



## Steps to Submit HN 2020 Mini Grant Application:

1. Due to the COVID-19 Pandemic we have had to update the application process to reflect how we are currently advised to operate. Visit [www.healthierneighbors.com](http://www.healthierneighbors.com) to find your Healthier Neighbors Mini Grant Application and submission requirement.
2. The application is a “fillable” form. Please type responses in the blue boxes with instructed word limit. You can email it directly to us from your computer by clicking “SUBMIT” at the end of the application or use the “save as” function in the tool bar and email as an attachment.
3. A complete application would include: Mini Grant Application, typed response and basic budget (see “Example of Basic Budget”). **No handwritten applications will be accepted. Applications are due Saturday, June 6, 2020, no later than 12:00AM (Midnight)** via email: [HNminigrant@htpbc.org](mailto:HNminigrant@htpbc.org).
4. Once submitted, there will be no changes to the original application idea even if COVID conditions change.
5. To ensure eligibility, ONE of the following must apply:
  - a. **Non-profit or For-Profit** - your business/organization **must be located in AND prioritize\*** individuals in the Riviera Beach (33404) and/or Northern West Palm Beach (33401, 33407) area.
  - b. **Resident** - you **must reside within Riviera Beach or Northern West Palm Beach** and your proposal must prioritize individuals in the Riviera Beach (33404) and/or Northern West Palm Beach (33401, 33407) area.
6. Your idea/project must focus primarily on one or more of the following areas:
  - i. Access or education related to healthy foods
  - ii. Root causes of trauma and violence
  - iii. Engaging faith-based organizations with the community
  - iv. Small Business Start-up
  - v. Small Business Restructure Due to COVID-19
7. All sections and questions on this application must be completed. Please keep a copy for your records prior to submission. **Incomplete applications will not be considered.** .

### **For Additional Information:**

[www.healthierneighbors.com](http://www.healthierneighbors.com)

[HNminigrant@htpbc.org](mailto:HNminigrant@htpbc.org)

\* certain exceptions provided to Faith-based Ambassador sites