



County of Santa Clara
Office of Women's Policy

Community Engagement Mini-Grant Guidelines

Overview

As part of the commemoration of the upcoming 100th anniversary of the Women's Suffrage movement, the Santa Clara County Office of Women's Policy (OWP) will offer \$75,000 in mini-grants to Santa Clara County residents who want to organize their communities to promote civic engagement and participatory democracy in honor of the legacy created by the women who fought for the 19th amendment.

These mini-grants are intended for community members and groups planning activities, events and/or projects promoting democracy as it relates to women's suffrage and the continuing need for women, girls, and female-identified individuals to actively participate, support, and promote their inclusion in a democratic system. The amount of the mini-grants will range from \$200 - \$2,000.

Proposed Activities, Events and/or Projects

Grant proposals can include an educational component, outreach component, and/or training component relating to civic engagement around women's suffrage. Sample activities could include: visiting an organization dedicated to advancing women for the vote, training material for a community party celebrating historical advancements of women, a site visit to a woman's monument, a focus group for transwomen voters, training for voter registration in limited English proficient communities, funding a speaker series for senior women veterans or building an application to engage transitional age young voters. These are only some examples and not actual intended activities to fund. Mini-grant funds can also be used to cover the price of admission, translation and transcription services, transportation, printing publications and/or food to supplement activities and events.

Funding Levels

The Office of Women's Policy offers mini-grants of \$200 up to \$2,000.

Application Timeframe

Mini-grant applications are accepted from December 16, 2019 – February 28, 2020. Applicants will receive a confirmation email at time of submittal and receive the status of their application approximately 30 days after the February 28, 2020 final deadline. All completed applications will be reviewed after the deadline.

Eligibility

All Santa Clara County residents are eligible to apply for a mini-grant. The mini-grant funds must be used for an activity, event, and/or project in Santa Clara County related to civic engagement that promotes participatory democracy. *They cannot be used for membership fees nor for school or college tuition and related fees.* The individual or organization receiving the check must have a government ID and bank account.

Funding Request Process

The organization lead or community member should complete and submit the following information on the mini-grant page hosted by Office of Women's Policy.

- The number of members involved in the group implementing the activity
- Scope of community impact and benefit
- Timeliness of topic and activity
- Location activity/event/project will take place (please note the [Supervisorial District](#))
- Amount of funding request and breakdown of how funds will be spent
- **All applicants must provide a signed IRS W-9 tax form for grant proposals to be complete**

Funding requests will be vetted for completion by a County Executive Office (CEO) Analyst and completed applications will be forwarded to a panel led by

OWP and include other offices within the Division of Equity and Social Justice for review.

Requests for funding will be reviewed in a manner that takes into consideration representation in all five supervisorial districts. *Each application will be assigned an ID number as they are received. The designated CEO Analyst will examine each application for completion before forwarding applications to the review panel.

Once approved, grant recipients/grantees will maintain documentation to support completed activities including receipts and/or invoices.

Within 30 days after the activity occurs, the organization must:

- Submit a 100-word summary of the activity, including a description, the number of people participating, and any lessons learned. Event photos are encouraged.
- Submit receipt(s) and/or invoice(s) to the Office of Women's Policy *via text, email, fax and/or drop off in person.*

Please contact the Office of Women's Policy at (408) 678-1477 with any questions regarding content and/or issues submitting applications online.

*Please note that all submissions will be assigned IDs