



COMMUNITY BENEFIT FUND

Mini-Grant Application Requirements

Applicants seeking funding of \$1,000-\$5,000 may present a letter with project and organization background rather than the full application required for larger grant requests.

When preparing application budget, please know that the Community Benefit Fund support can comprise no more than 75% of the project budget for **mini-grants**.

Within your letter, include the following:

- Amount requested.
- Request type – public art or community building/ neighborhood activation.
- The organization's mission and programs or services.
- Description of the proposed project including project location, project need, target population or audience, proposed activities, timeline, and number of individuals to be served.
- As appropriate, describe the work you are currently doing in the neighborhood, or work you've done previously. Identify organizations you are collaborating with on the proposed project, partners' roles, and if the partner groups are in Yerba Buena.
- Describe how Community Benefit Fund support will be used and how it fits within your overall project and organizational budget. For projects involving installation of art, streetscape items, or other capital improvements, please include funding sources and a plan for ensuring the security and maintenance of the project.

Attachments

- List of Board of Directors including name, title, organizational affiliation.
- Most recent budget vs. actuals. Include explanation of any significant deficits or financial issues. Applicants are required to show at least 25% of the project cost will be provided via other means including cash, in-kind, and/or volunteer time.

*For free admission grant applications: please note that lost ticket revenue is not considered a project budget expense.

Email application letter, Board of Directors list, and budget to info@yerbabuena.org. All proposals are due by 5:00 pm on Tuesday, April 1, 2025.