



## Minnesota Microgrant Pre-Application Worksheet

Microgrant applicants can use this worksheet to collect all information necessary to complete an application for a microgrant from the Minnesota Microgrant Partnership.

Applications may be completed online at [bit.ly/Apply4MMGP](http://bit.ly/Apply4MMGP). You can find more information about the Minnesota Microgrant Partnership and link to the application from [www.arcmn.org](http://www.arcmn.org).

When you apply online you will set up an account with Submittable.com which will allow you to stop and save your work at any time. You will not need to complete your application in one sitting. This form is intended to help collect information to complete an application fully.

### You are asked to provide:

- Your first and last name
- Your address including city, state, county and ZIP code
- Your phone number
- Your email address
- Your date of birth

### Other information which must be provided:

- have you applied for a Minnesota Microgrant previously?
- how did you hear about the Minnesota Microgrant Partnership?
- Is someone helping you complete the applications?
  - If yes, what is your helper or ally's name: \_\_\_\_\_
  - If yes, what is your helper or ally's phone number: \_\_\_\_\_
  - If yes, what is your helper or ally's email address: \_\_\_\_\_

### Do you have one of the following waivers? Or do you have an active IEP level 3 or 4?

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| <ul style="list-style-type: none"><li>• Brain Injury Waiver (BI)</li><li>• Community Alternatives for Disabled Individuals Wavier (CADI)</li><li>• Community Alternative Care Waiver (CAC)</li><li>• Developmental Disabilities Waiver (DD)</li><li>• Alternative Care (AC)</li></ul> | <ul style="list-style-type: none"><li>• Elderly Waiver (EW)</li><li>• Personal Care Assistance (PCA or PCA Choice)</li><li>• Home Care Nursing</li><li>• Active Individual Education Plan (IEP setting 3 or 4)</li></ul> |
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Which area does your grant request focus on? Please select all that apply:

- Competitive, integrated employment
- Accessible, inclusive housing
- Community integration

Please describe your proposed project. The most successful applications will tell us why your request is important *to you* and *for you*. Successful grant requests will demonstrate how receiving funds will lead to *sustainable* and *measurable* results. Be sure to tell us:

- what you are trying to do
- why you want to do it
- how you plan to get it done
- how you measure success

Funding. How much money do you need? \$ \_\_\_\_\_

Remember, no money will be given directly to grant recipients. All purchases will be made by The Arc Minnesota staff directly from stores, websites, vendors, or service providers.

How did you arrive at this amount? Please provide us detailed budget information including product descriptions and vendors. More information is better.

You will be asked to complete or upload a budget document similar to this as part of your application. Please provide as much information as possible.

Here is a sample completed for employment:

Cost	Item/Service/Fee	Available from/Payable to	Date Needed
\$18.50	Dickies mens work pants black size 32x31 (item 563120243)	Walmart.com	12/31/2017
\$69.98	Dickies mens waterproof work boots size 12 (item 551581412)	Walmart.com	12/31/2017
\$14.39	Large leather Handyman gloves (item 551977804)	Walmart.com	12/31/2017
<b>TOTAL:\$102.87</b>			



Here is a sample completed for housing:

Cost	Item/Service/Fee	Available from/ Payable to	Date Needed
\$199	Twin Mattress & Boxspring (SKU150S & SKU151S)	Happy Sleeper	ASAP
\$39	Basic Bed Frame (SKU 260)	Happy Sleeper	ASAP
\$99 (x2) = \$198	Dining Chairs x 2 (SKU 340)	Happy Sleeper	ASAP
\$60	Delivery	Happy Sleeper	ASAP
\$48.73	Bedding Set (item 554773425)	Walmart.com	ASAP
\$11.76	Pillows (item 551828243)	Walmart.com	ASAP
<b>TOTAL: \$556.49</b>			

Here is a sample completed for community integration:

Cost	Item/Service/Fee	Available from/Payable to	Date Needed
\$285.06	Ryobi 10 portable saw with stand (Internet #205503644)	Home Depot.com	11/20/2017
\$268.61	Husky wood top workbench (Internet #206288247)	Home Depot.com	11/20/2017
\$12.30	Dewalt anti-fog safety goggles (Internet #202220499)	Home Depot.com	11/20/2017
\$125.00	Community Ed woodworking class 7574.131	Rochester Community Education	11/20/2017
<b>TOTAL: \$690.97</b>			

This information demonstrates how you arrived at the amount you are requesting.

**How will you use the funding to reach your goal?**

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**Timeline.** Do you expect to complete your goal within 3 months, 3-6 months, 6-9 months or 9-12 months?



**Who else have you approached to fund your project? Were you successful?**

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**Will you receive assistance from other people/groups to implement your goal(s)?  
If so, please share who will support you and what their role will be:**

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**Would you be willing to take part in the required evaluation process once your goal is met?**

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**May we share your success story to help others see how microgrants can help them? What is the best way to reach you to obtain photos and create a case study after your grant has been awarded?**

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