



## Mini-grant Request Form

Requests of up to \$1,000.00 will be awarded under BBA's 2023 Mini-grant program. Applicants must show need and specific project expenses that are documentable. Mini-grant funds are paid out as reimbursements. Allow up to two weeks for approval.

Date of Request: \_\_\_\_\_ Project Date(s): \_\_\_\_\_ Project Name: \_\_\_\_\_

Name of Applicant (Organization/Group): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_  
Address City/State/Zip

Project Coordinator: \_\_\_\_\_  
Name Phone/Email

Brief Description of Project including project location(s): \_\_\_\_\_

### Required Steps for Submission:

1. Your proposal must include the following (include headings as listed):
  - a. **Request Amount:** \$ \_\_\_\_\_
  - b. **Contact information:** Include full name of Project Lead, Cell, Email, and mailing address.
  - c. **Description of request:** Provide a) a project description that includes specifics (e.g., dates, locations, actions and outcomes) and b) We want your project to be a success. Please describe what success looks like.
  - d. **Project Purpose:** Describe how the grant will improve you business and/or the business community on Beacon Hill.
  - e. **Budget:** Attach a detailed project budget to describe expenses and sources you will use to complete your project (i.e., in addition to the BBA request, what other sources have already been secured and/or are pending?).
  - f. **Attachments:** a) We require project receipts/invoices for reimbursement of your award, b) Include project support materials or links that would be helpful in describing your project.
2. **Submission:** This document is available for download from [www.beaconbusinessalliance.org](http://www.beaconbusinessalliance.org) and can be submitted electronically to [info@beaconbusinessalliance.org](mailto:info@beaconbusinessalliance.org), or delivered in person (contact Adi Maxwell, Fiscal Administrator (206) 271-5375).
3. **Approval.** Allow up to two weeks for your request to be considered by the mini-grants committee. A committee representative will contact the Project Coordinator listed above.
4. **Award.** You will receive an email regarding the status of your proposal. If approved, a check payable to "Applicant" will be sent to the address provided upon receipt of required documents.