

# Mini-Grants Application



## Overview

The Southern California Association of Governments (SCAG) and *Go Human* announce the Call for Projects for the **Go Human Mini-Grants Program (Mini-Grants Program)**. With support from the California Office of Traffic Safety, the Mini-Grants Program funds community-driven community engagement projects that meet the needs of people most harmed by traffic injuries and fatalities.

In alignment with and furtherance of SCAG's Racial Equity Early Action Plan, the Mini-Grants Program supports projects that utilize street space for community resiliency, recovery, and resource delivery that prioritizes disadvantaged communities and communities most harmed by traffic injuries and fatalities. This framework emphasizes community-driven co-creation, where community engagement is a key element in the project.

## Application Checklist

Follow this checklist to ensure that you are ready to apply to the Go Human Mini-Grant program.

- Can you complete your project within the 10-week grant implementation period? *If not, consider reducing your scope of work.*
- Is your organization eligible for a Mini-Grant? *If not, consider partnering with an eligible organization.*
- Are your costs allowed?
- Can you provide the required insurance?
- If awarded, can you submit the Mid-Project Update, Final Report, and deliverables required by the Mini-Grant Program?

*Learn about the reporting requirements you will need to comply with if awarded funding.*

## Scope of Work

This completed application will serve as the Scope of Work for your project, should it be selected for an award. SCAG may require Mini-Grant applicants to revise their Scope of Work during the application period before further consideration. SCAG may also require Mini-Grant Awardees to revise their Scope of Work prior to the implementation period.

The implementation period for all Mini-Grant funded projects begins on **June 13, 2022** and ends on **August 31, 2022**. The Scope of Work includes the following tasks:

### Task 1: Project Implementation (June 13, 2022 - August 31, 2022)

Awardee shall perform the activities approved by SCAG to build street-level community resiliency and to increase the safety of people most harmed by traffic injuries and fatalities, including without limitation Black, Indigenous and People of Color; disabled people; and frontline workers.

Deliverables:

- Project Plan with Schedule
- Mid-Project status update (via phone or e-mail)
- Promotional Outreach Materials

### Task 2: Final Report and Documentation (due September 9, 2022)

Awardee shall complete a short final report of the project that summarizes the activities funded by the Mini-Grant, outcomes of the project, and photo documentation (if applicable). SCAG shall provide a short Final Report template.

Deliverables:

- Final Report
- Documentation

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## Program Guidelines & FAQs

Before you complete this application, please be sure to review the [Mini-Grants Program Guidelines](#) and [Frequently Asked Questions \(FAQs\)](#).

## Application Submittal Instructions:

Complete the following application pages. If there are additional attachments that are necessary to complete the project budget or schedule portion of the application, please include them in your submittal. To submit, please email your completed application to **Andrés Carrasquillo** at [carrasquillo@scag.ca.gov](mailto:carrasquillo@scag.ca.gov) and [communitystreets@saferoutespartnership.org](mailto:communitystreets@saferoutespartnership.org).

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## Applicant Information

**Organization Name:**

**Contact Name**

**Email:**

**Phone Number:**

*example@example.com*

*(000) 000-0000*

**Organization Type:**

- Community-Based
- Non-Profit
- Social Enterprise
- Other:

**Website / Social Media:**

**City / Jurisdiction:**

**County:**

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Can you provide a W-9?      Yes      No

Can you provide proof of the following required insurance and are you able to meet SCAG's insurance requirements? (refer to pages 4 and 5 of the Program Guidelines)

General Liability

Automobile Liability

Workers' Compensation

Professional Liability

I do not have any or all of these insurances.

If your organization is unable to meet specific requirements, please specify. (Applicants without insurance may be considered on a case-by-case basis).

Does your organization have a fiscal sponsor?      Yes      No

If yes, who?

Have you worked with SCAG before or received funding from SCAG?      Yes      No

**Brief Description of Applicant: (100 words)**

*Provide a short description of your organization, including mission, goals, and demographic population served.*

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## 1 Project Information

Project Name:

Project Area:

*(Enter city, unincorporated area, neighborhood, or community)*

Project Description: (300 words)

Is this an all-virtual project?

*Virtual projects may include online webinars or workshops, digital outreach campaigns, text trees, etc.*

Yes

No

### Reach Questions (25 points)

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Describe the population your project will serve. (200 words)

10 points

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**How many people do you anticipate reaching?**

*5 points*

**Explain the steps you will take to reach this audience. (200 words)**

*10 points*

## Impact Questions (20 points)

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**What are the primary safety concerns of the population this project will serve? (200 words)**

*10 points*

**How will your project address these safety concerns and what are the anticipated outcomes? (200 words)**

*10 points*

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## Feasibility Questions (20 points)

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What are your qualifications to carry out this project? (200 words)

10 points

How do you plan to implement your project within the implementation period and within budget? (200 words)

10 points

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## 2 Project Budget

**(Cost-Effectiveness: 30 pts)** Using the budget template, please identify the labor costs and eligible direct costs to successfully complete your project. Upload the budget and supporting documentation as an attachment to this application.

### Instructions

- **Organization and Project Information.** Fill out your organization information and project title.
- **Job Titles and Hourly Rates.** List the job titles of all staff that will work on your Mini-Grant project under "Direct Labor Classification(s)." List job titles and not names (e.g., Executive Director, Program Coordinator, Assistant, etc.). List the hourly rate for each staff under "Maximum Hourly Rate." You must support the hourly rate with documentation that includes that hourly rate.
- **Direct Costs.** List the direct costs under "Other Direct Costs". Direct costs include eligible hard costs such as printing, permit costs, bicycle helmets, equipment rentals. It may also include services, such as photography and videography.
- **Enter Number of Labor Hours.** Fill out how many hours each job title will work, by task. The spreadsheet automatically calculates the cost.
- **Enter Amounts for Direct Costs.** Fill out how much budget you will need for each direct cost. You must support these costs with documentation.
- **Check the Grand Total.** After entering your hourly rates, labor hours, and direct costs, the budget spreadsheet automatically calculates the grand total. This number will be your proposed budget.

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## 3 Project Timeline

Please identify the key actions your organization will take to complete the proposed project. This schedule must include:

- *Mid-Project Review*
- *Submission of the Final Report and Deliverables For example:*

Key Action Example:

Date	Activity	Description
June 2022	Project Planning	Develop curriculum for webinar series.

Date	Activity	Description
Key Action #1		
Key Action #2		
Key Action #3		
Key Action #4		
Key Action #5		
Key Action #6		



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## **Attachments**

Please attach your budget and supporting documentation. You may also include additional material that is necessary to complete other portions of your application.