



## Sacramento Cooperative Community Fund Micro-Grant Application

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Organization: \_\_\_\_\_ Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_ Title: \_\_\_\_\_  
Type of Organization: Phone: \_\_\_\_\_  
 Non-Profit  
 Cooperative  
Taxpayer ID#: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Project Title & Description: \_\_\_\_\_ Categories that apply to your project:  
\_\_\_\_\_  Nutrition/ Health  
Micro-Grant Requested \$: \_\_\_\_\_  Environment  
Anticipated Project timeline start/completion: \_\_\_\_\_  Basic human needs  
\_\_\_\_\_  Cooperative

All applications must be for a specific project, activity or purchase. Micro-grant funds may not be used for general program operations, ongoing costs, nor the purchase of food or gift certificates for food.

Applications must include the following additional documents:

1. Description of your organization including: Organization Mission Statement and accomplishments in the Sacramento area.
2. A copy of your IRS 501(c)3 exemption letter or equivalent cooperative documentation.
3. Description of proposed project including: how the proposed project fits your organizations mission, the anticipated results, benefits and beneficiaries, and timeline for implementation and completion.
4. Detailed project budget including estimated resources and expenses for the project and how you plan to use the micro-grant funds. (see sample below for format)

Certification:

I certify that I am authorized to apply for this grant on behalf of the above named organization, and that if awarded a grant we will abide by the Co-op's nondiscrimination policy and will not use the micro-grant funds for lobbying or political activities. To the best of my knowledge, all the information contained in this application and attachments is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Sample Format for SCCF Project Budget

- Show all the anticipated expenses by applicable category (such as personnel, supplies, equipment, printing). If needed, use footnotes to provide details of expense items and cost estimates.
- Show all the resources for the proposed project, including the requested SCCF grant. Use footnotes to identify which of the non-SCCF resources are already committed or available and which are anticipated.

Sample budget format:

### Sacramento Community Agency – Budget for ABC Edible Garden Project

	SCCF Request	Other Resources 3/	Totals
<b>EXPENSES:</b>			
Part-time coordinator	\$ 0	\$ 15,000	\$ 15,000
Summer staff	0	volunteers	0
Printing/copying	0	50	50
Insurance	0	500	500
Educational materials 1/	225	0	225
Equipment 2/	380	100	480
<b>TOTAL PROJECT BUDGET</b>	\$ 605	\$ 15,650	\$ 16,255

Notes:

1/ Includes two DVDs on gardening and nutrition (approx. \$37.50 each including tax and shipping), and 50 copies of related pamphlet on cooking with fresh vegetables (\$3 each).

2/ Includes two garden forks at \$50 each, three spades at \$40 each, one 6-quart slow cooker at \$110, one juicer at \$85 and one blender at \$65, and in-kind donations of other garden tools and kitchen equipment from interested community members. (Price estimates were obtained from area stores in March and include estimated sales taxes.)

3/ Existing and committed funds and in-kind resources including \$1,500 grant and volunteers from XYZ Neighborhood Association, \$5,000 grant from City Community Agency, \$9,150 budgeted resources from prior fundraising, in-kind office supplies provided at agency's main office, and anticipated in-kind donations and loans of tools and equipment from community members.