



# Union Park District Council Micro-Grant Guidelines 2019

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The Union Park District Council is inviting individual residents and small groups of neighbors within the Union Park district to apply for micro-grants to complete small projects within our community.

The purpose of this program is to provide people within our neighborhoods the opportunity to improve the quality of life in Union Park. Our goal is to fund projects that involve or engage the community and meet one or more of the following objectives:

- Bring new and diverse people into conversations and activities in their community
- Strengthen existing relationships and partnerships in our community
- Increase residents' impact on public decisions and community life

We encourage applicants to partner with neighbors, businesses, and other organizations. We also encourage the inclusion of historically underrepresented and underserved communities, including low-income families, people of color, young adults, immigrants, renters, and people with disabilities.

**The complete application can be found at [unionparkdc.org/microgrant](http://unionparkdc.org/microgrant).**  
Applications are due no later than **April 30, 2019** (in person, mail or email).

Union Park District Council (UPDC)  
Attn: Union Park Micro-Grant Program  
1821 University Avenue West, S308  
Saint Paul, MN 55104

Please contact us at [info@unionparkdc.org](mailto:info@unionparkdc.org) or (651) 645-6887 with questions or for guidance on completing your application.

## Grant-Making Process

Up to \$1,500 is available to fund three projects in Union Park. Grant proposals may range from \$200 to \$600. Grants will be reviewed and awarded by UPDC staff and board members.

Selected applicants will be asked to attend a Neighborhood Involvement Committee (NIC) meeting or meet with staff one-on-one to discuss their project. NIC and staff will bring the selected grant projects to the Union Park District Council Board for final approval. Funds will be dispersed upon a signed agreement (Memorandum of Understanding) between the UPDC and the applicant.

## 2018 Timeline

Grant Applications available: February 15, 2019

Grant Applications due: April 30, 2019

Application Review: May/June 2019

Awards Announced: No later than June 15, 2019

Project Completion: No later than December 31, 2019

Final report and documentation: No later than 30 days after completion of the project

### Funds can be used for project-related expenses such as:

- Materials to complete project
- Promotion of the project
- Food for events
- Other actual costs
- Professional services up to a \$50 honorarium

### Funds cannot be used for:

- Compensation for volunteer time or grants or loans to a specific individual
- Costs incurred in preparing this application
- Direct social services such as food baskets or health clinic services
- Events that cost money to attend or items intended for sale

### Examples of possible projects

1. Community-building activities: neighborhood clean-ups, paint the pavement projects, block parties, neighborhood movie nights, organizing renters.
2. Neighbor-centered projects: community story books, oral histories, photo collections.
3. Neighborhood beautification: planting projects, Little Free Library workshops, public art installations.
4. Classes or workshops: craft or cooking classes, workshops for youth.

### Projects must take place within the Union Park Community

Union Park's boundaries are Lexington Parkway (to the east), Summit Avenue (to the south), Mississippi River (to the west), and University Avenue (to the north).

