



MINI GRANTS

In order to develop support for changes in local actions regarding housing development, local leaders must have the ability to educate the general public and public officials about housing needs. Mini Grants are awarded in amounts up to \$5,000 and are available to support these housing education and advocacy efforts.

WHO MAY APPLY FOR MINI GRANTS:

- Local or regional business groups
- Economic development groups
- Business and community leaders, service organizations, ad hoc groups
- Non-profit organizations and local governments.

Organizations engaged in housing development and regional planning commissions are **not eligible**. However, regional planning commissions may act as contractors to eligible organizations.

ELIGIBLE ACTIVITIES:

- Technical assistance (by third parties) to explore housing friendly land use regulations
- To research the feasibility of starting a local or regional housing advocacy initiative.
- Developing informational/educational materials
- Limited locally-focused research activities
- Other innovative or unique methods of reducing community resistance to housing development.

Mini grant funds **may not** be used for Master plans or for general planning purposes.

APPLICATION PROCESS AND TIMELINE:

Applications may be submitted at any time. The process below will be used to make awards:

1. New Hampshire Housing staff will review and evaluate grant applications based on the criteria outlined in the **Documents to Be Submitted** below.
2. Staff may request additional information and meet with applicant organization to refine work plan and other activity.

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org



3. No match is required; however, the availability of matching funds will be a consideration in the funding decisions.
4. Staff may recommend that the application not be funded or funded at a lower level than applied for.
5. Applications are then subject to review and approval by New Hampshire Housing's grant review committee and Executive Director.
6. If approved, an agreement letter will be created based on the agreed upon work plan.
7. Grant funds may be awarded in full or released incrementally.
8. A written report of the use and effectiveness of project funding is required one year from receipt of grant funds.
9. Organizations may be eligible for additional grant awards subject to the availability of funds.

DOCUMENTS TO BE SUBMITTED:

1. **Brief narrative** addressing the following (No more 900 words):
 - a. Organizational structure
 - i. Members (note representation of business and industry).
 - ii. Describe the organization, its mission and legal status.
 - iii. Identify fiscal agent.
 - b. Purpose of request
 - i. Project goals, activities, timeline and intended outcomes.
 - ii. People or entities involved in the project.
 - iii. Use of mini grant funds.
 - iv. Describe other sources of funding for the project/activity, if applicable.
2. **Financial information:**
 - a. Project budget
 - i. Include sources and uses of funds.
 - ii. Mini grant funds may be used to cover staff time for the project.

3. Submit applications to:

George Reagan | greagan@nhhfa.org | 603-310-9253