



Beacon Business Alliance’s 2022 budget includes fund for a limited number of grant requests up to \$1,000 (based on fund availability and criteria met). Applications will be accepted on a rolling basis through the end of May 2022. Awards are reimbursable funds for specific expenses that are documentable. This form must be used for funding requests that are not originally part of the approved BBA budget for the current fiscal year.

Please complete this form and provide requested attachments listed below. Communicate your project needs and timeline clearly. Response time will be based on number of applications received and review by mini-grant committee. We ask that you submit this form at least four weeks before you need a decision to allow time for the approval process. If awarded, funder logos will be provided for inclusion in your communications/media.

Date of request: _____ Project Date(s): _____ Project Name: _____

Name of Applicant (Organization/Group): _____

Applicant Mailing Address: _____
Address City/State/Zip

Project Coordinator: _____
Name Best/Preferred Contact (cell/email)

Brief Project Description for social media: _____

Details and Required Steps for Submission:

- 1. **Proposal:** Please provide the following (include headings as listed):
- Project Description: Attach a project description (approximately 50-words), include images/logo.
- Project Purpose: Describe how the grant will improve the business community on Beacon Hill.
- Budget: Attach your project budget. 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 BBA is unable to finance/fully finance your project request? What other fund efforts, if any, have already been secured and/or are pending?
- 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.
- Self-Assessment: Please list how you will consider this project a success.
2. **Submission:** Email application to info@beaconbusinessalliance.org
3. **Approval:** Allow two weeks for your request to be considered by the mini-grants committee. A committee representative will contact the listed Project Coordinator.
4. **Award:** You will receive an email regarding the status of your proposal. If it is approved a check payable to “Applicant” will be sent to the address provided within one week of approval.