



## Camino Community Action Committee CCAC Guidelines for Mini Grants Winter 2024

**Criteria** – Project must benefit Camino residents and/or community in some way.

Primary consideration will be given to projects in one of these categories:

- Serving the school and/or children
- Increasing the beauty and/or safety of our community
- Fostering arts/entertainment
- Enhancing historical/cultural opportunities
- Improving the environment
- Providing recreational and/or outdoor opportunities

**Eligibility** – Applicants must be, or be sponsored by, a Camino non-profit or a non-profit serving Camino residents. Provide your 501(C)(3) number, unless you are connected to Camino School. We want to foster cooperation and collaboration, not competition. Funding for salaries, administrative costs, or ongoing expenses are not permitted. Funded components must be completed by Dec. 31, 2024. Individuals may apply for funding for no more than two projects per year. Specific projects are ineligible for grant funding after receiving funding for two consecutive grant cycles.

**Application** - Grant proposals that do not contain requested information or do not adhere to page limitations will not be eligible for funding. Five points will be given for overall quality of the application. You may delete the header in green on the application before submitting it.

**Amount/Range of Mini Grants** – Applicants can request up to \$600.00 for each project

**Application Deadline** – All applications must be received by email by 5:00 PM (PST) on Friday, March 8, 2024. No applications will be accepted after this deadline.

**Application Assistance** – If you have questions about eligibility or the application process, please contact Mark or Robin Stanley at 644-1631 or [birdwomanca@comcast.net](mailto:birdwomanca@comcast.net). Also, if you have any email problems, please contact us well before the deadline. Please see the sample budget at the end of this document.

**Notification** – Successful applicants will be notified by Friday, March 22, 2024.

**Follow-up** – Within a month of the completion of their project, successful applicants must submit a financial statement of how the money was used and a written summary of the project. This report is due no later than March 10, 2025. We would like to have 2 pictures of how the grant funding was used. Failure to submit this report will result in ineligibility for funding in 2025. Recipients may also be asked to come to a CCAC monthly meeting to share with the group how the grant money was used. A site visit may also be arranged.

**Sample Budget** – Please see the sample budget provided. In this hypothetical project, Camino School is requesting a grant to help offset the cost or redoing a playing field. The grant request would cover a portion of the cost of the \$2600.00 project. In addition to the grant funding, Camino School would contribute \$1000.00 and Doug Veerkamp Engineering would contribute \$1000.00 of in-kind materials and labor.

**SAMPLE BUDGET**

<b>Activity or Expense Item</b>	<b>Spending Dates</b>	<b>Grant Cost</b>	<b>Other Contributors</b>	<b>Contribution</b>
Resurface Camino School Playing Field	May 2024 to- July 2024	\$600.00	Camino School	\$1000.00
			Veerkamp – in kind	\$1000.00 for labor and delivery
	<b>TOTAL COST OF PROJECT</b>	<b>\$2600.00</b>		

**Sample Follow Up Report – Due by March 10, 2025**  
**Failure to submit this report will result in ineligibility in 2025.**

Please use the format below to detail

Grantee:

Organization:

Project:

Funding:

Purpose:

Approved Amount:

1. Describe how grant funds received have been used in accordance with the above stated purpose and in conjunction with stated outcomes in your proposal. Include the number of people who have been served. Your response can be in a chart or in a narrative, or both. Pictures are appreciated.
2. Are any grant funds unspent? If yes, please inform us of the amount and those funds must be returned.
3. List any changes in your organization that have occurred since you received the grant (leadership, grant contact, address, etc.)

<b>Activity or Expense Item</b>	<b>Date of Activity</b>	<b>Cost</b>	<b>CCAC Grant Contribution</b>	<b>Other Contributors</b>	<b>Contribution</b>
Clothing – Shopping Expenses –48 Camino students (Avg \$83/student)	10/2018 – 2/2019	\$3,984	\$1,000	Assistance League Sierra Foothills	\$2,984
<b>Total Cost of Project</b>		<b>\$3,984</b>			