

Neighborhood Mini-Grant Criteria and Application
The Colin Hubbell Fund: A Project of University Cultural Center Association

Supporting & Promoting the Renewal of Detroit

Background: In 2008, the Detroit community lost a great advocate, Colin Hubbell, after a heroic battle with cancer. In an effort to remember Colin's spirit and passion for Detroit, Colin's friends and family established the Colin Hubbell Fund to continue the work Colin did every day to support and promote the renewal of Detroit. Funds are raised through individual donations and through periodic fundraising events. Currently, the fund has more than \$30,000 available for Hubbell Fund projects. Donations to the Hubbell Fund can be accepted by the UCCA at any time.

The Colin Hubbell Fund is housed as a project of the University Cultural Center Association (UCCA), a 501(c)(3) nonprofit. UCCA, established to serve Detroit's Midtown area in 1976, has over 60 members representing the area's cultural, academic, medical and service institutions, corporations, businesses and community organizations.

As a real estate developer, Colin focused his work in the Midtown area served by UCCA. He and his family resided in the Morningside neighborhood on Detroit's east side.

Hubbell Fund Committee Oversight: Under the leadership of Trish Hubbell, Colin's widow, and the Executive Director of UCCA, Sue Mosey, a committee of Colin's friends and associates who share his passion for supporting and promoting the renewal of Detroit was formed to provide direction and fundraising for the Hubbell Fund. This committee advises UCCA as to the distribution of the funds.

Overview of Intended Uses of Hubbell Fund: All grants will be restricted to organizations and/or individuals within the city of Detroit, with an emphasis on the Midtown area. The Hubbell Fund Committee intends to release requests for proposals at least twice a year for two separate programs: (1) Neighborhood Mini-Grants and (2) Small Business Support for Entrepreneurs.

This document provides greater detail regarding criteria and application process for the Neighborhood Mini-Grant Program on the following pages.

The **Small Business Support for Entrepreneurs Program** is in the process of being established. Colin believed creative and entrepreneurial talent is the key value driver in growing economies. The Program will seek to identify and support those creative entrepreneurs seeking to build or grow small business in Detroit's Midtown. Together with the financial support from the Hubbell Fund, the Hubbell Fund Committee will develop mentoring support for the business owner in the spirit of Colin's unlimited passion for mentoring those who sought to contribute to Detroit's neighborhoods and economic development. Additional information regarding the first round of support from the Hubbell Fund's Small Business Support for Entrepreneurs Program will be released in Summer 2009.

Criteria for Colin Hubbell Fund Neighborhood Mini-Grants

Purpose: The Neighborhood Mini-Grants are intended to support projects that improve the physical infrastructure and community building within Detroit's neighborhoods, specifically Midtown and Morningside. Projects with a lasting physical impact on the neighborhood will receive stronger consideration. In addition, Colin believed in people taking an active role in their neighborhoods so preference will be given to those projects that promote community engagement.

Examples of projects that may be funded include:

- Beautification and/or greening of outdoor spaces
- Façade or other exterior physical improvement that benefits the neighborhood
- Mentoring, tutoring, and other positive youth programs
- Improved access to biking and other recreational opportunities within the neighborhood
- Increased and improved community interaction
- Youth development, building youth leadership
- Building a community organization's leadership and capacity
- Arts and culture, including public art such as murals, street performances, etc.

Grants cannot support the following:

- Capital campaigns or endowment funds
- Government agencies and departments
- Lobbying efforts or political groups
- Projects or activities carried out for religious purposes
- Fundraising
- Purchase of property (land and buildings)
- Supplanting funds for existing programs

Geography Served: Projects must serve the Midtown or Morningside neighborhoods of Detroit.

Applicants: Applicants must be residents, business owners, or other invested members of the neighborhood that is proposed to be served by the project. Preference will be given to neighborhood block clubs or a joint application by a number of residents/stakeholders sharing the same interest.

Use of Funds: Applicants must present a budget demonstrating the proposed use of funds. UCCA will only release funds from the Hubbell Fund as reimbursement once the approved grantee provides documentation that the grantee has spent the funds consistent with the approved budget.

Amount: Applicants are encouraged to apply for grants of \$2500 or less.

Application: Applications should be submitted to susanmosey@gmail.com or may be mailed or dropped off to UCCA at 4735 Cass Avenue, Detroit, MI 48201. Email submissions are encouraged.

Review of Applications: All applications will be reviewed by the Hubbell Fund Committee which will forward its recommendations for funding to UCCA. Upon review, the Committee or UCCA may ask the applicant for additional information or clarification. All grant award letters will come from UCCA and will provide the information necessary to access grant funds for the approved project.

Report: Grantees are asked to submit to susanmosey@gmail.com a report describing the success of the project within 30 days of completing the project and no later than January 31, 2010. This report should be no longer than two pages. Photos of project activity and the completed project, as applicable, will be welcomed.

Questions?: All questions regarding the Hubbell Fund or this application process should be directed to Susan Mosey at 313-577-5088 or susanmosey@gmail.com.

Application
Hubbell Fund Neighborhood Mini-Grant Program

The application is intended to be completed electronically. Please limit the total pages to no more than three.

Date:

Name of Proposed Project:

Contact Person:

Daytime Phone:

Neighborhood Group:

Mailing Address:

E-mail:

Amount of grant funding requested: \$_____

Your proposed project description. Write a description of the project that “paints a picture”—showing what will happen when, where and how. Include resources that will be needed, if any, and where they will come from. Include any final products, specific events, or milestones that are part of the proposed project.

Please provide a description of the neighborhood/area served by your proposed project:

Please describe who in the neighborhood will participate in your proposed project and where in the neighborhood they are from:

Please describe the timeline for completing your proposed project:

Please provide a simple line-item budget that details how requested funds would be used for your proposed project. All budget expenses should be explained by the proposed project description above. (*Once a project is approved, any changes to the budget or intended use of funds must be approved by UCCA in advance in order to continue to qualify for grant funding.*):