

PROPOSAL TO FUND A MINI-GRANT PROGRAM BY THE FCOA

Objective

To encourage innovation in Senior programming, to enrich and enhance programming for Seniors at the Community Center by giving voice to our Seniors, providing opportunities outside of budget to Senior Services staff and incentives to new providers.

The Friends of the COA have always been proud of the excellent current programming provided by the COA and our outstanding Human Services staff. As part of its mission, however, the FCOA hopes to broaden awareness and support in the whole community for the efforts of the COA with this new grant program. By offering these grants, we hope to encourage ALL members of the Lexington community to consider new ways of providing stimulating, enriching activities for Lexington seniors. And increased awareness and support in the community should lead to more successful fund-raising opportunities in the future.

Proposed

1. A five person working committee made up of a staff member, COA representative and members of the FCOA board to implement the program, review grant proposals, and recommend suitable grantees to the COA for approval.
2. We hope the grant proposals will be to fund new innovative programs or enhancements to existing programs, purchase of equipment to benefit Seniors at the Community Center, and salaries for a limited time. This can include operational expenses, such as extra time for a Volunteer Coordinator, equipment such as computers for Senior use, or researching new technologies for delivery of programs such as OWLL courses to home-bound Seniors.
3. Grant proposals can be made by anyone, including Lexington Senior Services and Community Center staff.
4. A possible cycle for the first round of grants would be:
 - a. Early March,2017: Advertise program;
 - b. End of April 2017:Deadline for submission of applications;
 - c. End of June 2017: Grant awards determined and applicants notified;
 - d. Grants requiring use of Community Center resources will be scheduled by staff for FY2018 (7/1/17 through 6/30/18).
5. Grant projects will be monitored by the working committee, to ensure that they are being carried out according to the grant proposal description and budget.
6. Evaluation of the grant projects will be carried out immediately after the end of the project by the working committee and results reported back to the COA and Friends of the COA.

Example Grant Projects

The following are examples of the type of grant proposals that the FCOA hopes to receive:

- Putting on a chamber music concert in the Library area of the Community Center. The objective of this grant would be to provide a free cultural activity that would be easy for Seniors to attend.
- Paying part of the costs of hiring a Volunteer Coordinator, for a limited time, in order to assist the Senior Services staff to demonstrate the need for and value of such a position. The objective of this grant would be to prove the value of such a position so that permanent funding would be provided by the Town.
- Assisting the “Lexington Remembers” committee to create and widely disseminate information about the content output of their group and how to obtain their videos. The objective of this grant would be to increase awareness of and use of the videos.

Pending Issues

The Fund-Raising subcommittee of the FCOA proposes a maximum grant amount of \$3000.

The subcommittee plans to solicit supporting contributions from the Lexington business community for specific grant projects. Solicitations will be targeted to businesses who might see value in being associated with specific projects. Contributions from businesses will be made to the FCOA, and their support will be acknowledged appropriately in advertising of the projects. For example, advertising may say “XYZ program is made possible by a grant from the Friends of the COA, with support from ABC company.”

Friends of the Lexington Council on Aging Mini-Grants Program

Purpose and Scope

The Friends of the Council on Aging (FCOA) provide financial and operational support for the Senior programming offered by the Lexington Council on Aging. The Mini-Grants Program of the FCOA is intended to encourage innovative proposals for new programs for Seniors, enhancements to existing programs for Seniors, or new technologies to serve Lexington Seniors.

The maximum amount of money available per mini-grant will be under \$3000.

Who May Apply

Proposals can be made by anyone, including current Human Services Department and Community Center staff.

Eligibility of Projects

Projects eligible for mini-grants will be focused on providing new programs for Seniors, or enhancing existing programs, or implementing new technologies, such as delivering OWLL programs to home-bound Lexington Seniors.

Preparing a Proposal

The application form for proposals is available at ___TBD___.

Provide narrative information and an estimated budget, if possible. Also include any supporting material relevant to your proposal.

Review Process

Proposals will be reviewed by a committee consisting of three members of the Friends of the Council on Aging, one member of the Council on Aging, and one Human Services Department staff member.

Projects will be reviewed for their appropriateness for Seniors, their feasibility of implementation, and their space and time requirements, if use of Community Center facilities is proposed.

Award Notification and Access to Funds

TBD

Monitoring and Evaluation

Projects will be monitored by the review committee to ensure that they are adhering to the proposal description. Evaluation of the results of the projects will be made by the review committee and reported back to the COA and FCOA.

Friends of the Lexington Council on Aging
Mini-Grants Application Form

Project Title: _____

Brief Summary of your project's purpose, primary activities, and timeline:

Location for project: _____

Project Proposer's Name: _____

Work Phone: (____) _____ Other Phone: (____) _____ Email: _____

Mailing Address: _____

Estimated Budget: _____

Goals and Objectives of the project: _____