

# Beacon Hill Merchants

serving a vibrant diverse community

## Beacon Hill Merchants Association Mini-Grant Request Form

The Beacon Hill Merchants Association's budget includes funds for a limited number of **Mini-Grant** requests of up to \$500. Grant awards are reimbursable funds. This form **MUST** be used for funding requests that are not originally part of the approved BMA budget for the current fiscal year. Please submit this form at least 4 weeks before you need a decision to allow time for the approval process.

Date of request: _____	Project Date(s): _____
Name of Project Coordinator: _____	
Project Coordinator's Email/Phone: _____	
Name of Project: _____	
Project Location(s): _____	
Request Amount: _____	

### Required Steps for Submission:

1. Please ensure your proposal includes the following (include headings as listed):
  - a. **Project Description.** Include a 50-word description of your project.
  - b. **Project Purpose.** Describe how the grant will improve the business community on Beacon Hill.
  - c. **Match.** Although not required, preference will be shown to grant proposals that include a match. Please identify potential matches.
  - d. **Budget.** Attach a detailed project budget (not just a total amount). Explain how the requested funds will be used. Explain your back-up if this request is not approved. For example, what other funding sources might be available if Beacon Hill Merchants Association is unable to finance/fully finance your project request? What other fund efforts, if any, have already been secured and/or attempted?
  - e. **Risks / Issues.** Are there any issues such as potential liability or privacy issues that could prevent this project from being approved? Explain how you would handle these.
  - f. **Self-Assessment.** Please list how you will assess and document your project outcomes.
2. Please submit this form via e-mail or in person to the Beacon Hill Resource Center, 2821 Beacon Ave. South. This form is available for download from [www.beaconhillmerchants.com](http://www.beaconhillmerchants.com).
3. Approval. Please allow 4 weeks for your request to be considered by the mini-grants committee. A committee representative will contact the person listed above as Project Coordinator.