

**Jefferson Counts Mini-Grant Application**

**Application information should be completed in this Word document and submitted with any attachments via email to** **kelleigh.boland@jeffersonrf.org****.**

**Applications will be accepted by the following dates:**

* **December 11, 2019**
* **January 31, 2020**
* **February 28, 2020**

**PART 1: Organizational Information-** Please fill in the following information:

1. Name of Organization:
2. Address of Organization:
3. The Organization’s Current Fiscal Year Budget:
4. The Organization’s Tax ID:
5. Brief description of organization’s work in the Jefferson area (one paragraph):
6. Contact Person for Census 2020 efforts-
	* Name:
	* Job Title:
	* Phone Number:
	* Email Address:
7. Attach a copy of the IRS tax-exempt determination 501(c)(3) letter

**PART 2: Project Information**

* 1. In 2-3 paragraphs, describe the communities and/or special populations (seniors, people of color, foreign born residents, children 0-5 years of age, commuter students attending colleges/universities, rural households, and low-income residents) in the Jefferson area you hope to impact with your Census 2020 activities. Explain why your organization is best positioned to work in your identified targeted communities and/or with your targeted audience.
	2. In 2-3 paragraphs, describe your Census activities including how if you plan to engage in the Jefferson Counts pledge process, any partnerships, and your project timeline (through April 2020). What unique strategies will you use?
	3. What difference will this project make and what will success look like? Include 3-5 key objectives and measures if applicable.

**PART 3: Project Costs and Amount Requested**

1. Provide a general idea of project costs and what other resources will be used
	* Total Mini-Grant request amount:
	* General idea of project costs:
	* Other funding also being used for the project, if applicable:

**PART 4: Confirmation of Being a Jefferson Counts Census Leader (please check all that apply)**

My organization has attended a Jefferson Counts Census intensive training session, a Complete Count Committee training session, or is planning to attend a Complete Count Committee training session on December 10, 2019

My organization has committed and used the Jefferson Counts toolkit to inform and educate Jefferson community members about the Census 2020

My organization will work closely with Jefferson Regional Foundation staff and complete follow-up forms as requested.



**Jefferson Counts Mini-Grant**

**Application Check-List**

|  |  |
| --- | --- |
| **Application Requirement** | **Check Off When Complete** |
| **PART 1**- Organizational Information- all information included |  |
| **501(c)(3)** form attached with email submission to kelleigh.boland@jeffersonrf.org  |  |
| **PART 2**- Project Information-all information included |  |
| **PART 3**- Project Costs and Amount Requested- all information included |  |
| **PART 4-** Confirmation of Being a Jefferson Counts Census Leader |  |

**Please submit your application and any attachments via email to** **kelleigh.boland@jeffersonrf.org****.**

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