



# TOWN OF MANCHESTER MINI GRANT PROGRAM

February 5, 2024

The Town of Manchester's Downtown Arts and Culture Grant Program seeks to encourage and support initiatives, events and installations that contribute to the vibrancy and engaging atmosphere in the Downtown area defined by the boundaries of the Special Services District (map attached) plus Charter Oak Park, Center Memorial Park and Center Springs Park.

Funding is available to be granted for individuals or organizations that effectively propose initiatives, projects, events or installations that the Oversight Committee determines to be most appropriate and timely for this round of grant awards.

Applications are due to the Budget & Research Office by 5:00 p.m. Friday, February 16, 2024.

The Committee's intention is to award grants by March 12, 2024.

**MINI GRANT APPLICATION PACKET  
2024**

**TOWN OF MANCHESTER**

**MINI GRANT PROGRAM**

**DOWNTOWN ARTS AND  
CULTURE INITIATIVES**

Application Due Date: Friday, February 16, 2024

# General Information

## Who Can Apply?

Local Manchester non-profit 501(c)(3) organizations and/or government/education organizations (excluding Town & Board of Education departments), neighborhoods groups, religious organizations, individuals or other appropriate organizations.

## How to Apply:

Step 1: Complete the enclosed Grant Application and Financing Plan

Step 2: Email Completed Application to:

[bwolverton@manchesterct.gov](mailto:bwolverton@manchesterct.gov)  
by 5:00 p.m. on Friday, February 16, 2024.

*Decisions will be based on recommendations of the Manchester Downtown Arts and Culture Initiatives Oversight Committee and the availability of funds. Submitting an application does not guarantee selection.*

# Grant Application

## Grant Application

### 1. Applicant Information: Name of

Organization or Individual:

Address:

Email:

Phone:

Contact Person (& Title):

What is the mission of your group or your proposal?

### 2. Tell us about your proposed project:

*Please attach a narrative answering the following:*

- a. Name of your proposed project/initiative
- b. Describe your proposed project. Include details of activities and who will participate.
- c. Please include a timeline of your proposed project/initiative.
- d. Photos and/or drawings of proposed or previous work are welcome.

### 3. Tell us about your proposed results:

*Please attach a narrative answering the following:*

- a. How will you evaluate the success of your initiative?
- b. Describe the population at which your initiative is directed. Include the approximate age range and the number of people expected to participate.
- c. Do you plan to sustain the proposed program after this year's funding is no longer available? If so, how?  
(Sustainability is considered but not required)

# Grant Application

**4. Budget Summary:**

Total amount requested for this grant:

Please list requested budget using the following format. You do not need to request funds in every category.

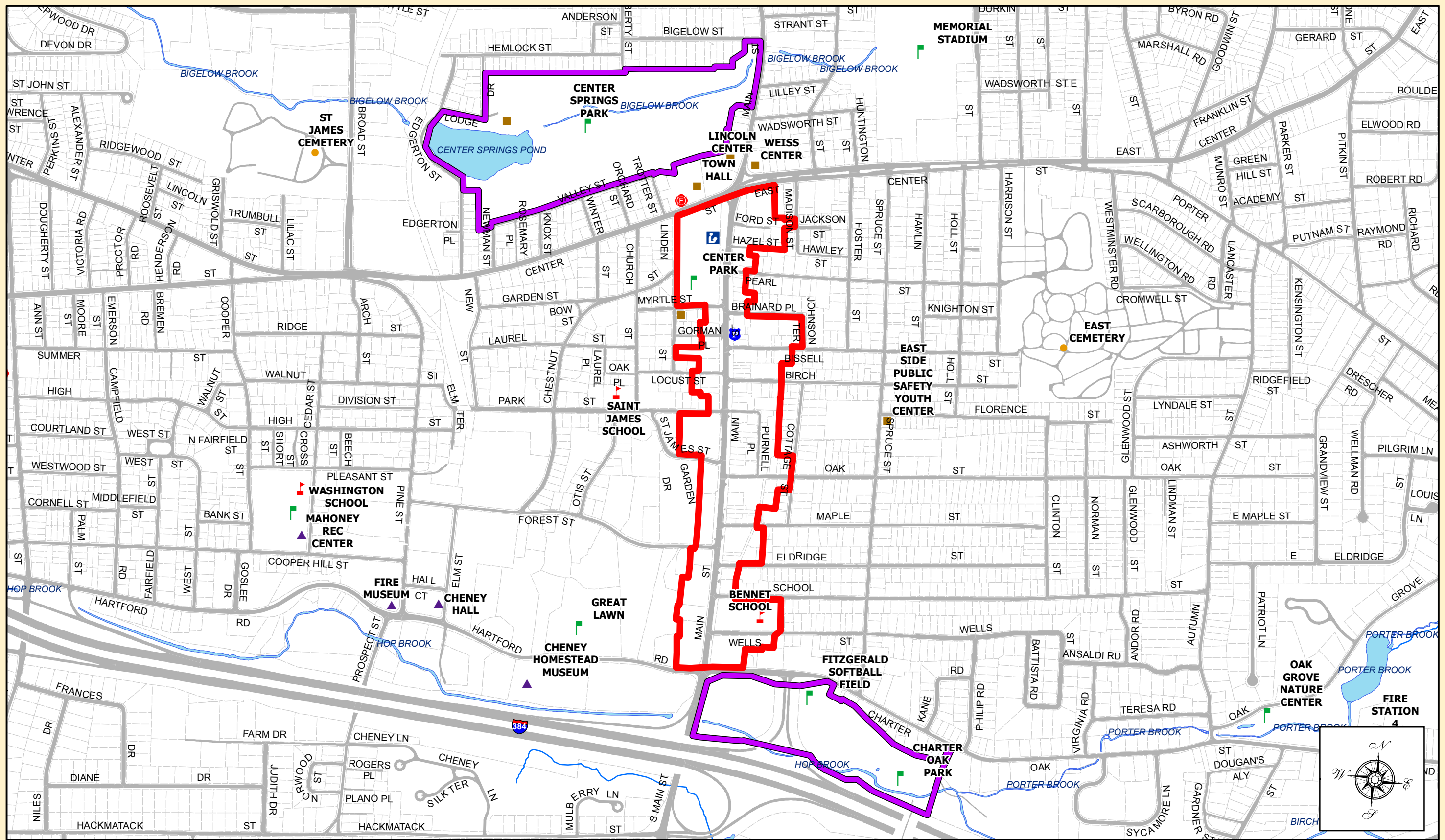
BUDGET ITEM CATEGORY	AMOUNT REQUESTED	TOTAL FOR INITIATIVE
Personnel/Staff		
Contractual Services		
Travel/Transportation		
Admissions/Fees		
Materials/Supplies		
Food		
Printing/Copying		
Other Costs - Provide Details		
<b>TOTAL AMOUNT REQUESTED</b>		

**5. Budget Narrative:**

Please attach a budget description for each requested item.

**6. Letters of Support:**

Please attach at least two (2) letters of support indicating the value of the project for the community. These letters can be from any Manchester resident who is knowledgeable about your proposal.




**Legend**

- Special Service District
- Charter Oak Park
- Center Springs Park

**TOWN OF MANCHESTER**  
**MINI GRANT PROGRAM**  
*DOWNTOWN ARTS AND CULTURE INITIATIVES*

0 260 520 1,040 1,560 2,080 Feet

1 in = 800 feet



Manchester GIS

# Application Timeline

**February 16, 2024**

Grant proposals due

**March 14, 2024**

Final funding decision and notification of selection to grant recipients

**April 2024 - January 2025**

Distribution of grant funds to recipients

Initial site visits to grant recipients (if deemed necessary by the Grants Committee)

Final site visits to recipients upon project completion

**February 20, 2025**

Deadline for spending funds and submitting *Final Budget Summary* and *Final Report*



# Final Budget Summary

**DUE BY FEBRUARY 20, 2025**

**PROJECT NAME:**

**TOTAL AMOUNT OF GRANT FUNDS RECEIVED** \_\_\_\_\_

Please list the amount of grant funds spent in each budget item category.

<b>BUDGET ITEM CATEGORY</b>	<b>AMOUNT SPENT GRANT</b>	<b>TO FUND INITIATIVE</b>
Personnel/Staff		
Contractual Services		
Travel/Transportation		
Admissions/Fees		
Materials/Supplies		
Food		
Printing/Copying		
Other Costs:		
<b>TOTAL AMOUNT SPENT*</b>		

\*The information provided is accurate and I hereby understand that if the funded organization has any of unspent funds, it is required to return those funds to the Budget & Research Office, Town of Manchester, 41 Center Street, c/o Downtown Initiative, Manchester, CT 06045-0191.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Final Budget Summary

**DUE BY FEBRUARY 20, 2025  
OR COMPLETION**

**DATE OF SITE VISIT:**

**ASSIGNED SITE VISIT COMMISSIONER:**

**PROJECT NAME:**

**PROJECT CONTACT:**

**TOTAL FUNDS GRANTED:**

**TOTAL FUNDS EXPENDED:**

**TOTAL PARTICIPANTS SERVED:**

- 1. Describe the impact of your project or initiative.**
- 2. Describe if and how funding helped to reach the goals of your project.**
- 3. Describe any or all collaborations you had with other local organizations or individuals regarding your project.**
- 4. Please give your impression of the grant process itself.**