



**BLACK CULTURAL
PRESERVATION**



MINI-GRANTS PROGRAM

**WE ENGAGE,
EMPOWER, AND
INSPIRE ACTION**

**TO PROMOTE
EQUITABLE
GROWTH, BUILD
RESILIENT
COMMUNITIES, AND
ACHIEVE
TRANSFORMATIVE
SOCIAL GOOD.**



En2action
engage · empower · act

FEATURED PROGRAMS

**SELL
BLACK**

**UJAMAA
KITCHEN**

MINI-GRANTS TEAM



Pooja Farwell
Director of Programs



Kaela Chavez
Junior Project Manager



Amanuel T. Gebre
Junior Project Manager



Kwajo Opoku Ware
Assistant Project Manager



Ezra Roberts
Assistant Project Manager



Niat Sebatleab
Assistant Project Manager



Chad Singh
Executive Assistant/
Assistant Project Manager

AGENDA



01 PROGRAM OVERVIEW

02 HOW TO APPLY

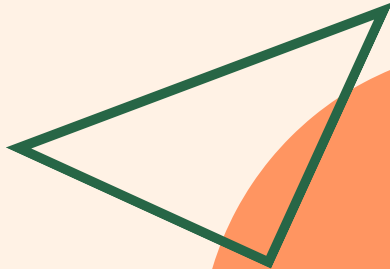
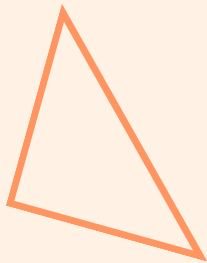
03 REVIEW AND
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04 TIMELINE

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01 PROGRAM OVERVIEW



WHAT IS THE MINI-GRANTS PROGRAM?

The Dream Keeper Initiative (DKI) has funded En2action **\$300,000** to launch the Black Cultural Preservation Mini-Grants Program.

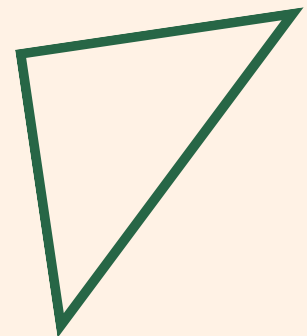
This program links community members with **up to \$7,500 in funding** to carry out neighborhood-based **Black cultural functions and events** across five key neighborhoods in the City of San Francisco.

KEY NEIGHBORHOODS

- Lakeview
- OMI (Oceanview, Merced Heights, Ingleside)
- Sunnydale
- Tenderloin
- Visitacion Valley

REVIEW & SELECTION COMMITTEE

Grant applications are reviewed by a Selection Committee of **10** community members hailing from the same five key neighborhoods. For their time, Committee members are given a **one time stipend of \$600.**



**HOW
TO
APPLY**

02



WHAT DO I NEED TO BE ELIGIBLE?



Grantees must be San Francisco residents.



Grantees must live or work in the neighborhood the proposed event is intended to serve.



Events must include a clear commitment to neighborhood vitality and the preservation of Black/African American culture.



Events must be free and open to the public

HOW ARE GRANT APPLICATIONS PROCESSED?

1

Eligibility

En2action will check applications for eligibility and completion, forwarding eligible applicants/events to the Review & Selection Committee

2

Committee Review

The Review & Selection committee will review eligible applications, and grade them according to the Grantee Selection Rubric

3

Grantee / Event Selection

Once per grant cycle, the Review & Selection Committee will hold a meeting to determine which events are approved, and the level of funding they receive

4

Announcement

After final approval from the Review & Selection Committee, En2action will formally notify selected grantees via emailed award letters

SAMPLE APPLICATION



SAMPLE RESPONSE - Black Cultural Preservation Mini-Grants Program Application

NOTE: The following is an example response to the Black Cultural Preservation Mini-Grants Program Application. The details provided are intended to serve as a guide for prospective applicants.

SECTION 1:

Applicant Name: Lucy Lakeview

Applicant Title (if applicable): Events Associate

Email Address: lucy@lakeviewncc.org

Phone Number: (415) 123-4567

Are you a San Francisco resident? (You MUST be a SF resident in order to be eligible)

- Yes
 No

If yes, what is your zip code? [94112](#)

Do you live and/or work in the neighborhood where you are planning on having the event?

- Yes, I LIVE in the neighborhood.
 Yes, I WORK in the neighborhood.
 No, I neither LIVE nor WORK in the neighborhood.
 Yes, I LIVE and WORK in the neighborhood.

Organization Affiliation (if applicable): [Lakeview Neighborhood Cultural Commission](#)

If you are affiliated with an organization, please attach an acknowledgement letter from the organization here:

An example acknowledgement letter can be found [HERE](#).

Will you be the primary/on-site contact person for the event?



11. Share draft marketing materials with partners, vendors, entertainers for review (Week of July 11-July 15)
12. Finalize marketing collateral and send to printers (Week of July 18-July 22)
13. Distribute printed collateral, publish event online, promote via social media (July 25-August 26)

Phase 3: Implementation

14. Convene weekly planning meetings with partners, vendors, entertainers leading up to the event (July 25-Week of August 22)
15. Ensure equipment and miscellaneous event supplies are purchased and ready (Week of August 8-August 12)
16. Create run of show and share with partners, vendors, entertainers, and team (Week of August 15-August 19)
17. Event Day! (August 27)

Please provide a clear description of the event for which you are requesting funding.

Complete responses will answer the following questions:

- What is the purpose of your event?
- What activities will take place?
- Who are your key neighborhood partners? What will their involvement be?
- How will your event strengthen and empower your neighborhood's Black community and cultural identity?

Lakeview Live! is a neighborhood concert and food festival, featuring performers and food vendors from Lakeview and the surrounding area. Our purpose in organizing the event is to cultivate neighborhood pride, highlight the history and impact of Lakeview's Black community, and provide opportunities for income generation, increased brand awareness, and stronger connections to community members. Through our event, we intend to provide a safe, family-friendly space for our neighbors to connect, learn, and experience joy. We hope that Lakeview Live! will become a highly-anticipated, annual event that will also draw attendees from outside the Lakeview neighborhood.

Key activities include live performances from three local performers, food for purchase from four local food vendors, and arts & crafts activities for children. We will prioritize partnering with Black-business owners and vendors, with the intention of investing in Lakeview's Black residents and business owners. Black, Indigenous, People of Color (BIPOC) vendors and

Rubric

Black Cultural Preservation Mini-Grants Program Event Scoring Rubric

Weight	Criteria	4 Ideal	3 Exemplary	2 Satisfactory	1 Needs	0 Unacceptable
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Black Cultural Preservation Mini-Grants Program Event Scoring Rubric						
20%	<p><u>Project Description</u></p> <p>Is the purpose of the event clearly outlined and are the necessary application deliverables properly presented?</p>					structured plan for the event.
	Please place a checkbox indicating which rating you feel best fits the criteria above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20%	<p><u>Preserving and Promoting Black Culture</u></p> <p>Does the grantee's event strengthen and empower the neighborhood's Black community and the population's cultural assets?</p>	The event is a critical piece to the protection and promotion of black culture within the neighborhood.	The event centers the neighborhood's Black culture and community and may add to the protection and promotion of the neighborhood's Black population.	The event centers black culture and community but is not focused on the protection and promotion of the neighborhood's Black population.	The event centers the neighborhood's Black culture and community.	The event is inappropriate to the purpose of the Mini-Grants Programs and lacks the necessary structure.
	Please place a checkbox indicating which rating you feel best fits the criteria above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25%	<p><u>Connections and Community Buy-In</u></p> <p>Does the grantee have support/connections to the neighborhood's community stakeholders, community based organizations, and community</p>	The grantee has deep ties to the community, has one letter of support and can generate exceptional	The grantee lives/works in the neighborhood, has one letter of support and through their connections can	The grantee lives/works in the neighborhood has one letter of support and confirmed	The grantee lives/works in the neighborhood but needs assistance in garnering	The grantee does not live or work in the neighborhood and it is unclear if the event is suitable for the neighborhood.

	<p><u>Budget and Financing</u></p> <p>Does the grantee offer budget documentation? If so, are the deliverables through and clear?</p>	The grantee presents very appropriate costs for the event's needs and has outlined other funding. Has excellent ideas for sustainability after funding ends.	The grantee presents appropriate costs for event needs and has received some other funding.	The grantee presents a clearly outlined budget. May require technical assistance.	The grantee has delivered a drafted budget. May require technical assistance.	Cost is not appropriate for the scope of the event
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**REVIEW &
SELECTION
COMMITTEE**

WHAT DOES THE REVIEW & SELECTION COMMITTEE DO?



The Black Cultural Preservation Mini-Grants Review & Selection Committee is a team of **10 dedicated stakeholders hailing from each of the five key neighborhoods** served by the Mini-Grants Program.

The Committee examines applications and grades potential grantees, meeting once per grant cycle to determine and announce the final applicants selected, their events, and approved funding amounts. For their work, Committee members receive a **\$600 stipend**.



HOW WERE REVIEW & SELECTION COMMITTEE MEMBERS CHOSEN?

1

Interest Form

Candidates for the Review & Selection Committee submitted formal applications through the web portal at En2action.org/minigrants

2

Candidate Review

En2action internally reviewed interest form submissions, grading them against the Review & Selection Committee Application Rubric

3

Announcement

En2action formally notified selected Review & Selection Committee candidates via emailed acceptance letters

TIMELINE

04



GRANT CYCLES



First Cycle
Sept. 1 - Nov. 30
2022

Application Due
July. 18

Second Cycle
Dec. 1 - Feb 28
2022-2023

Application Due
Oct. 12



Third Cycle:
Mar. 1 - May 31
2023

Application Due
Jan. 11
2023

GRANTEE TIMELINE

GRANT CYCLE SPAN	APPLICATIONS OPEN FOR ALL GRANT CYCLES	INFORMATION SESSION (VIRTUAL)	APPLICATION DEADLINE	DECISION / NOTIFICATIONS SENT OUT	ORIENTATION DATE FOR GRANTEEES
CYCLE 1 SEPT 1-NOV 30 2022	THURSDAY JUNE 16 2022	TUESDAY JUNE 28, 2022 @ 6PM	MON. JULY 18 2022 @ 11:59PM	THURSDAY AUG 11 2022	MONDAY AUG 22, 2022 @ 6PM
CYCLE 2 DEC 1, 2022 - FEB 28,2023	THURSDAY JUNE 16 2022	WEDNESDAY SEPT. 21, 2022 @ 6PM	WED. OCT 12 2022 @11:59PM	THURSDAY NOV 10 2022	THURSDAY, NOV. 17, 2022 @ 6PM
CYCLE 3 MAR 1 - MAY 31 2023	THURSDAY JUNE 16 2022	WEDNESDAY DEC. 6, 2022 @ 6PM	WED. JAN 11 2023 @11:59PM	WEDNESDAY FEB 8 2023	THURSDAY, FEB. 16, 2023 @ 6PM

GRANTEE: EXPECTATIONS

05

EXPECTATIONS

All events must be free and open to the public.

Grantees must abide by these guidelines outlined in the Grantee Participation Agreement.

01

HOST THE EVENT IN ONLY THE 5 KEY NEIGHBORHOODS

02

MEET WITH EN2ACTION STAFF, AT MINIMUM, TWICE DURING THE EVENT PLANNING PROCESS, AND ONCE AFTER THE EVENT.

03

MAINTAIN OPEN COMMUNICATION WITH EN2ACTION BY RESPONDING TO ANY QUESTIONS OR REQUESTS FOR INFORMATION.

04

FOR EVENTS WITH OVER 10 PERSONS, THE GRANTEE WILL IMPLEMENT EVENT SURVEYS

05

INCLUDE OEWD, DREAM KEEPER INITIATIVE, AND EN2ACTION LOGOS IN MARKETING MATERIAL

06

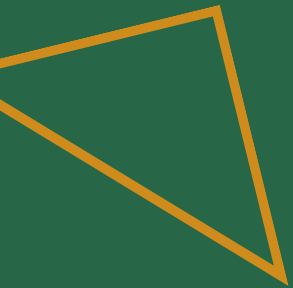
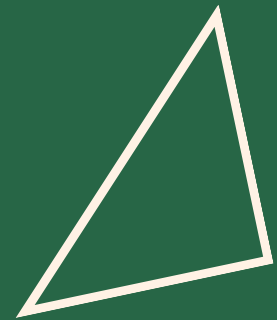
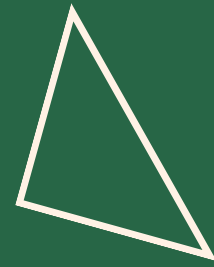
PRODUCE 5-10 EVENT PHOTOS

07

COMPLETE THE EVENT IN ACCORDANCE WITH THE GRANT AGREEMENT.

QUESTIONS & CONTACT INFO

06



TO SCHEDULE OFFICE HOURS VISIT:

EN2ACTION.ORG/MINIGRANTS

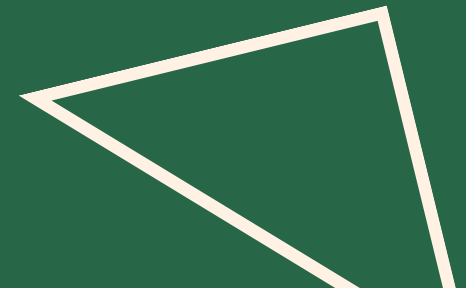
BOOK A 15 MINUTE MEETING TO GET APPLICATION ASSISTANCE

DATES: SEPT 29, OCTOBER 6, AND OCTOBER 12

FOR QUESTIONS, EMAIL

MINIGRANTS@EN2ACTION.ORG

**CYCLE 2 APPLICATIONS DUE
WEDNESDAY, OCTOBER 12TH**





**THANK
YOU**