



Frequently Asked Questions (FAQ)

1. *Who is eligible to apply?*

We will accept proposals from nonprofit, faith, community and civic organizations, groups, and individuals who seek support for events and/or projects that grow community engagement at the grassroots level. Organizations with operating budgets UNDER \$300,000 are encouraged to apply.

2. *What types of projects are eligible for funding?*

Organizations may propose projects that achieve the Seeds for Change goal in a number of ways including but not limited to outreach events, educational workshops, activities incorporating music, dance, arts and crafts, storytelling, painting, sculptures, quilting, weaving, cooking, dancing, handmade goods, jewelry, knitting, linens, clothing, etc. Funding priorities include projects that support and increase cultural understanding and showcase Houston's diversity.

3. *How much in grants will be awarded?*

The Neighborhood Leadership Committee will award up to \$10,000 in grants this cycle. The maximum award amount per applicant is \$2,000.

4. *What is the application review process and how will grant award decisions be made?*

Neighborhood Centers staff will conduct a first-round review of all submissions to ensure applicants meet the criteria and have submitted complete applications. Next, a Review Committee consisting of volunteers from a broad range of Houston's communities who serve on the Neighborhood Centers Neighborhood Leadership Committee will review the eligible applications and provide funding recommendations.

5. *Are there important dates I should be aware of?*

September 19: Release of Call for Submission.

October 3: Public Meeting on Seeds for Change at Baker Ripley Neighborhood Center Campus, 6500 Rookin, Houston, TX 77074 (6:00-7:30pm).

October 15: Applications due by 5:00pm.

Week of November 5: Grant Award decisions finalized. NCI Staff notifies applicants of outcomes of their applications.

Week of November 12: Seeds for Change Awardee Luncheon.

6. *Is attendance at the Public Meeting on October 3rd mandatory?*

Attendance is not mandatory, however, we highly encourage you to attend to learn more about the Seeds for Change program, meet members of the Neighborhood Leadership Committee and get answers to questions you might have on the Call for Submissions.

7. If I/my organization is awarded, what will be required of us?

Awardees must complete a grant agreement letter. They must also submit a report no later than one year from the date of our funding this grant including a ledger of grant related purchases including receipts and documentation of event/project (including but not limited to photos, video, written narrative, etc.).

8. What if I have additional questions?

For more information, please email seedsforchange@neighborhood-centers.org.

9. What is the criteria for scoring the grant award?

- Complete application
- Clarity of purpose: goals, activities and outcomes?
- Target our place-based communities: Does the project impact a neighborhood NCI currently serves or a neighborhood we are actively moving into?
- Be in high demand from our core clients: Is this something our core clients in our communities are asking for?
- Generate measurable outcomes: Does the applicant state clear outcomes that can be measured?
- Provide maximum impact: Is the project important to achieving the community's goals? Is the project important to achieving NCI's goals?
- Consistent with our values and brand: Does the project align with and enhance our brand and presence in the community?
- Cost-efficiency: Is this an efficient use of funds in terms of cost for impact?
- Experience/Capacity to implement plan: Applicant's current or past experience in impacting community engagement or working with ethnic or cultural communities. Review of applicant's references and/or evidence of proven success.
- Reference letters: Do the reference letters relay a commitment from the applicant to community involvement? Do the letters contain contact information?