



## 2008-09 Spirit of the Diamond Mini-Grants Program

The Spirit of the Diamond Mini-Grants Program provides grants for community projects that enhance the beauty, safety, knowledge, health, or spirit of the Diamond Neighborhoods of southeastern San Diego. Funding priority is given to projects that are resident-led, open to the community, encourage diversity, or strengthen relationships among community members.

Projects can include – but are not limited to – art programs, cultural events, historical gatherings, street fairs, health fairs, clean-ups, community gardens, and other neighborhood strengthening programs and activities. The program is unable to provide funding for political or religious activities, businesses, equipment and/or scholarships for individuals, or cash gifts.

### Funding Range

\$200 to \$5,000 per project

### Who Can Apply

Individuals, community groups, and non-profit organizations may apply. Applicants are not required to have 501(c)3 nonprofit status or a fiscal agent in order to be eligible for funding.

### How to Apply

It's as easy as 1-2-3! Just complete the three parts of the application:

1. Application Coversheet: share your basic contact and project information
2. Project Questions: tell us about your project plans
3. Budget Worksheet: list all of your estimated project expenses

Applicants can receive a maximum of \$5000 in grants during our fiscal year (July 1, 2008 – June 30, 2009). You may apply more than once, but can have only one open grant at a time. Funds must be used within six months after they are awarded.

Previous Spirit of the Diamond grant recipients must have satisfactorily completed a final report in order to be eligible for additional funding.

### Deadline

Applications are due a minimum of 30 days before funding is needed. Our resident grants team meets twice a month to review requests. We strongly encourage applicants to turn in requests well in advance of this deadline.

### Please return your application to:

Spirit of the Diamond Mini-Grants Program  
Jacobs Center for Neighborhood Innovation  
404 Euclid Avenue, San Diego, CA 92114

Application help is available in English, Lao, Spanish, and Sudanese by appointment. If you have a question about the program, please call Annamarie Till at (619) 527-6161 or send an email to [atill@jacobscenter.org](mailto:atill@jacobscenter.org).

Jacobs Center for Neighborhood Innovation  
404 Euclid Avenue, San Diego, CA 92114  
(619) 527-6161 tel / (619) 527-6162 fax



# SPIRIT OF THE DIAMOND MINI-GRANTS PROGRAM

## 1. Application Coversheet

### **APPLICANT INFORMATION** *(all fields are required)*

Date Submitted \_\_\_\_\_

Name of Group or Organization (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_

Role/Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

*Community Reference (a resident who can provide a reference on your behalf):*

Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **PROJECT INFORMATION** *(all fields are required)*

Project Name \_\_\_\_\_

Start Date / End Date \_\_\_\_\_

Start Time / End Time \_\_\_\_\_

Location (include street address) \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_ Funding Request \$ \_\_\_\_\_

If approved, please make check payable to \_\_\_\_\_

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## **2. Project Questions**

***Please provide answers to each of the following questions. Be sure to type or print neatly.***

1. Tell us about you/your group or organization: who you are, what you do, and how long you have been in the community.

2. What is the purpose of the project?

3. How will it enhance the beauty, safety, knowledge, health, or spirit of the Diamond Neighborhoods?

4. Have you organized this project before? If yes, tell us when and where it took place, how many people participated, etc.

5. What activities will take place?

6. What is your outreach plan?

7. What is your fundraising plan?

8. Who are your partners for this project and what is their role? These include co-organizers, confirmed funders, volunteers, in-kind contributors, and others.

9. How many people do you expect will participate/attend?

10. Will participants/attendees have to pay a fee? If yes, how much is the fee and how will you use the money that is collected?

11. How did you hear about the Spirit of the Diamond Mini-Grants Program? If you have previously received a Spirit of the Diamond grant, list your projects and their dates of funding.

(Optional) Would you like to provide any additional comments about your project?



## BUDGET WORKSHEET - SAMPLE

List all estimated project expenses. You may attach additional sheets as needed.

<b>Expense</b>	<b>Amount</b>
Food – Marisa’s BBQ for 200 (\$3 per person)	\$600.00
Advertising – flyers (500)	50.00
Postage – outreach mailer	25.00
Security – 1 guard for four hours	100.00
Astro jump (3-hour rental)	150.00
Insurance – liability	300.00
Location rental (4 hours)	100.00
Entertainment – 1 band (\$100) and 2 dance groups (\$75/each)	350.00
Portable toilets	300.00
Permits – city noise permit	40.00
Decorations – balloons, tablecloths	50.00
Activity supplies – markers, masking tape, poster board	30.00
<b>Total expenses</b>	<b>\$2095.00</b>

<b>Funding sources</b>	<b>Amount</b>
Ticket sales	n/a
Fundraisers	
• Car wash at the park	100.00
• Bake sale at the rec center	75.00
Donations	
• Jake’s Groceries (donating 5 cases of water)	in-kind
• Friends of Shermer Park (borrowing 10 tables)	in-kind
• Mrs. R. Greene (cash donation)	50.00
Grants	
• Smythe Foundation Mini-Grant (confirmed)	500.00
•	
Applicant’s contribution	150.00
<b>Total funding sources</b>	<b>\$875.00</b>

**Project Needs Total (Expenses minus Funding sources)           \$1220.00**  
**Spirit of the Diamond Request (cannot exceed \$5000)           \$1220.00**