

Small Grant Pilot Program Guidelines & Application

When small amounts make a big difference

The Park City Foundation's (PCF) Small Grants pilot program is designed to help local nonprofits and citizens capitalize on opportunities, collaborate for leverage and meet emergency and unforeseen needs through a quick turnaround process for small amounts of funds. Because it is a new program, we expect to change, revise and update the guidelines as we learn and adjust. Like our Community Fund grant program, the grants are broad in nature; grants can be made for any purpose that benefits the people of greater Park City and meets the criteria below. Grants are for \$500 or less and will be processed in about a week. We require groups to contact PCF prior to applying for these funds.

The Small Grants Program is a pilot project and as such, is subject to change.

Types of Needs:

- 1) Emergencies – Unforeseen emergencies, such as a natural disaster, can overwhelm an otherwise prepared community. PCF will consider requests to help meet unforeseen and pressing needs.
- 2) Collaboration- PCF will consider requests that bring people or organizations together to tackle a shared issue or reach a shared goal. For example, a neighborhood can request funds for a project.
- 3) Leverage- Opportunities present themselves at any time- and sometimes organizations and people need a small amount of capital to capitalize. The Small Grants program supports these type of requests.

Projects will be considered if they demonstrate some of the following:

- Bring local residents together to work on community issues and build networks.
- Meet overwhelming human need caused by unforeseen events
- Capitalize on opportunity
- Leverage community resources in an innovative way

Grants will not be made to the following:

- Individuals
- Groups fundraising for a specific individual's medical expenses
- Organizations or activities designed to elect candidates to public office
- Religious activities
- Projects that have already taken place or expenses that have already incurred.



THE PARK CITY FOUNDATION

How do I apply?

You must first contact PCF staff member Katie Wright before submitting a proposal: katie@theparkcityfoundation.org or 435-214-2147. Submissions are accepted on a rolling basis. Applicants are asked to submit a maximum 1 page description of the project. They are submitted via email. Information that may be included are: issue to be addressed, populations to be served, timeline, project description and leadership. You must include a concise budget and an IRS determination letter. If your group is not a nonprofit organization, please call Katie Wright to discuss fiscal oversight. Ensure that contact information is clear. You may contact PCF prior to submitting the request.

Approval Process

Within 24 hours of submission, PCF will email the application to the six-member grants committee with a staff recommendation. Committee members will have 48 hours to respond whether they approve or disapprove of the grant request. After the deadline, a majority of responses will decide. At least three committee opinions are required, with the Executive Director of PCF deciding a tie.