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## HUMBOLDT AREA FOUNDATION

### Grassroots Grant Guidelines & Instructions

**Deadlines: June 1, September 1, December 1, March 1 by 5:00pm**

Email to: [grants@hafoundation.org](mailto:grants@hafoundation.org)

Or mail to: Humboldt Area Foundation, 363 Indianola Road, Bayside, CA 95524

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#### **About us:**

*Humboldt Area Foundation (HAF) promotes and encourages generosity, leadership and inclusion to strengthen our communities.*

Humboldt Area Foundation believes in communities where everyone has access and opportunity, where everyone feels that they belong, and where residents work together to craft and implement solutions to local challenges.

#### **Grant Program Details:**

The Grassroots Grant Program exists to strengthen the social fabric of communities and improve the lives of people in Humboldt, Del Norte, Trinity and Curry Counties.

For the purpose of this grant program, grassroots groups are considered to be community and neighborhood efforts for change that bring people together to organize around something important to them. The process of people coming together is just as important as the project itself.

These grants are typically \$200-\$2,000 each and are to support efforts of community group over the period of a year. Each year, HAF awards up to 10 Grassroots Grants.

Proposals are accepted four times per year: June 1, September 1, December 1, and March 1. Notification of awards typically occurs 10 weeks after the application deadline.

#### **Funding priority will be given to efforts that meet one or more of the following criteria:**

1. Community members working together to address a community issue, need or common goal.
2. Are designed by and for the community in which the project takes place, with community members taking part in decision-making.
3. Make use of existing community resources, skills and strengths.
4. Value, encourage participation from, and include diverse community members (age, race, culture, socioeconomic status, sexual orientation, faith).
5. Develop leadership skills within the group.
6. Partner with other community groups, programs, businesses, agencies and/or institutions.

The Grassroots Grant program is not a source of ongoing annual funding. HAF usually does not support the same request twice. Grassroots grants do not fund civil disobedience, protest, non-violent resistance or litigation, and are not intended to support community service projects.

HAF recommends contacting a Program Manager before submitting a proposal in order to discuss how it aligns with the goals of this program and how to craft your proposal so that it is more competitive: Amy Jester at [AmyJ@hafoundation.org](mailto:AmyJ@hafoundation.org) or call HAF at 707.442.2993.



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## HUMBOLDT AREA FOUNDATION

### Proposal Content for Grassroots Grants

Please include the following information in your proposal, numbered or lettered as presented.  
(3-page maximum)

#### Contact Information

1. Proposal Title
2. Primary Contact Name
3. Mailing Address
4. Website or Social Media Info (if you have it)
5. Phone Number
6. Contact information for up to five key leaders from your group, including names, phone numbers, and email addresses
7. Fiscal Sponsor Organization and EIN (this is a nonprofit that will formally accept and oversee your grant; if you do not have a nonprofit to play this role, Humboldt Area Foundation will do so if awarded)
8. In an effort to avoid conflicts of interest, please list anyone involved with your efforts that has a professional or personal affiliation with Humboldt Area Foundation.

#### Proposal Narrative

- A. Describe your group, including who is involved, why and how long you've been working together.
- B. Describe what you'll be doing through this grant and how it will benefit your community. Include your goals, plan, and timeline.
- C. How does your proposal meet Grassroots Grant eligibility criteria?

#### Proposal Submission

When you are ready, please submit all parts of your proposal by email to: [grants@hafoundation.org](mailto:grants@hafoundation.org)  
Or mail to: Humboldt Area Foundation, 363 Indianola Road, Bayside, CA 95524



**HUMBOLDT AREA  
FOUNDATION**

**Grassroots Grant Budget**

*(Please note: The examples are here to guide you. Change them to suit your unique needs. HAF staff will be happy to help you complete this form.)*

<b>Expense Item</b>	<b>Amount</b>	<b>Description</b> <i>(What it will be used for and how you came up with this figure)</i>
1. Food <i>(please consider healthy options)</i>		
2. Materials <i>(handouts for meetings, books, videos, etc.)</i>		
3. Printing/Copying <i>(posters, brochures, fliers, etc.)</i>		
4. Fees/Permits <i>(rental of space, equipment, etc.)</i>		
5. Contracted Labor <i>(childcare, translators, drivers, etc.)</i>		
6. Miscellaneous supplies <i>(pens, decorations, tools, etc.)</i>		
7. Other:  1. _____ 2. _____ 3. _____ 4. _____		
<b>Total Amount Requested:</b> <i>(cannot exceed \$2,000)</i>		