

## **Nokomis East Neighborhood Association**

in partnership with Nokomis East Business Association

## **Nokomis East Business Partnership Grant Application**

ate:
lames of Partnership Businesses:
artnership Primary Contact Name:
rimary Contact Phone Number: Primary Contact Email Address:
Business Address for Primary Contact:
leighborhood(s) where partnership businesses are located (circle all that apply):
Keewaydin Minnehaha Morris Park Wenonah
otal project cost : Grant amount requested(up to \$5,000):

## Step 1: Describe the proposed grant project

On a separate page, describe the project you are planning. Include:

- A description of the estimated overall impact of the project, including the size of audience that will be reached and the combined number of new customers to be gained as a result of the business partnership.
- How the project campaign or content will reach residents in the Nokomis East area.
- A timeline of the project, including proposed project beginning and end dates.
- A copy of the current license, registration, or permit for each business involved in the partnership project.

### Step 2: List the project services and supplies.

Fill out the table on the following page with the services and supplies you think you will need for this project, including the estimated cost for each item. Write only grant reimbursable expenses in the two right columns, and all other expenses in the left two columns.

# **Project Budget Estimate**

Project Expenses		Reimbursable	
		Expenses	
Item/Service	Cost	Item/Service	Cost
Total		Total	

# Step 3: Set-up a consultation meeting with the program administrator to discuss your project.

The NENA project administrator will provide guidance on your application and recommend edits.

#### **Project Administrator**

Lauren Hazenson, NENA Program and Communication Manager <a href="mailto:lauren.hazenson@nokomiseast.org">lauren.hazenson@nokomiseast.org</a>, 612-724-5652

## Step 4: Submit your completed application to the project administrator.

Lauren will provide copies of your application to the selection work group, who will review your application within a month of receipt. Send your application to <a href="mailto:lauren.hazenson@nokomiseast.org">lauren.hazenson@nokomiseast.org</a> or to the NENA mailing address.

Mailing Address 4313 E. 54<sup>th</sup> Street Minneapolis, MN 55417

## Step 5: Grant Selection Work Group will hold a meeting to review your application

Grant Selection Work Group (GSWG) meetings are open to the public, and grant applicants are invited to attend. The GSWG will determine if all basic grant proposal requirements are met and approve qualifying applications. All applicants will be notified of the GSWG decision within 3 business days.