

## Grant Support Request Instructions

As a federally recognized initiative, Sacramento's Promise Zone can certify partners to qualify for preference points in select federal grants, technical assistance and capacity building opportunities if they work with the Promise Zone community. For opportunities that do not offer preference points, a Letter of Support may still be requested and can help an application significantly stand out. Please see instructions and requirements below.

**\*Important Note:** The Sacramento Promise Zone grants only one Promise Zone Certification Letter for each federal grant opportunity. Thus, we strongly recommend that you to contact us as early as possible in the application process. If we receive more than one request for a Promise Zone Certification Letter for the same federal grant, we will encourage collaboration.

### How to Request Support:

**Step One:** Submit Notification of Interest in Applying form at least thirty days in advance of submitting the Grant Support Request.

**Step Two:** Schedule a meeting with Sacramento Housing and Redevelopment Agency to review MOU within two weeks of submitting the Notification of Interest in Applying.

**Step Three:** Submit the Grant Support Request and signed MOU five business days in advance of grant deadline to [sacpromisezone@shra.org](mailto:sacpromisezone@shra.org)

**Step Four:** You will receive confirmation within two business days that your Grant Support Request has been received and you will be notified that your request was approved and the Promise Zone Certification Letter will be sent to you.

### Requirements for Consideration:

**Step One:** Determine that proposed project is:

- The proposed project is solely within Promise Zone boundaries
- The proposed project includes the entire Promise Zone boundary and other communities
- The proposed project includes a portion of the Promise Zone boundary
- The proposed project is outside of the Promise Zone boundaries, but specific and definable services or benefits will be delivered within the Promise Zone or to Promise Zone residents

**Step Two:** Prepare and send executive summary and budget (if applicable) of proposed project to [sacpromisezone@shra.org](mailto:sacpromisezone@shra.org)

**Step Three:** Determine that proposed project aims to meet at least one of the Promise Zone goals:

- Health – Promote healthy behaviors and increase health interventions
- Education – Increase educational opportunities for all Promise Zone students
- Jobs – Accelerate job creation by aligning job creation
- Economic Development – Promote a sustainable economic base
- Sustainably Built Community – Facilitate neighborhood revitalization

**Step Four:** Organization has signed a Promise Zone Memorandum of Understanding.

**Step Five:** Agrees to Follow-Up Requirements.

## Follow-up Requirements:

Once you have received a decision regarding the grant allocation, send the following information to [sacpromisezone@shra.org](mailto:sacpromisezone@shra.org)

- If awarded:
  - Entire application that was submitted to funding agency
  - Award notification with date
  - Total amount awarded and portion allocated to the Promise Zone
  - Project Period (i.e. length of project)
  - How you plan to measure your impact on the Promise Zone
  - Date funds obligated (i.e., date when grant/cooperative agreement is signed).
  
- If denied:
  - Denial notification with date
  - Will you be interested in applying again in the future?
  - Summary of debrief with funding agency -We encourage that you follow up with the funding agency to understand reasons why your application was not selected and get recommendations for how to improve for future applications.