



My CHI. My Future. Micro-Grant Program

Small Grants. **BIG** Ideas.

Pre-Proposal Webinar

March 19, 2024

youthmicrogrants@sga-youth.org



SGA & Micro-Grants

In December 2023, SGA was selected by the Chicago Department of Family & Support Services (DFSS) to administer this first-ever DFSS MCMF Micro-Grant program.

SGA has been serving Chicago's youth and their families since 1911, and we are proud to partner with DFSS in this initiative to make small grants available to community-based youth-serving organizations.

Our Role

1 Design and manage the Micro-Grant application and selection process

2 Identify recipients that prioritize a strengths-based approach to working with youth

3 Serve as a point of contact for applicants and recipients, manage payment disbursements, and collect data

Our Team

Daria Amerik

Project Manager

Christine Kadow-Dougherty

SGA Grants Director

Renee Rod

Grant Writer & Coordinator

Allison Gundlach

Special Projects



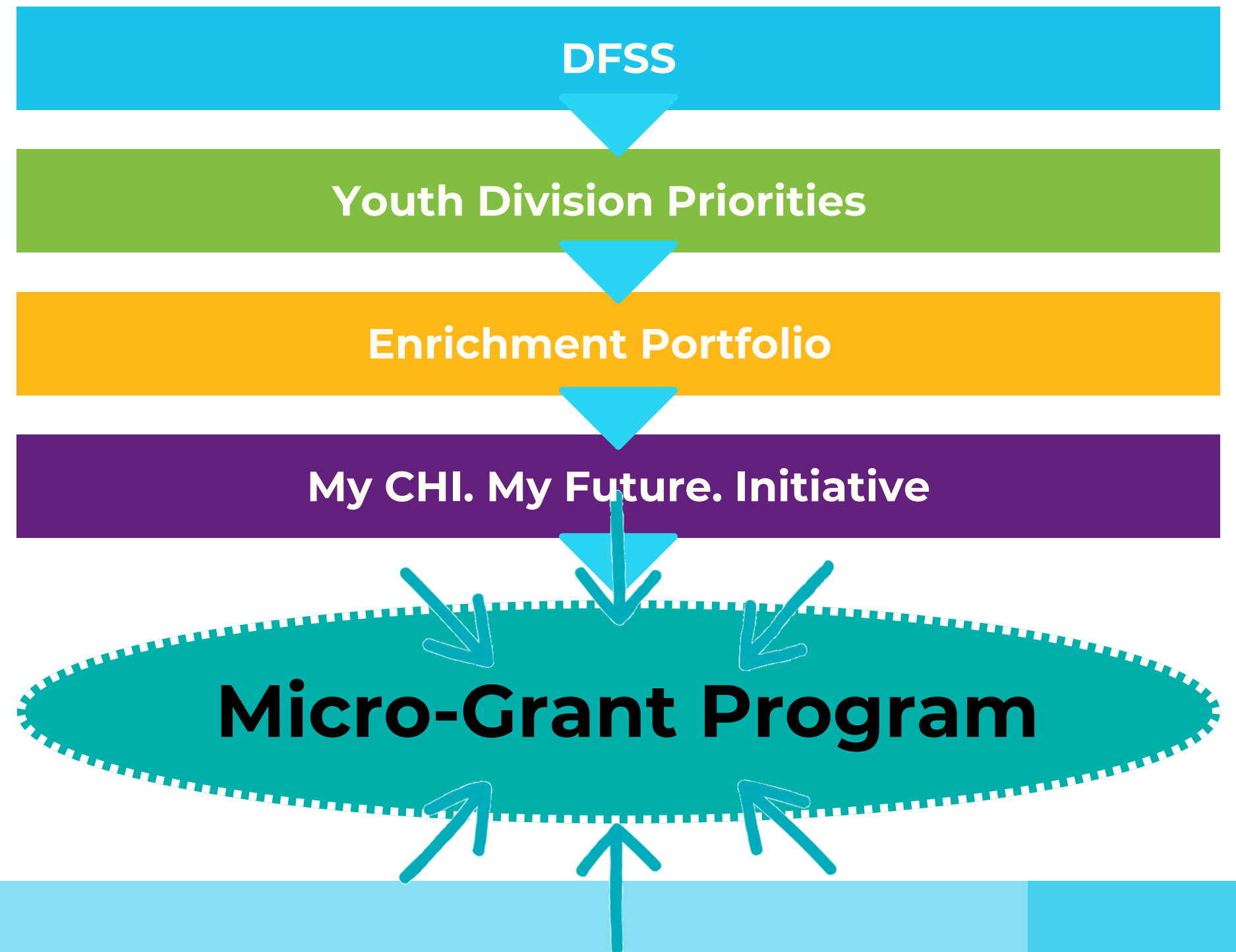
Opening remarks by DFSS Deputy Commissioner Chadra Lang.

- **What are Micro-Grants?**
 - **Timeline & Key Dates**
 - **Eligibility Criteria**
 - **Application Process**
 - **Where to find details**
 - **Submittable platform**
 - **Sample programming questions**
 - **Budget information**
 - **Selection Criteria**
 - **Q&A**
- # AGENDA



What are Micro-Grants?

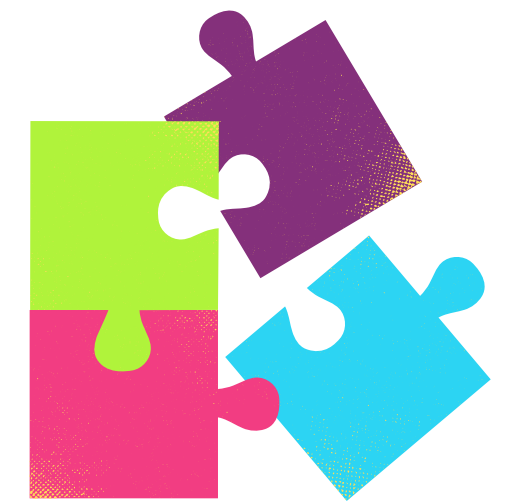
The first-ever DFSS My CHI. My Future. Micro-Grant Program





Every young person in Chicago connects to a variety of **rich, engaging, safe, and youth-centered** out-of-school experiences that **empower** them to discover and cultivate their **talents, passions, skills, and identities**; develop as **physically, mentally, and emotionally healthy** members of society; **build relationships** and networks with peers and mentors; and explore multiple pathways to **college, careers, trades, entrepreneurship, and life-long learning**.

Access and **participation** in Chicago's diverse out-of-school opportunity ecosystem **must be equitable (not equal) across race, gender identities, age, disability, immigration status, income, neighborhood, and other identities**, resulting in all **young people (as well as their families, mentors, and caring adults)** leveraging **community assets** and the city's resources to build positive futures for themselves and their communities.



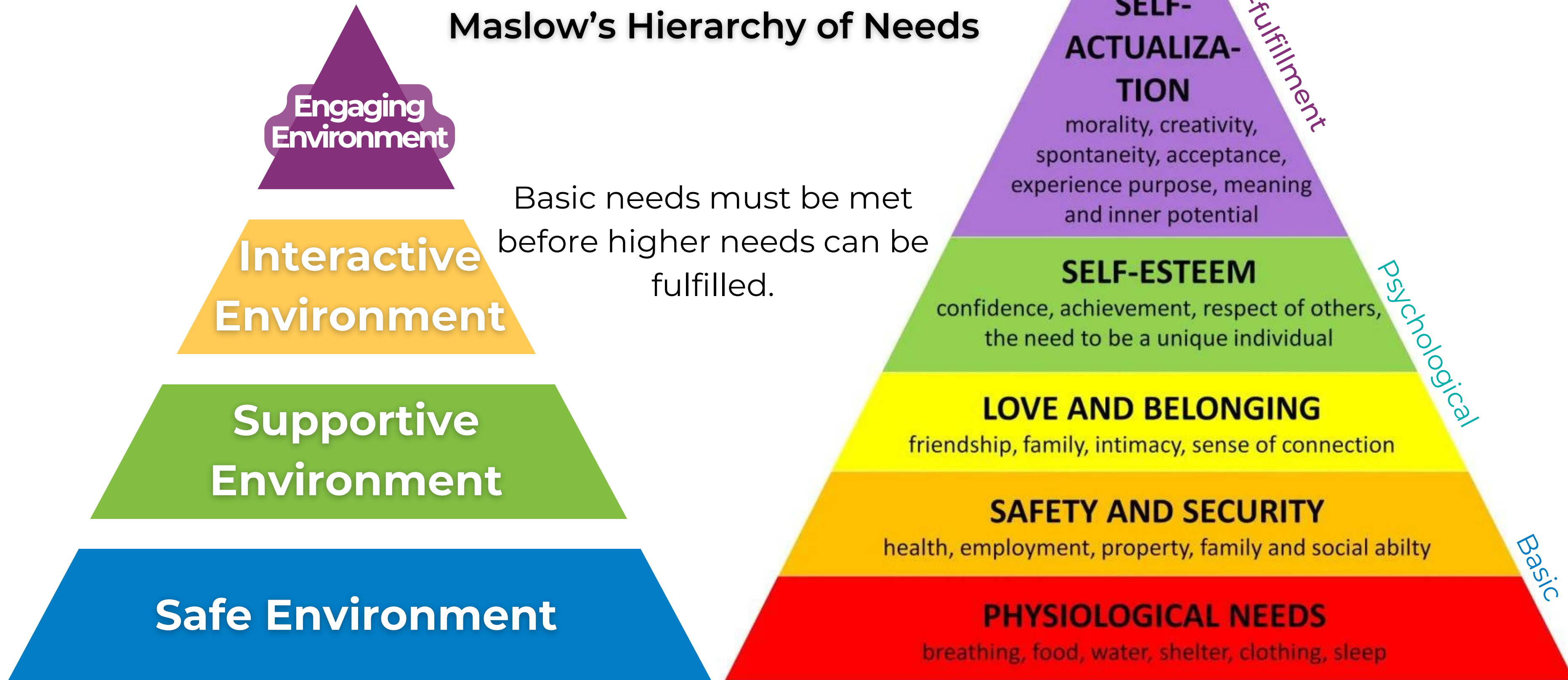
My CHI. My Future.

Mission & Vision



Positive Youth Development

Maslow's Hierarchy of Needs



“What’s the goal?”



Out-of-school time programs that support healthy ecosystems for youth.

- Accessible
- Equitable
- Strengths-based
- Positive youth development
- New skills
- Positive relationships

PROGRAMS CAN BE NEW OR EXISTING

Programming should ensure the below outcomes for youth participants:

- A feeling of **safety**
- **Interest and engagement** in provided programming/activities
- A sense of **connectedness and belonging** in their community



What qualifies as **OUT-OF-SCHOOL TIME?**

This funding is for out-of-school time programming. You should think about times when your community needs youth programming the most - high-risk hours for youth, or times of the year when there are fewer services for youth.

For example, June and August tend to be times when youth are available but the fewest resources are available. Also, the period of performance for this program is from June - December 2024.

Your program needs to operate and be completed within that timeframe.

After
School



Weekends



Summer Break



Micro-Grant Timeline

| PHASE | SCHEDULE |
|---|------------------------------------|
| Micro-Grant application opens in Submittable portal | March 8, 2024 |
| FAQ Deadline | April 4, 2024, 5:00 PM CST |
| Application Deadline | April 12, 2024, 5:00 PM CST |
| Application Review Process | April 2024-May 2024 |
| Expected Awards Announcement | May 2024 |
| Grant Contract Period | June 2024-December 31, 2024 |
| Grant Reporting Deadline | January 31, 2025 |

The Application Process

Before all else, read the

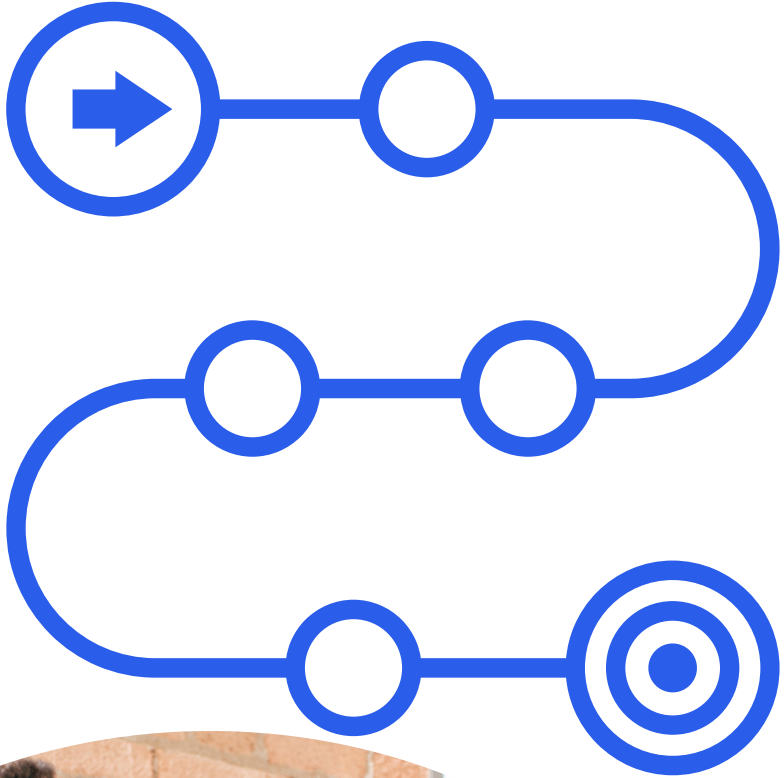
NOFO

(Notice of Funding Opportunity)

Application Process Overview

Steps to Apply

- 1 Create a Submittable account
- 2 Eligibility form (Submittable)
- 3 Submission form (Submittable)
- 4 Contact information
- 5 Program information
- 6 Budget information



Where to find details: SGA's website

sga-youth.org/micro-grants



Who We Are Cycle of Opportunity® News & Events Micro-Grants Get In Touch

The SGA website has all the details you need about:

- eligibility
- application process
- most importantly, the Notice of Funding Opportunity (NOFO).



Learn more about
Micro-Grants

“About Micro-Grant Opportunities”

sga-youth.org/micro-grants

- introduction to Micro-Grants
- interest survey
- webinar registration
- Key dates:
 - **3/8/24: application opens**
 - **4/12/24, 5 pm CST: application closes**

Micro-Grants

About Micro-Grant Opportunities

REGISTER HERE for the pre-proposal webinar!

If you don't have a lot of experience preparing a grant proposal...

Micro-Grants are for you!

What are Micro-Grants?

Small grants of \$2,500 - \$10,000 to create new or enhance existing youth out-of-school time programs in specific Chicago community areas.

Small Grants.

My CHI My Future

YOUTH & F SERVICE

About Micro-Grant Opportunities

Micro-Grant Eligibility Information

Apply for a Micro-Grant

Interest Survey

Is your organization planning to apply for a Micro-Grant?

Interest Survey

sga-youth.org/micro-grants



This survey is not part of the application and is **ANONYMOUS**

Interest Survey

Is your organization planning to apply for a Micro-Grant?

- Yes
- No
- Unsure

What community area do you intend to serve with Micro-Grant funding?

Auburn Gresham

How did you hear about Micro-Grants? (Select all that apply)

- Community Partner
- DFSS
- SGA
- Web Search
- Social Media
- Other

Submit Interest Survey

“Micro-Grant Eligibility Information”

<https://sga-youth.org/micro-grants/micro-grant-eligibility-information.html>

More details are listed in the NOFO
(linked on this page)

1. Non-profit 501(c)3 status/Fiscal Sponsor
2. Certificate of Insurance (COI)
3. Unique Entity ID (UEI)
 - a. link to Quick Start Guide
4. Program address **must** be in an [eligible region](#)

Micro-Grant Eligibility Information

SGA Micro-Grant 2024 NOFO

Organization and Program Eligibility Requirements

Successful applicants and their proposed programs must meet the eligibility requirements listed below:

“Apply for a Micro-Grant”

<https://sga-youth.org/micro-grants/apply-for-a-micro-grant.html>

Apply for a Micro-Grant

Are you ready to apply for a Micro-Grant? You're in the right place!
Follow the link below to begin the process in the Submittable platform.

SGA Micro-Grant 2024 NOFO

Quick Start Guide for Getting a Unique Entity ID

SGA's MCMF Micro-Grant Program Application

👉 Apply for a Micro-Grant HERE! 👈

[The Micro-Grant Program application opens on Friday, 3/8/24!](#)

Create a Submittable Account



[SGA's Submittable page](https://sga-youth.submittable.com/submit)

sga-youth.submittable.com/submit

Sign Up Sign In

Welcome!
Create your free Submittable account to get started.

Email

Confirm email

Password

Confirm password

First name Last name

Sign Up

By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).

Navigating Submittable

[SGA's Submittable page](#)

sga-youth.submittable.com/submit

We are SGA Youth & Family Services

We are proud to partner with DFSS to administer this first ever funding opportunity.

More details are available on our website at sga-youth.org/microgrants

Questions? Email us at youthmicrogrants@sga-youth.org

MCMF Micro-Grants

Ends on Fri, Apr 12, 2024 5:00 PM

Guidelines ^

Submit

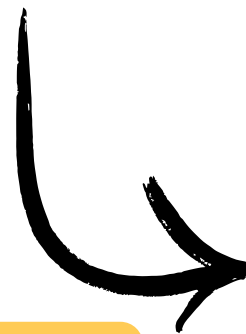
SGA's Submittable page

sga-youth.submittable.com/submit

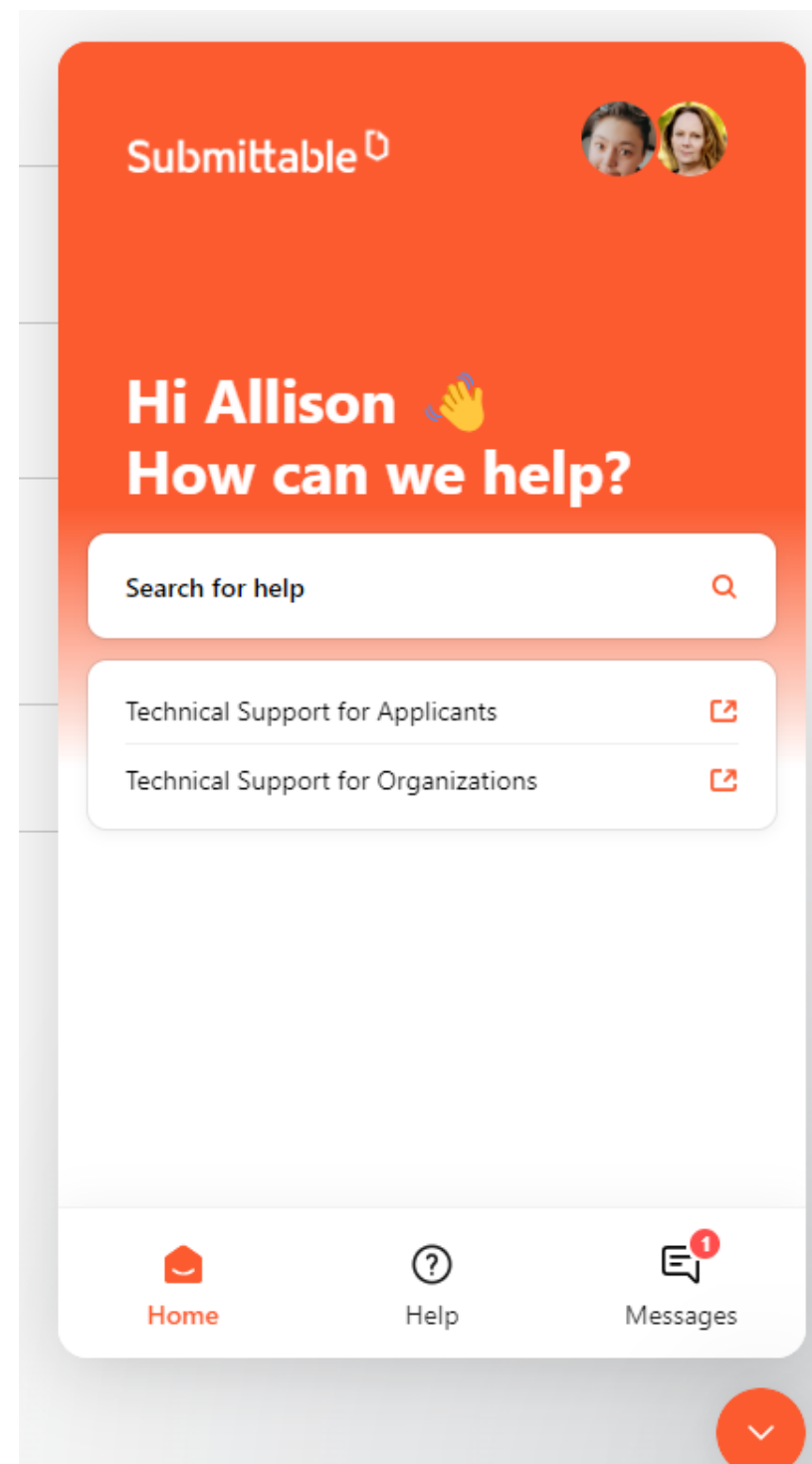
Support icon in lower righthand corner of screen



Opens this search menu



Contact Submittable's tech support if you experience issues within the Submittable portal



User-friendly platform!



We are SGA Youth & Family Services

We are proud to partner with DFSS to administer this first ever funding opportunity.

More details are available on our website at sga-youth.org/microgrants

Questions? Email us at youthmicrogrants@sga-youth.org

MCMF Micro-Grants

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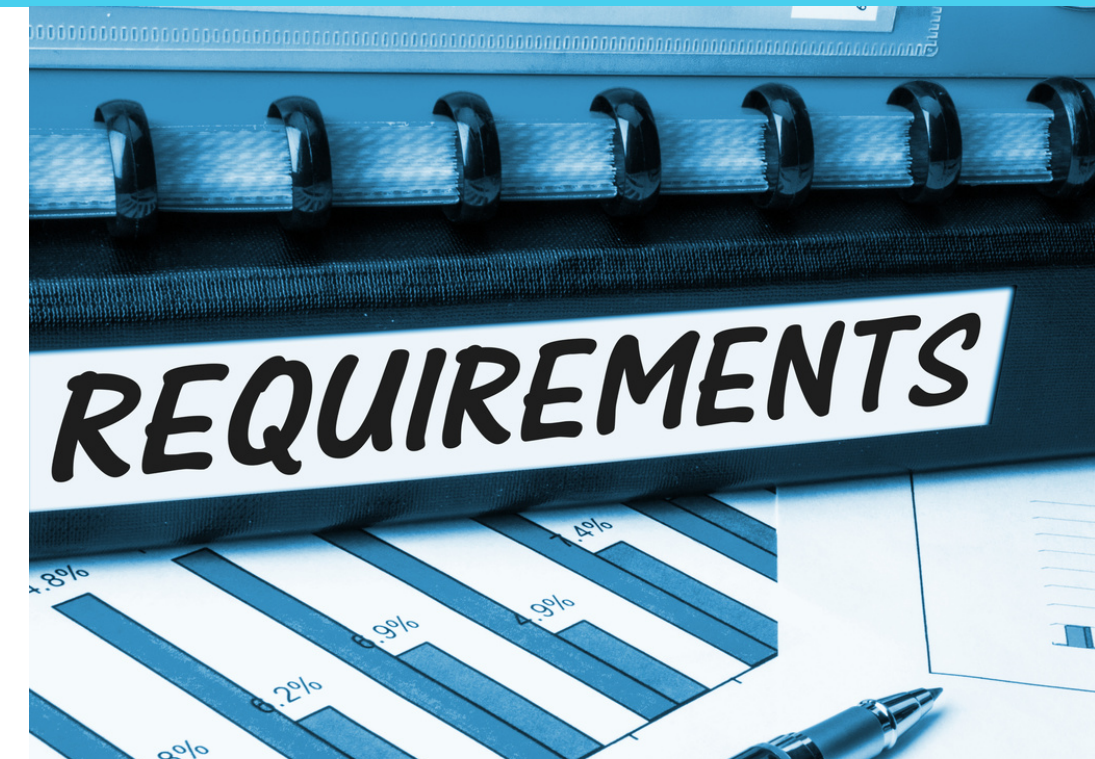
Guidelines ▾

Submit

Eligibility Requirements

Successful Micro-Grant applicants must meet these requirements:

- **Non-profit 501(c)3 status or fiscal sponsor**
- **General Liability Insurance and Sexual Abuse and Molestation Insurance**
- **Physical address** - programming must take place in the selected **Community Strategy Region**
- **Unique Entity ID (UEI)**
- **Target Population**
 - youth ages 6-24
 - at least 50% of participants from underrepresented populations



A Note About Eligibility



If you complete the Eligibility Form and are notified that you are ineligible, **PLEASE** reach out to us if you think there has been a mistake and you still want to apply.

youthmicrogrants@sga-youth.org

Target Populations

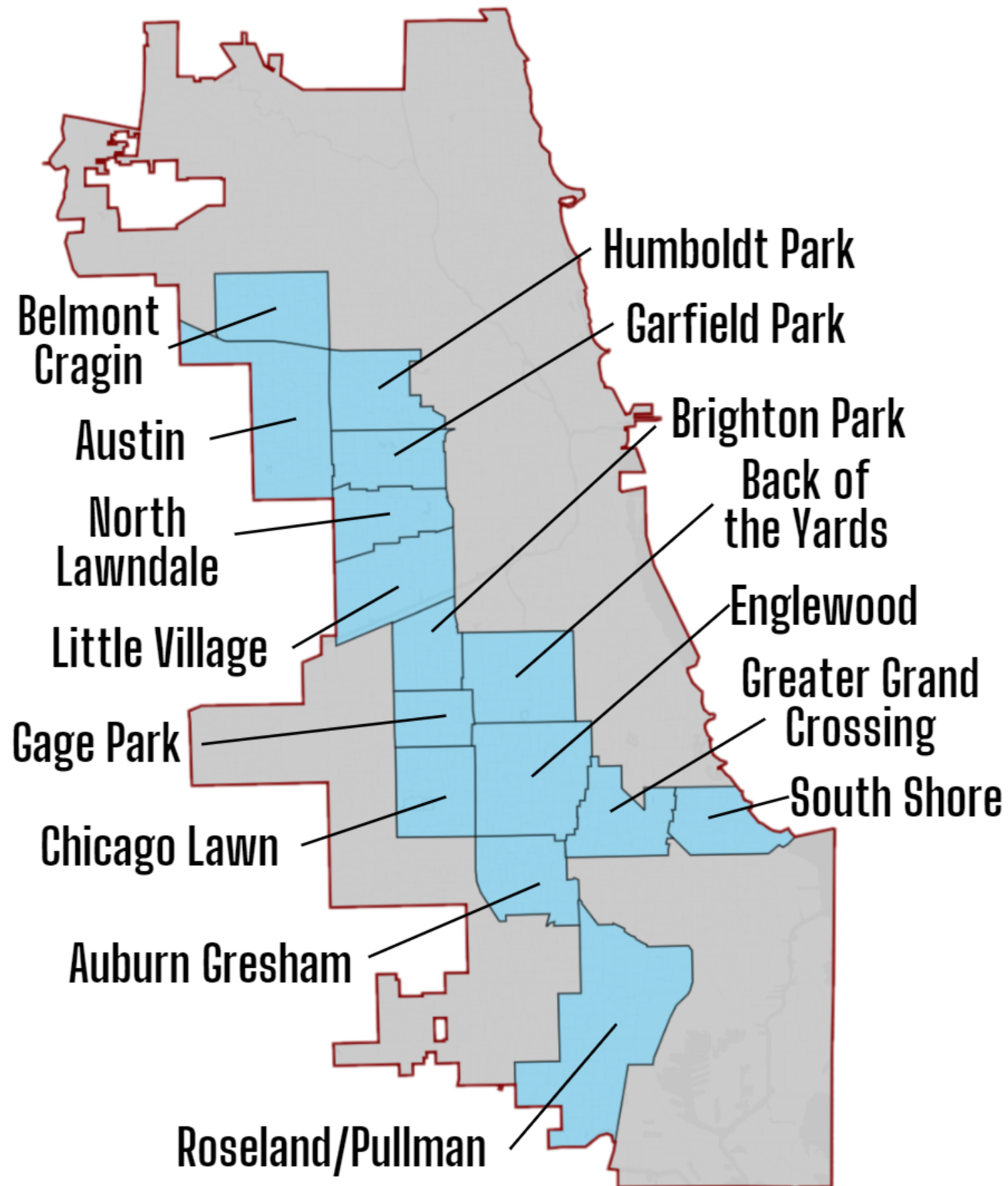
Programs must serve youth ages 6-24 years old, and at least 50% of the participants must be from at least one of these underrepresented populations:

- Individuals with disabilities (i.e., physically impaired, visually impaired, etc.)
- Individuals attending Options High Schools
- Individuals who are English as a Second Language learners
- Individuals that are experiencing homelessness or are unstably housed
- Individuals placed in the foster care system
- Individuals who are justice involved (i.e., parole, probation)
- Opportunity Youth defined as out of school and out of work



Eligible Community Strategy Regions

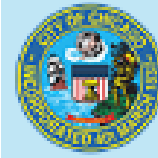
With included Community Areas



| | | |
|--|---|--|
| Auburn Gresham | Chicago Lawn | Greater Roseland Area (Pullman, Roseland Area, West Pullman) |
| Austin | Gage Park | Humboldt Park |
| Back of the Yards (New City) | Garfield Park (East & West) | Little Village (South Lawndale) |
| Belmont Cragin | Greater Englewood Area (Englewood & West Englewood) | North Lawndale |
| Brighton Park | Greater Grand Crossing | South Shore |

Verifying your Community Area in the Chicago Data Portal

Your chosen Strategy
Area **MUST** match the
area shown on this map
when the site address is
entered.

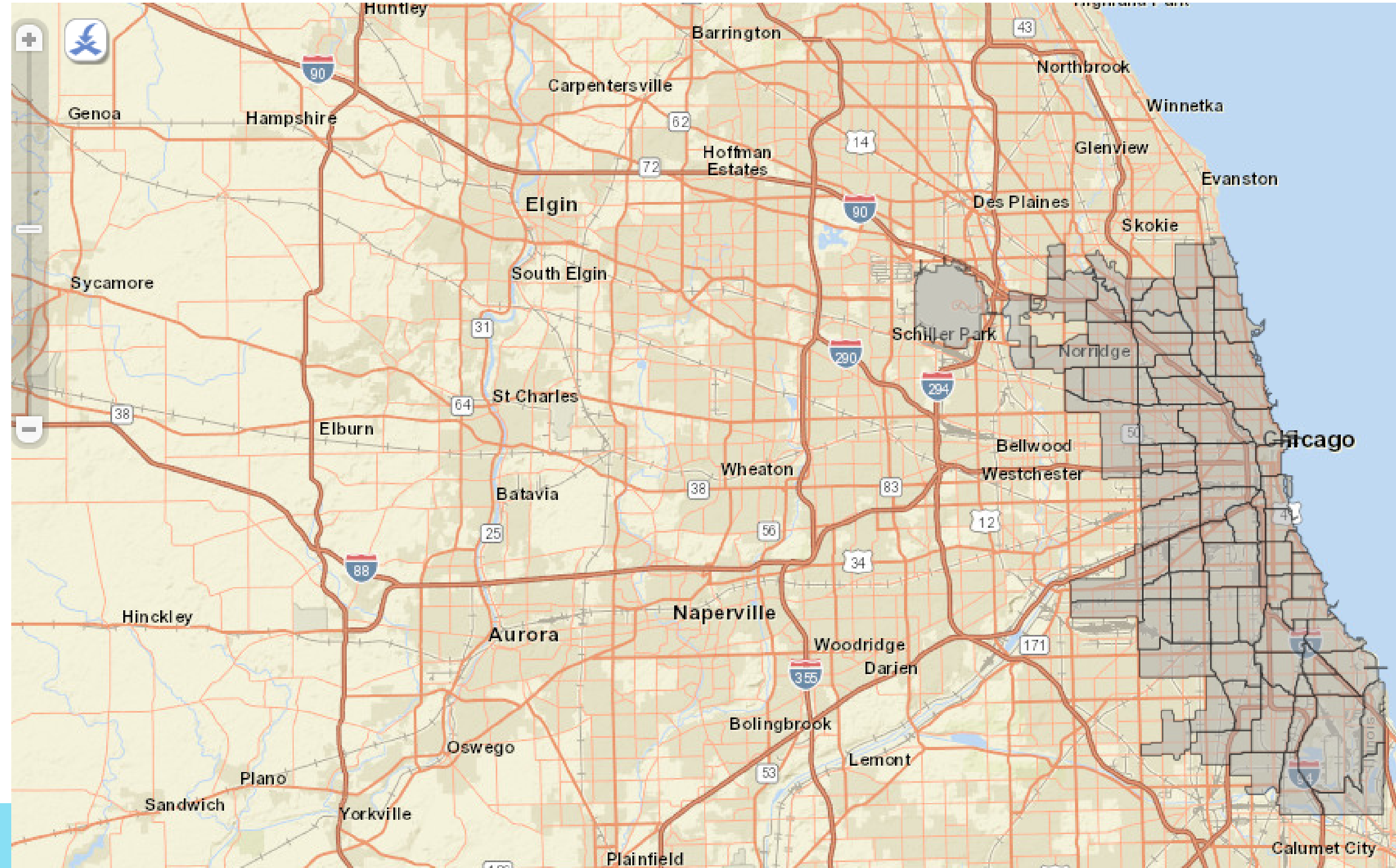


CHICAGO
DATA PORTAL

Chicago Data Portal

Boundaries - Community Areas (current)

Current community area boundaries in Chicago. The data can be viewed on the Chicago Data Portal with a web browser. However, to view or u



Verifying your Community Area in the Chicago Data Portal

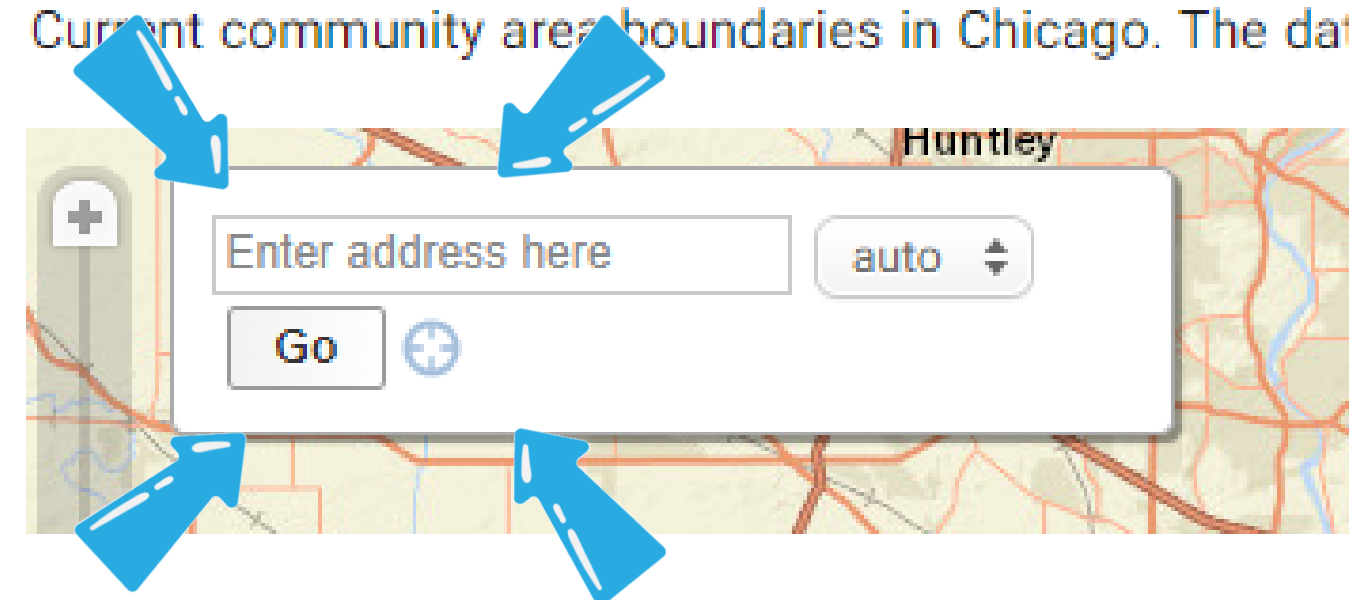
- Follow the link to go to the **Chicago Data Portal**
- In the TOP LEFT corner of the map, find the **purple arrow and X icon** and click.
- A box opens with a field stating “Enter address here.”
- Enter the address using the format:
 - Street Number, Street Name City, State, Zip Code
 - Click “Go”



Boundaries - Communi
Current community area bound



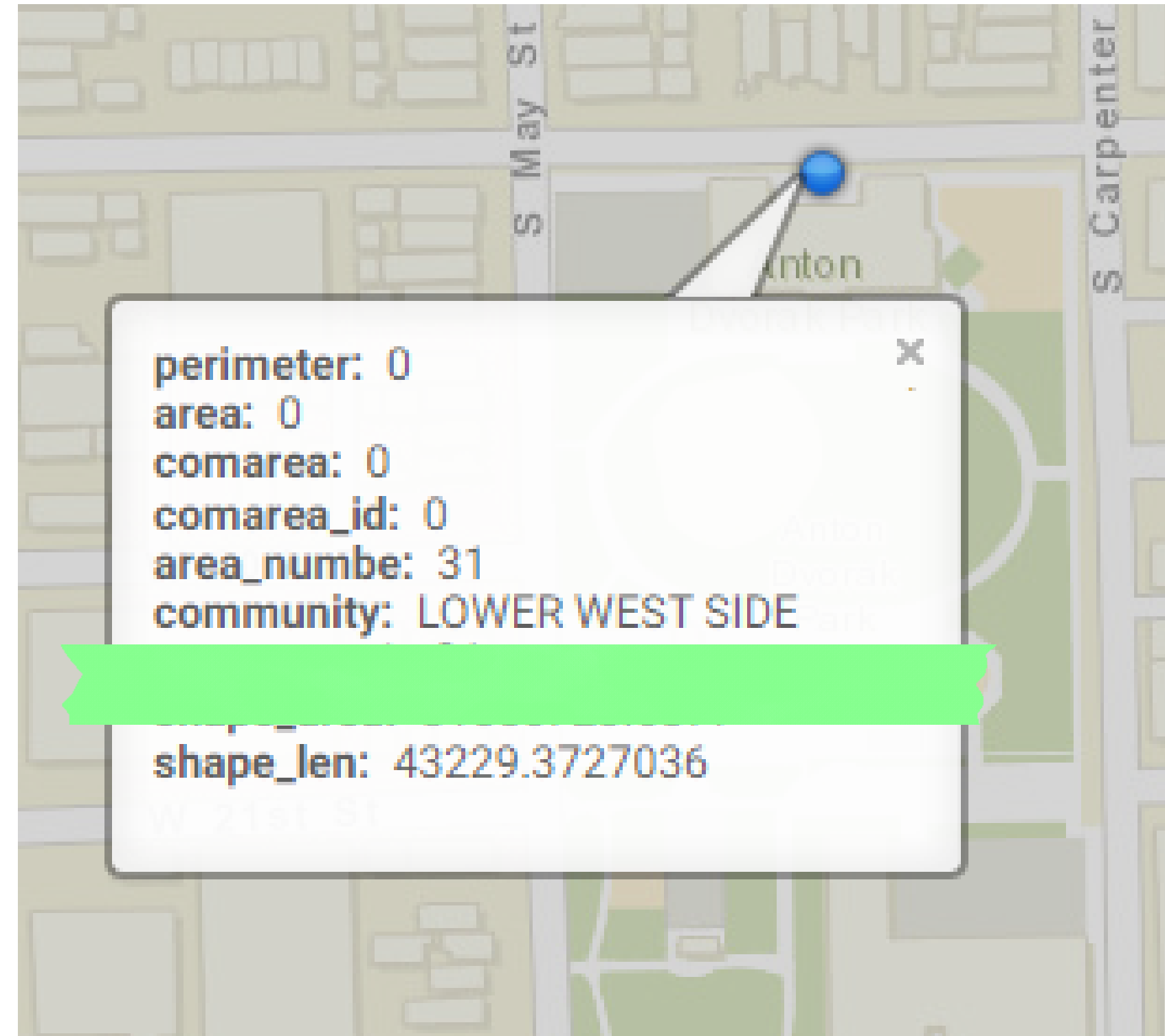
Boundaries - Community Areas (current)
Current community area boundaries in Chicago. The dat



Verifying the Community Area in the Chicago Data Portal

- The selected address will appear as a blue dot on the map. Zoom out slightly to see a data box.
- Look for the line “Community” and the corresponding community area is listed.

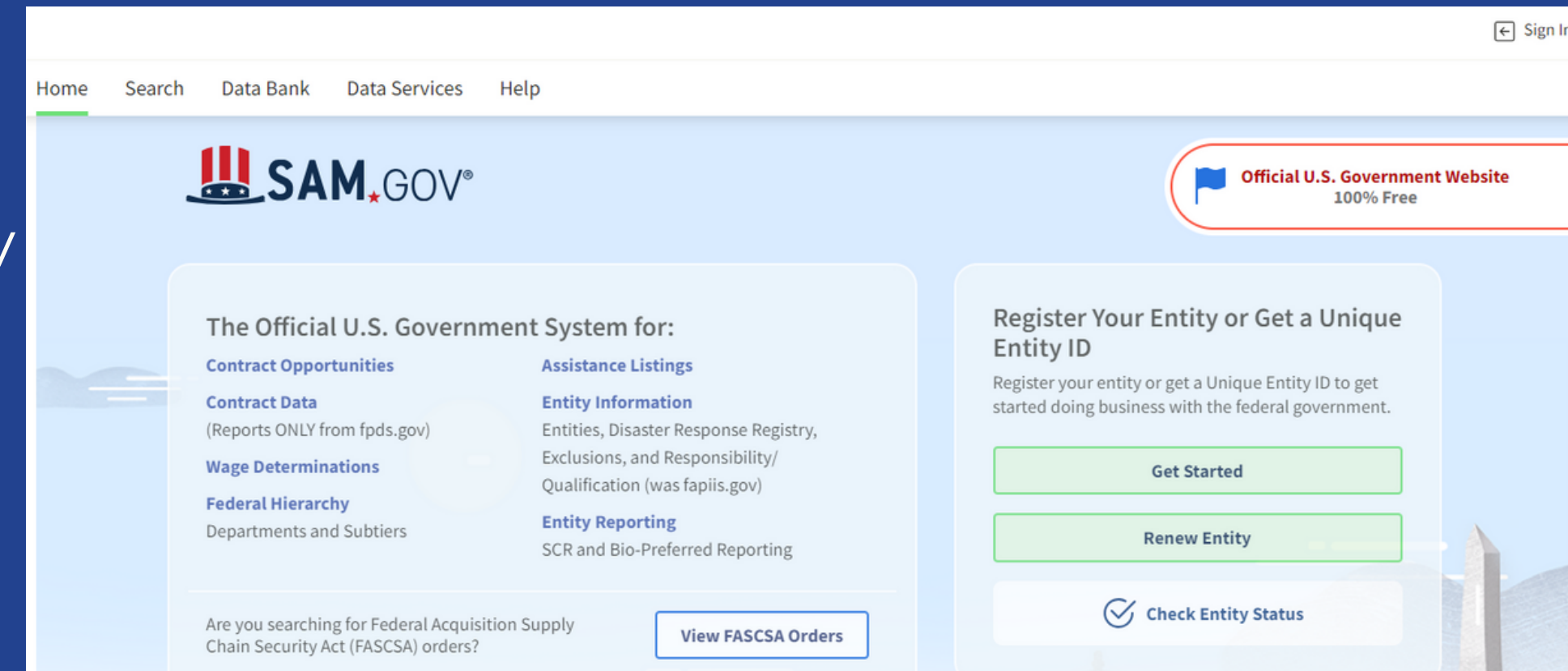
(This is only an example. “Lower West Side” is not one of the eligible community strategy regions.)



How to obtain a UEI

(More details in NOFO)

1. Register your organization at SAM.gov
2. Will need to provide:
 - a. Legal business name
 - b. Physical address
 - c. Start year or year of incorporation
 - d. State of incorporation
3. See “Quick Start Guide for Getting a Unique Entity ID” attached to the NOFO pdf file and linked on the “Apply for a Micro-Grant” page



****If partnered with a fiscal sponsor, your organization DOES NOT need its own UEI****

On to the application!

After completing the Eligibility form, you will be taken directly to the application.

You will have to provide more detailed information about your organization, answer program-specific questions and a simple budget template to complete.



01

How will you staff this program to make sure there is sufficient supervision to implement the proposed services?

02

How will the program make youth participants feel safe?

03

How does your program strengthen healthy ecosystems for youth in your community?

04

What challenges do youth face in the community and how will the program address those challenges?

Sample Program-Specific Questions

How would you respond to questions like these?

We'll discuss the Selection Criteria a bit later.

Budgets



Each Community Strategy Region has a maximum allocation of **\$40,000**

Grants will range from **\$2,500 to \$10,000 max**

Reimbursement

IMPORTANT



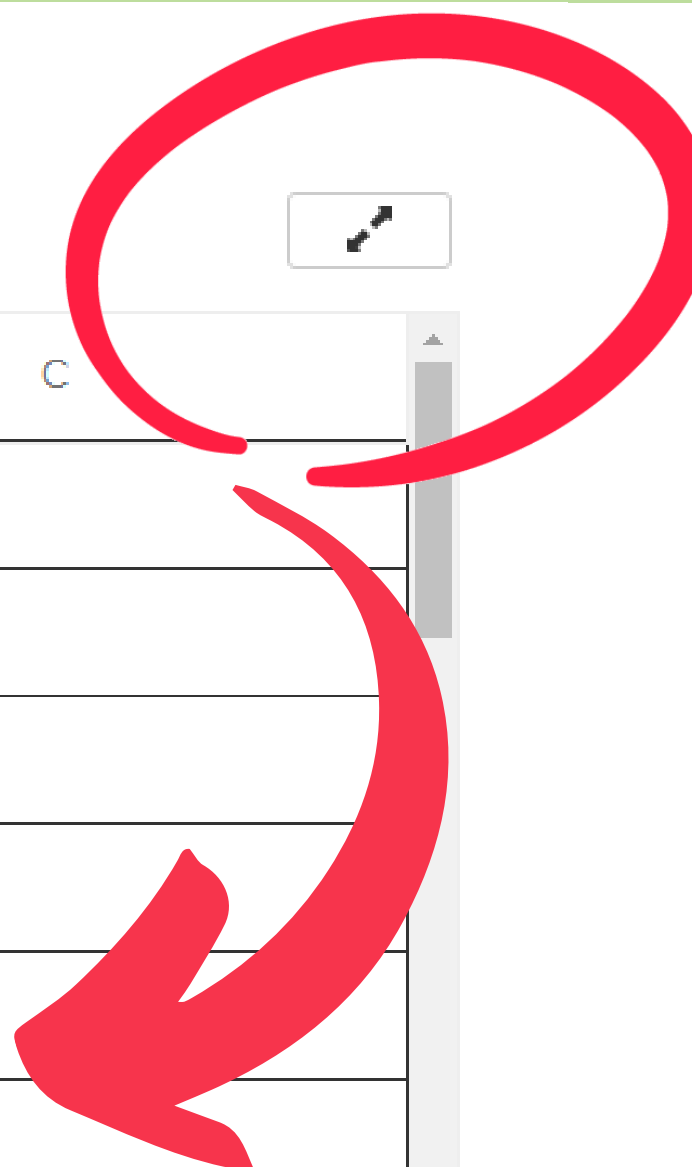
Budget Section

GUIDELINES TO REMEMBER!

- Funds may be used for all or part of a youth program (e.g., youth council, after-school enrichment program, family-focused event)
- Funds may be used for **new programming or the enhancement of existing programming**
- **Funds may NOT be used for general operating expenses** (e.g., rent, payroll for hours not directly related to funded programming, materials or supplies not directly related to funded programming)
- Funds must be used for **out-of-school time** programming

Please complete the budget form.*

Budget Template



| | A | B | C |
|----|-----------------------------------|-------------|-------|
| 1 | MCMF MICRO-GRANTS BUDGET PROPOSAL | | |
| 2 | | | |
| 3 | ORGANIZATION NAME: | | |
| 4 | PROGRAM/PROJECT NAME: | | |
| 5 | PROGRAM CONTACT: | | |
| 6 | BUDGET CONTACT: | | |
| 7 | | | |
| 8 | STAFFING | DESCRIPTION | COSTS |
| 9 | Personnel #1 Wages | | 0 |
| 10 | Personnel #2 Wages | | 0 |

Click this icon with two arrows in the top right corner to expand the budget form for a full-screen view

- Enter the Organization Name, Program/Project Name, Program Contact, and Budget Contact in column B.
- Write a brief description of each line item in "Description" (column B) and the corresponding dollar amount in "Costs" (column C).
- It is not required to use every suggested line item shown in the template.
- The final Total Proposal Amount shown in the budget form should correspond to the amount entered under the total grant amount requested.

Budget Template

| | A | B | C |
|----|--------------------|-----------------------|-------|
| 18 | MATERIALS/SUPPLIES | DESCRIPTION | COSTS |
| 19 | Program Supplies | | |
| 20 | Office Supplies | | |
| 21 | Printing | | |
| 22 | Other | | |
| 23 | Other | | |
| 49 | TOTAL OTHER COSTS | | 0 |
| 50 | | | |
| 51 | | | |
| 52 | | TOTAL PROPOSAL AMOUNT | 0 |

- **Column A** lists example line-item entries for each section (Staffing, Materials/Supplies, Professional Services, Other). Rows left blank or showing “Other” can be customized as needed if you need space for more line items.
- **Column B**, “Description”: Enter a few sentences to explain each corresponding line-item entry in each section (Staffing, Materials/Supplies, Professional Services, Other).
- **Column C**, “Costs”: Enter the corresponding dollar amount for each line item - **ONLY NUMBERS**.
- The Total line for each section will show a subtotal and the **Total Proposal Amount** will be shown in **cell C52**.

Budget Justification

“Describe how the grant will be used to support project activities. Specify if funds will be used for staff, materials, and other purposes.”

Examples:

- *Food/Snacks - \$400- Quantity, cost per item, and explanation*
- *Supplies - \$250 - Camera - Explanation*
- *Transportation - \$150 - Ventra cards - Quantity, cost per item, and explanation*
- *Bus rental - \$250 - Cost, duration, explanation*
- *Program Instruction - Hourly breakdown and a total - for example, \$25/hour x 20 hours = \$500*
- *Rentals for events (chairs, tables, etc.): Itemized with a clear total*
- *Printing costs - quantity, cost, and purpose/explanation*

Budget Section Tips



- **Proper documentation for reimbursement**
- Funding requests should reflect the mission of the program
- **Funds must be reasonable and justified**
- Requests should be between \$2,500 and \$10,000
- The budget should **NOT** include personal or other business expenses
- Only enter one amount in a cell, not a range
- Do not provide a complete program budget, ONLY what the request will fund

Now that you're done with your application...

Here are more details about the

REVIEW PROCESS

Selection Criteria Overview

| Category | Points |
|------------------------------|-----------|
| Community Need | 10 |
| Youth Voice | 10 |
| Strength of Proposed Program | 20 |
| Organizational Capacity | 5 |
| Target Population & Budget | 5 |
| TOTAL POINTS | 50 |

Selection Criteria

COMMUNITY NEED: 10 POINTS

- The applicant articulates a clearly defined need for the proposed program in the target community area.
- The applicant clearly demonstrates a connection to the community.

Selection Criteria

YOUTH VOICE: 10 POINTS

- The applicant provides a clear connection between the proposed program and the MCMF and Micro-Grant mission and vision.
- The applicant articulates how the proposed program includes and utilizes youth input.
- The applicant articulates how the proposed program reflects the interests of youth in the target community.

Selection Criteria

STRENGTH OF THE PROPOSED PROGRAM: 20 POINTS

- The applicant clearly describes the proposed program.
- The proposed program planning and activity timelines are clear and achievable within the grant contract period.
- The applicant articulates how the proposed program strengthens healthy community ecosystems for youth.
- The applicant clearly describes how the proposed program will
 - make youth feel safe
 - ensure that youth are interested & engaged
 - ensure that youth feel a sense of connectedness and belonging in the community.

Selection Criteria

ORGANIZATIONAL CAPACITY: 5 POINTS

- The applicant articulates adequate staffing to implement the proposed program.
- The applicant demonstrates the necessary organizational infrastructure to implement the proposed program.

Selection Criteria

TARGET POPULATION & BUDGET: 5 POINTS

- The applicant articulates a plan to recruit participants ages 6-24 with at least 50% of participants from an underrepresented population.
- The applicant provides a completed budget template with reasonable expenses that match the grant amount requested.

Helpful “Hints”



- Fields marked with an asterisk * are required
- Some response fields have word or character limits
- Submittable saves your progress! You can exit and come back to your work later
- You can collaborate with team members in Submittable
- Submittable Tech Support is available as needed
- Documentation is only required **if awarded**

WE WANT TO HELP YOU EARN FUNDING FOR YOUR PROGRAM OR EVENT!

Best Practices

- **Read the NOFO!**
- Review your budget-
 - Make sure the budget and program design make sense
- Write clearly with as much detail as possible
- **SUBMIT EARLY**





Questions?





Contact us!

Please send any other program-specific questions to youthmicrogrants@sga-youth.org

April 4th is the deadline for any questions.

FAQS will be posted on the SGA website by EOD, **Friday April 5th.**



Contact:

 youthmicrogrants@sga-youth.org

sga-youth.org/micro-grants

Thank You!



youthmicrogrants@sga-youth.org