



## INTRODUCTION

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Welcome to the City of Lynchburg's Poverty Reduction Funding Request Application associated with the From Poverty to Progress initiative. One of the major goals of the From Poverty to Progress initiative is to help families move out of poverty by providing assistance and guidance. This is a massive community undertaking and City Council realizes that it will take everyone's assistance to achieve. City Council members realize that this must be a community effort and cannot be achieved by government alone.

Therefore, City Council is accepting applications for financial assistance to From Poverty to Progress Workgroups. Applications will be reviewed and considered by the Community Development Advisory Committee (CDAC) according to the stated guidelines for the applications. Applications will be available beginning **Wednesday, January 10, and must be submitted prior to the deadline of Wednesday, January 31, at 5:00 p.m.** There may be more requests than funding availability; therefore, not all applicants will be awarded funding. Similarly, recommendations for funding may be for an award amount less than that requested by the applicant. CDAC will make recommendations to City Council. City Council will ultimately award the funds to the applicants.

This application provides the potential for financial assistance to support From Poverty to Progress addressing poverty/community development needs. As workgroups develop innovative projects that reflect the actions that can be taken to move someone out of poverty, this program may provide financial support. As each workgroup prepares its application, they are strongly encouraged to engage all members of the workgroup.

### **Current Funding Levels**

The City of Lynchburg has \$25,000 available to award to workgroups to assist in meeting the action plans of the From Poverty to Progress Initiative.

## **Application Submittal Overview**

### **Eligible Applicants/Criteria for From Poverty to Progress Initiative Funds – Fiscal Year 2018**

1. Workgroups within the From Poverty to Progress initiative
2. No grant award will exceed \$5,000
3. Grant funding must be spent within 12-months of award by City
4. City of Lynchburg will serve as Fiscal Agent and provide project administration

### **Application Process:**

Applications should be limited to five (5) pages, typed and page numbered (example: Page 1 of 7).

**All applications must be received by the City's Grants Administration Office no later than 5:00 PM on Wednesday, January 31, 2018.**

IF AT ANYTIME DURING THE COMPILATION AND PREPARATION OF THE GRANT APPLICATION ANYONE HAS QUESTIONS REGARDING THE CONTENTS AND/OR REQUIREMENTS ON THIS APPLICATION, PLEASE CONTACT JOHN HUGHES, IV, ASSISTANT CITY MANAGER, AT (434) 455-3986 OR MELVA WALKER, GRANTS MANAGER, AT (434) 455-3916 OR EMAIL AT: [john.hughes@lynchburgva.gov](mailto:john.hughes@lynchburgva.gov) OR [melva.walker@lynchburgva.gov](mailto:melva.walker@lynchburgva.gov)

#### **Mailing Address**

City of Lynchburg  
Grants Administration Office  
ATTN: Grants Manager  
900 Church Street  
Lynchburg, VA 24504

#### **Office Location**

City Hall  
900 Church Street  
City Hall, Community Development Department  
Second Floor  
Lynchburg, VA 24504  
434-455-3913

#### **E-Mail**

[john.hughes@lynchburgva.gov](mailto:john.hughes@lynchburgva.gov)

[melva.walker@lynchburgva.gov](mailto:melva.walker@lynchburgva.gov)

**I. APPLICANT INFORMATION**

1. **Amount of Funds Requested:** \$ \_\_\_\_\_

2. **Workgroup Information:**

Check the designated workgroup associated with your project

- Child Care    Education    Food Disparity    Health & Mental Health    Housing    Legal  
 Poverty 101    Transportation    Workforce Development

**Facilitator/Representative Name:** \_\_\_\_\_

**Identified Action Item:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_   **Email:** \_\_\_\_\_

**Name of Application Preparer:** \_\_\_\_\_

**II. PROJECT INFORMATION**

**Project/Program Name:** \_\_\_\_\_

**Total Project/Program Cost:** \_\_\_\_\_

**Amount of Funding Requested:** \_\_\_\_\_

Provide a concise description of proposed project or program for which you are requesting From Poverty to Progress Initiative funds. Include the clients to be served and how services will be provided as a result of this funding.

1. What is the expected outcome to be achieved with receipt of these funds?
  
2. What will be the measure of success?
  
3. What activities will need to take place to achieve goal/success?
  
4. What is the proposed timeline to complete the project?

5. List all participants who will be involved with the project and their tasks.
  
6. Are any other organizations or individuals addressing this action item in the Lynchburg community?

<b>IV. BUDGET ITEMS</b>
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**Complete the table below for the project/initiative for which you are requesting funds.**

Cost Elements	Cost (\$)	Quantity/Unit of Measure	Subtotal (\$)
<b>Total</b>			

<b>V. INDIVIDUAL/ORGANIZATIONAL CAPACITY</b>
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Provide the name and title of the individual(s) responsible for the oversight and management of this project/program.

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date