction costs, etc.

Section 4. Proposed Project Timeline

1. Provide a detailed project timeline including milestones (i.e. number of days/weeks/months etc. for each objective or actual deadlines) by which specific objectives will be achieved.

Section 5. Project Progress Report

****Required only for applicants who received a grant the previous grant year.**

1. Date Project Started:

2. Please provide appropriate documentation to demonstrate milestones achieved and status of the project for which your non-profit received an M2M Mini-Grant last year. Please include descriptions, releasable photographs, materials/tools created, services provided, data from beneficiaries served, receipts invoices of purchases, etc., as applicable to the ongoing project. May attach/email additional documentation as needed to support progress.

Section 6. Applicant Certification

I have included and completed Sections 1 through Section 6 of the M2M Mini-Grant application form.

I agree that I have read the Requirements for Selected Applicant to receive a M2M Mini-Grant Award, and if selected for an M2M Mini-Grant, I agree to fulfill the requirements. I acknowledge that failure to comply with the requirements may result in forfeiture of grant.

I hereby certify that the information provided in this application is true and correct. I have not knowingly withheld any facts or circumstances that could interfere with the truthfulness and accuracy of this application.

Writer Name and Title Signature Date _____ Grant

Authorized Individual Name and Title Signature Date _____ CEO/

Writer Name and Title Signature Date _____ Grant

Authorized Individual Name and Title Signature Date _____ CEO/

Mail or email form, photos, and supporting documentation to:

MTR Charities, Inc. c/o Mission Trail Rotary

P.O. Box 831451

San Antonio, Texas 78283-1451

or email grantscommittee@missiontrailrotary.org with subject: M2M Mini-Grant Final Project Report

M2M Mini- Grant Project Final Report

Deadline to submit: January 31 the year after Mini-Grant is received

Non-profit Name: _____

Date Project Started: _____

Date Project Completed: _____

Please include descriptions, releasable photographs, materials/tools created, services provided, data from beneficiaries served, receipts invoices of purchases, etc., as applicable to the project. May attach/email additional documentation as needed to support completion of project.

Describe objectives met:

Describe impact achieved and provide data to support outcomes:

