

# **Winchell Neighborhood Grant Guidelines & Application**

The Winchell Neighborhood Grant is a financial resource and experimental project, established and maintained by Third Christian Reformed Church, for the benefit of the Winchell neighborhood, eligible residents living there, and Third church members willing to participate in betterment of the neighborhood.

- The total amount of the grant for 2023 is \$5,000.
- This experimental project will be re-evaluated by Third Church leadership after a year to determine whether it is feasible to continue.
- After the grant money is completely distributed, no applications will be considered for the rest of the year 2023. If grant money carries over the next year, then receiving and evaluating applications will continue until the grant money is distributed.
- Once the grant money is completely distributed, the news will be made public via church website or other appropriate channels of neighborhood.

## **Purposes:**

- To contribute to the betterment of the Oakland Drive - Winchell neighborhood (henceforth, Winchell) and citizens living in the same area.
- To cooperate and work with the Oakland Drive-Winchell Neighborhood Association (henceforth, ODWNA)
- To encourage the civic participation of Winchell residents
- To encourage Third Christian Reformed Church (henceforth 3<sup>rd</sup> Church) members to be active in projects serving the public good in our neighborhood.

## **Eligible Individuals and Organizations**

An individual needs to meet all of the requirements listed below to be an eligible applicant:

1. Live within the Winchell neighborhood at least for a year (calculated from the day the grant application was received)
2. Have a clearly described project that creates or promotes public good and benefits the neighborhood. Ex: a roadside library; organizing Christmas luminaries; organizing a book club etc.

An organization or organized group of residents needs to meet all of the requirements listed below to be an eligible applicant:

1. Be based in Winchell and serving the needs of the neighborhood.
2. Have a clearly described project that creates or promotes the public good.
3. Involve mostly residents of the neighborhood to accomplish the project goals.
4. *Note: NGO applications will be prioritized over private or for-profit businesses. Ex: Kleinstuck Stewards, Glen Park Stewards, ODWNA etc.*

## **Eligible Projects**

Any project meeting all of the requirements below can be considered as an eligible project.

1. It creates a public good (not for a private citizen's profit) or service (at least for the duration indicated in the project application) that benefits Winchell residents.  
Ex: the neighborhood organizes a car show which is open to all.
2. It is fair to all and non-partisan. Ex: residents organize a mental health class in the neighborhood which is open to all.
3. It is approved by the city and conforms to all city zoning and ordinance requirements (whenever applicable). The 3<sup>rd</sup> church reserves right to ask for evidence or documentation proving that the applicant received approval from the city. It is the applicant's responsibility to ascertain whether a project requires a city approval or not. It is the applicant's responsibility to communicate with the city, get the approval, and share that approval with the 3<sup>rd</sup> church.
4. The project application clearly describes all critical details of the activity. Critical details include:
  1. Purpose and description
  2. Duration
  3. Milestones
  4. Individuals or groups who will initiate or execute given project
  5. Requested amount and financial expenses
  6. The expected or desired outcome (see the Addendum).

## **Application Process**

1. An applicant fills in and submits a Winchell Neighborhood Grant application form to the church office either in person or by emailing it to [office@3rdcrc.org](mailto:office@3rdcrc.org).
2. 3<sup>rd</sup> Church assesses the proposed project within no more than 30 days and answers the applicant within no more than 40 days, either orally or in written form.
3. The Director of Outreach, Lead Pastor, and Chief Deacon make a decision about the grant request for proposed project after consulting with one another. The requested \$ amount cannot be granted unless all three give their approval.
4. 3<sup>rd</sup> church can make one of three decisions:
  - a. Grant the requested amount fully or partially,
  - b. Not grant the requested amount
  - c. Address any concerns about the project and ask the applicant to re-apply.

### *Notes:*

1. *The application process "window" will start when the news about the grant is made public and continue until the grant is completely distributed.*
2. *One and the same project can be applied for the grant twice only if the applicant addresses the church's concerns about the project.*
3. *An applicant can apply for the grant no more than twice within the same year.*

## Winchell Neighborhood Grant Application Form

Please fill out the descriptions below, using more paper if needed.

a) Description of the project, including the goal and expected outcome:

---

---

---

---

b) First and last names of the organizers & any others who will execute the project:

---

---

---

---

c) Estimated start and end dates for the project, plus any milestones:

---

---

---

---

d) Requested Amount \$\_\_\_\_\_

e) Expected Expenses

---

---

---

---

Signed\_\_\_\_\_

Date\_\_\_\_\_

*You may submit your application by bringing a printed copy to the office at Third CRC, or by emailing it to [office@3rdcrc.org](mailto:office@3rdcrc.org).*