

**Rodeo Good Neighbor Agreement Fund
MINI GRANT APPLICATION
Cover Sheet and Checklist**

Mini Grant Application Information:

Date of Application:	
Name of Applicant:	
Name of Organization:	
Contact Person:	
Project Name or Title:	
Funding Amount Requested:	

Checklist: Complete all items prior to submission of application. RMAC may not be able to consider application packages that do not include all required information/documentation.

Item Included in Application Package	Item
	1. Mini Grant Application Request Form Cover Sheet/Checklist, completed to show documents attached (this form)
	2. Cover Letter signed by the Board officer authorized to sign for the organization
	3. Grant Application Form (“Rodeo Good Neighbor Agreement Fund Mini Grant Application, Funding Request Form”), completed and signed, including:
	a. Detailed project plans, including timeline
	b. Detailed project budget
	c. Description of how project will benefit the Rodeo community
	4. For all organizations on the application, include a copy of the most recent Internal Revenue Service letter confirming tax exempt status
	5. Original application package and 8 copies.

Submit Applications: Mail completed application package and copies to
Rodeo Municipal Advisory Council
P.O. Box 438
Rodeo, CA 94572

(Applications can be submitted at any time. Applications must be received two weeks prior to the scheduled RMAC meeting in order to be included on that month’s agenda.)

**Rodeo Good Neighbor Agreement Fund
MINI GRANT APPLICATION
Funding Request Form**

Date: _____

Amount Requested: _____

1. Contact person or person filling out this application:

2. Telephone number of contact person: _____

3. Name and Address of tax-exempt organization to receive grant funds on behalf of the applicant:

4. Authorized signature of sponsoring organization:

5. Description of your project. On a separate sheet of paper, please answer the following questions:

- a) Describe your project or program.
- b) List the equipment, services or materials you plan to use the grant for.
- c) How will your project benefit residents of Rodeo?
- d) Provide IRS tax determination letter as evidence that the sponsoring organization is tax-exempt.
- e) When do you plan to begin your project?
- f) When will your project be completed?

6. Hints on filling out the above application:

- a) Tax-exempt organizations providing services to the Rodeo community may apply for grants up to \$1,000 per project.
- b) The aim of the mini grant process is to provide funding to small projects of benefit to the Rodeo community.
- c) The application must be filed with the RMAC, P. O. Box 438, Rodeo, CA, 94572 and must be received two weeks prior to date of the next RMAC meeting for inclusion on that month's agenda.