



2024 Micro Grant Request for Proposals (RFP) & Grant Guidelines

Program Introduction

The Natwani Coalition, a project of *The Hopi Foundation*, is a program representing an affiliation of Hopi organizations and individuals dedicated to preserving Hopi farming traditions, strengthening the local Hopi food system, and developing innovative sustainable strategies to promote wellness of the Hopi & Tewa People. Go to natwanicoalition.org for more information.

Micro Grant Description/What We Fund

The 2024 Micro Grant is an opportunity to fund projects from the Hopi/Tewa Community focused on (1) sustainable methods of agriculture, (2) supporting healthy food distribution & consumption, and (3) preserving traditional food & farming knowledge.

Award Information

Total Amount of Funding to Award through Micro Grant: \$28,000
Anticipated Number of Awards: 14
Amount of Individual Award: \$2,000

Important Dates

Request for Applications Open: February 12, 2024
Request for Applications Deadline: **March 15, 2024 5:00 p.m. MST**
Micro-Grant Funding Period: **April 2024-October 31, 2024**

Eligible Applicants

- Individuals representing their family or clan farming, gardening, or growing areas;
- Village Administrators & Staff members representing their Village, Senior, and/or Youth programs;
- Others: Hopi/Tewa community members or volunteers that provide a public service through the demonstration of their work in food, farming, or growing

Ineligible Applicants

- Individuals who were awarded the Community Micro Grant in the year 2023 are unable to apply for the grant year 2024.
- Previous grantees not in good standing with the Hopi Foundation – Natwani Coalition cannot apply for the grant year 2024.

Micro Grant Program Restrictions

- Proposed projects must occur on the Hopi Reservation and/or Hopi Housing in Winslow, AZ.
- Applicants may only submit one (1) application packet for the Micro Grant per funding cycle.
- Applicants may only submit one (1) application per household.



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Applications will be rated on the following four areas of criteria (TOTAL POINTS POSSIBLE: 18).

The project aligns with the values and mission of the Natwani Coalition (5 possible points)

- Supporting & preserving traditional, sustainable farming, gardening, and/or ranching practices;
- Increases the availability of fresh produce to Hopi/Tewa families;
- Promotes traditional/healthy foods & diets in the community and to Hopi/Tewa families;
- Strengthens the growth & preservation of the local food system;
- Promotes optimal methods for safeguarding and conserving Hopi heirloom seed varieties.

Project Impact: (5 possible points)

- Addresses a need in the Hopi/Tewa farming or ranching community through its proposed activities;
- Project demonstrates a value in supporting the community (village, clan, family, or targeted age group);
- Demonstrates involvement in Hopi culture, values, and traditions.

Project Feasibility (5 possible points)

- Realistic approach to accomplishing the proposed project;
- Project Leader(s) demonstrate or have experience managing/completing small projects;
- Is feasible to complete within the grant timeframe and proposed budget;
- Demonstrates proper resources or experience to complete the proposed project.

Additional Discretionary Points (3 possible points)

- Projects promote diversity through Village, Clan, intergenerational programming, or knowledge sharing (among youth and elderly);
- Leveraging community partnerships and access to other support (in-kind or cost-matching) to support the project;
- Project positively impacts and enhances the well-being of the community.



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Eligible expenses

- Equipment for farming, growing, gardening, orchards, fencing, ranching, small animal husbandry, or restoration work
Important Note: The Micro Grant will only allow up to \$750.00 for one single equipment item that matches or exceeds \$750.00
- Materials for farming, gardening, orchards, fencing, ranching, small animal husbandry, or food presentations/demos
- Disposable materials for educational outreach, training workshops, or presentations
- Gas for Equipment Operation only (e.g., tractor, tiller, etc.)
Important Note: The Micro Grant will only allow up to \$50.00 on gas expenses.
- Travel or Host Meals
Important Note: The Micro Grant will only allow up to \$200.00 to be spent on travel/host meal expenses

Ineligible Expenses

- Salaries & benefits
- Loans, liens, investments, or debts
- Travel/Lodging
- Stipends or Honorariums
- Funds may not be used for litigation, lobbying, or political activity.
- Fees for vendors, technicians, or specialized service

APPLICATION PACKET MATERIAL

PDF-fillable applications are highly preferred. Handwritten applications will be accepted; however, applications must be clear and legible. All Questions must be answered for the application to be considered complete.

- Proposal Narrative (6 Questions)
- Schedule of Completion
- Budget Line Item and Justification Worksheet
- Personal/Other Sources Contribution Worksheet
- In-Kind Donation Worksheet
- Volunteer Waiver & Release Form – Review & Sign
- Release Authorization Form – Review & Sign
- Letters of Support – Minimum of two (2) letters of support from **key individuals** who will support your project goals, benefit from the completion of your project, or assist in the completion of your project.
IMPORTANT NOTE: Letters of Support from IMMEDIATE family members WILL NOT BE ACCEPTED.



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Application Packets May Be Submitted Through the Following:

- Mailing to Natwani Coalition P.O. Box 301, Kykotsmovi AZ, 86039 (Postmark date must be no later than 3/15/24);
- Email to kyle.nutumya@hopifoundation.org or roberta.sequi@hopifoundation.org
- Hand Deliver to Natwani Coalition office, Kykotsmovi, AZ

IMPORTANT NOTE: Hand-delivered and emailed application packets shall be SUBMITTED NO LATER THAN MARCH 15, 2024 5:00 P.M. MST

Applications will not be returned. Please ensure you make a copy of the application for yourself.

Grantee Expectations. All grantees must complete the following requirements:

1. **Final Report:** All grantees must submit a final project report after completing their project.
FINAL REPORT DUE: NOVEMBER 15, 2024 5:00 P.M. MST
2. **Submit Receipts & Invoices:** All grantees must submit copies of their receipts and invoices for direct purchases related to this grant.
3. **Project Updates:** All grantees must provide on-site project visits with NC staff.
4. **Workshops:** All grantees must attend one (1) community workshop sponsored by the Natwani Coalition during the Micro Grant funding Period. Workshop topics & dates TBD.
5. **Showcase:** All grantees must showcase their projects at the 2024 December Grantee Event. Date and Location TBD.