

Small Dollars Action Fund Application

This is the PDF version of the 2025 Small Dollars Action Fund application. You must email a scanned copy or completed PDF of this form into sdaf@investstl.org for your application to be considered.

BEFORE YOU START:

- If you haven't already, search your home address in the search bar at the top of our [SDAF Eligibility Map](#) to confirm the neighborhood or area in which you are located.
- Be familiar with eligibility requirements, activity criteria, and timeline for receiving funds on our website in the [Frequently Asked Questions](#). Read these guidelines to answer any questions you may have about the application itself and review and award process.
 - Please Note: To proceed in the application, you will be asked when you plan to implement your action(s). Apply for the season cycle during which you plan to implement your action(s):
 - Apply during the Spring Cycle for activities happening March through June.
 - Apply during the Summer Cycle for activities happening June through September.
 - Apply during the Fall Cycle for activities happening September through December.
- Sign up for [support sessions](#) virtually or in-person as you prepare and complete your application. You may also contact us for support as needed.
- Check your email and Submittable account for communications from us about your application. Add our email addresses as known senders so messages do not go to your spam folder: notifications@email.submittable.com, sdaf@investstl.org
 - At least one person on your team must be comfortable using email for the duration of the cycle for important messages that will be sent through Submittable and email.

The application consists of 5 parts:

1. **CHECK YOUR ELIGIBILITY:** Before you get to the main application, you will be asked a few basic questions about the intent and timeline of your action.
2. **GENERAL INFORMATION:** Provide group name, neighborhood(s), and your contact information as the primary applicant.
3. **CONTACT INFORMATION:** You will be asked for contact information for yourself and each of your team members.
 - a. **TEAM MEMBER VERIFICATION PROCESS:** Once your application is entered into Submittable by our staff, your team members will receive an email with a reference form asking them to verify their participation and contact information. They **will not** need a Submittable account to respond to this reference form. They must live in the same

neighborhood or cluster as you, the primary applicant, and that of your activities, and respond before the application closes to remain eligible.

4. **SDAF ACTION PLAN:** Answer a few questions to describe how you will implement your activities. View templates for implementation plans on our website under: [Application Resources](#).
5. **FUNDING REQUEST:** Complete a budget and indicate how much you are requesting from SDAF. View a sample budget in our [Application Resources](#) and attached to this document.

Get in touch if you have any trouble or questions:

Email: sdaf@investstl.org | Phone: 314-361-9406 (SLACO), 314-399-8812 (Invest STL)

APPLICATION

Part 1: CHECK YOUR ELIGIBILITY

Use these questions to make sure your activities and group are within the focus of the Small Dollars Action Fund before you complete the full application.

1. Are the following statements true of the primary intent of your project activities? Check all that apply. **(required)**

- ☐ Our activities are free and open for residents in our neighborhood(s).
- ☐ Our activities will be implemented by a group of neighbors working together.
- ☐ Our team members live in the neighborhood(s) or area(s) where our activities will take place.

If your action does not fit all of these, it is not eligible.

2. When will you be ready to start your activities or hold your event? Enter the month and year that most closely applies. (For example "April 2025") **(required)**

Please note that because this is a cyclical fund, the timeline for your activities must align with the seasonal implementation periods.

- The Spring Cycle is for actions happening March through June
- The Summer Cycle is for actions happening June through September
- The Fall Cycle is for actions happening September through December.

3. Do you think the total budget for your SDAF activities will be over \$5,000?

(required)

- ☐ No
☐ Yes
☐

Part 2: GENERAL INFORMATION

Choose the type of group you are applying for.

The Small Dollars Action Fund is intended for entities that focus all of their work and activities in a specific neighborhood. There are two types of eligible groups:

- A **neighborhood group** is defined as a formal group and focuses its activities in the area for which this funding request is being made. Examples are Neighborhood Associations, Tenant Associations, Block units, or resident-led committees of a neighborhood CDC (community development corporation) applying for activities in their own neighborhood.
- An **informal collective** is **at least 3 individuals who live in the same neighborhood** and are ready to collaborate on an activity together.

Entities that are **not eligible** for this fund include businesses, churches, schools, regionally-focused non profits, and issue-based non profits. Review our [Frequently Asked Questions](#) for more information or to learn why.

4. Group Type: choose one. (required)

- ☐ Neighborhood Association
☐ Tenant Association
☐ Block Unit
☐ Resident-led committee of a neighborhood CDC (community development corporation)
☐ Informal Collective

5. What can we call your group or collective?(required)

If you are an informal collective without a name, you can use the name of your primary focus area plus "Informal Collective." *For example, an informal collective focused in College Hill could be the "College Hill Informal Collective."*

6. In what neighborhood(s) or area(s) will you focus your activities? Choose up to 3.(required)

City neighborhoods, County municipalities, and some special areas from St. Louis and East St. Louis are listed alphabetically below. If you are not sure of the area name or its proximity to other areas, type in your address on the [eligibility map](#) on our website to see where it pops up. If your activities will connect more than one area, you can select up to three total adjacent neighborhoods as a “neighborhood cluster.”

- | | | |
|---|---|---|
| <input type="checkbox"/> Academy - City | <input type="checkbox"/> Gravois Park - City | <input type="checkbox"/> Pasadena Park - County |
| <input type="checkbox"/> Alta Sita, IL | <input type="checkbox"/> Greater Ville - City | <input type="checkbox"/> Peabody Darst Webbe - City |
| <input type="checkbox"/> Baden - City | <input type="checkbox"/> Greendale - County | <input type="checkbox"/> Penrose - City |
| <input type="checkbox"/> Bel-Ridge - County | <input type="checkbox"/> Hamilton Heights - City | <input type="checkbox"/> Pine Lawn - County |
| <input type="checkbox"/> Bellefontaine Neighbors - County | <input type="checkbox"/> Hanley Hills - County | <input type="checkbox"/> Riverview - County |
| <input type="checkbox"/> Bentwood Townhomes - County | <input type="checkbox"/> Hillsdale - County | <input type="checkbox"/> Southeast Ferguson - County |
| <input type="checkbox"/> Berkeley - County | <input type="checkbox"/> Hyde Park - City | <input type="checkbox"/> Southend / Franklin Park, IL |
| <input type="checkbox"/> Beverly Hills - County | <input type="checkbox"/> Jeff Vanderlou - City | <input type="checkbox"/> Spanish Lake - County |
| <input type="checkbox"/> Brooklyn, IL | <input type="checkbox"/> Jennings - County | <input type="checkbox"/> St. Louis Place - City |
| <input type="checkbox"/> Cahokia Heights, IL | <input type="checkbox"/> Kingsway East - City | <input type="checkbox"/> The Ville - City |
| <input type="checkbox"/> Carr Square - City | <input type="checkbox"/> Kingsway West - City | <input type="checkbox"/> Tiffany - City |
| <input type="checkbox"/> Castle Point - County | <input type="checkbox"/> Kinloch - County | <input type="checkbox"/> Unincorporated North County - County |
| <input type="checkbox"/> Claremont / Fairlawn, IL | <input type="checkbox"/> Lansdowne / Rose Lake, IL | <input type="checkbox"/> University City - County |
| <input type="checkbox"/> College Hill - City | <input type="checkbox"/> Lansdowne West, IL | <input type="checkbox"/> Uplands Park - County |
| <input type="checkbox"/> Columbus Square - City | <input type="checkbox"/> LaSalle Park - City | <input type="checkbox"/> Vandeventer - City |
| <input type="checkbox"/> Cool Valley - County | <input type="checkbox"/> Lewis Place - City | <input type="checkbox"/> Velda City - County |
| <input type="checkbox"/> Country Club Hills - County | <input type="checkbox"/> Lucas Hunt Village - County | <input type="checkbox"/> Velda Village Hills - County |
| <input type="checkbox"/> Covenant Blu-Grand Center - City | <input type="checkbox"/> Marine Villa - City | <input type="checkbox"/> Visitation Park - City |
| <input type="checkbox"/> Dellwood - County | <input type="checkbox"/> Mark Twain - City | <input type="checkbox"/> Walnut Park East - City |
| <input type="checkbox"/> Dutchtown - City | <input type="checkbox"/> Mark Twain Industrial - City | <input type="checkbox"/> Walnut Park West - City |
| <input type="checkbox"/> East St. Louis, IL | <input type="checkbox"/> Moline Acres - County | <input type="checkbox"/> Washington Park, IL |
| <input type="checkbox"/> Edgmont, IL | <input type="checkbox"/> Mount Pleasant - City | <input type="checkbox"/> Wedgewood / Dayton, IL |
| <input type="checkbox"/> Fairground - City | <input type="checkbox"/> Normandy - County | <input type="checkbox"/> Wells Goodfellow - City |
| <input type="checkbox"/> Flordell Hills - County | <input type="checkbox"/> North Pointe - City | <input type="checkbox"/> Wellston - County |
| <input type="checkbox"/> Fountain Park - City | <input type="checkbox"/> Northwoods - County | <input type="checkbox"/> West End - City |
| <input type="checkbox"/> Gate District - City | <input type="checkbox"/> Norwood Court - County | <input type="checkbox"/> Winstanley, IL |
| <input type="checkbox"/> Glasgow Village - County | <input type="checkbox"/> O'Fallon - City | |
| <input type="checkbox"/> Glen Echo Park - County | <input type="checkbox"/> Old North St. Louis - City | |
| <input type="checkbox"/> Goose Hill / Emerson Park, IL | <input type="checkbox"/> Pagedale - County | |
| | <input type="checkbox"/> Pasadena Hills - County | |

Part 3: CONTACT INFORMATION

Here you will provide contact information for yourself and your team members. Before you confirm your team members, please ensure they live in the neighborhood(s) where your activities will take place. You can type their home addresses into the [eligibility map](#) to confirm you are all in the neighborhood where you will focus your activities. The intent of this fund is to encourage collaboration between neighbors so it is required that you and your team members live in the same neighborhood or cluster (up to 3 directly adjacent neighborhoods).

Primary Contact

As the person completing this application, you will be the main point of contact for this project. You are considered one of the three members on your planning team.

7. Primary Contact First & Last Name(required) _____

8. Primary Contact Phone(required) _____

9. Primary Contact Email(required) _____

Primary Contact Home Address

What is the address of your primary home residence (where you live)? You can confirm you are in an eligible area by searching your address on our [eligibility map](#). You must submit a unique address for each team member. No two team members can live at the same address, unit, or residence.

10. Address (Street Number & Name, Apt Number, City, State, Zip)(required) _____

11. Choose your Neighborhood/Area(required) _____

Refer to the list on the previous page if you're not sure. Remember, you must live in the same neighborhood or neighborhood cluster of focus for your activities.

Team Member Verification Instructions - PLEASE READ

You will now enter information for the two team members who will join you in implementing your action to verify their name, phone number, home address, and email address. No two team members can live at the same address, unit, or residence. Individuals may only be listed on **one application per cycle**.

Once we manually enter this application into Submittable, you will receive a confirmation email, and your team members will receive an email requesting them to verify their information using the name and email address you provide. Please check with your team members to confirm they have received this request. The email may go to their spam folders so be sure they have checked there. If they do not respond within 7 days of the application closing, your application

will not be accepted for review. You will be able to see the status of the request within your application in Submittable once sent to your team member.

If any of your team members are unable to reply to the reference form, please call or text 314.735.0483 for other options. All team members must verify their home address for your application to be considered complete.

12. Enter your 2nd Team Members' First & Last Name **(required)**

13. 2nd Team Members' Phone Number. **(required)**

This is needed in case they do not complete the verification form and we need to get in touch with them.

14. 2nd Team Members' Email Address **(required)**

15. Enter your 3rd Team Members' First & Last Name **(required)**

16. 3rd Team Members' Phone Number. **(required)**

This is needed in case they do not complete the verification form and we need to get in touch with them.

17. 2nd Team Members' Email Address **(required)**

REMINDER: Team Member Verification

All team members listed will be contacted via email to verify their participation once you submit your application. **Team members will need to respond no later than 7 days after the application period closes** for your application to be accepted and reviewed.

18. How did you hear about the Small Dollars Action Fund? **(required)**

- ☐ Invest STL Website
- ☐ Facebook
- ☐ Instagram
- ☐ Word of mouth

- ☐ Flier
- ☐ Community Organization
- ☐ Other

19. If available, please list a website and/or social media account information where we can follow progress on the implementation of your activities.

Part 4: SDAF ACTION PLAN

In this section, you will provide details about the action you plan to implement if awarded funding from the Small Dollars Action Fund.

20. What type(s) of activity/activities are you applying for? Check all that apply. **(required)**

- ☐ Social or special event (e.g., National Night Out, block party, seasonal celebration)
- ☐ Outreach (e.g. marketing materials, neighborhood swag)
- ☐ Physical improvement (e.g. community garden, alley cleanup, placemaking)
- ☐ Neighborhood connectivity, organizational, and operational support (e.g. supplies, services, or refreshments for neighborhood meetings, technology subscriptions)
- ☐ Other _____

If you do not see your activities listed here, choose other and write in the type of action you plan to implement.

21. Please briefly describe the activities you will pursue with the funds in a sentence or two. **(required)**

You do not have to make a case for why you want to do your project, just briefly let us know what you plan to do in one or two sentences.. You will be able to describe your action more in later questions.

IMPLEMENTATION PLAN

In the next few questions, you will describe in more detail how you plan to implement your activities. You do not have to make a case for why you want to do your project, just briefly tell us what you plan to do. Be sure the Implementation Plan clearly describes how each budget item relates to the action you are planning. The clarity you provide helps us understand how feasible your activities are and whether you are ready to implement them.

View the "APPLICATION RESOURCES" on our website for example project implementation outlines: investstl.org/small-dollars-action-fund

Responses can be in short paragraphs or listed steps. You may also attach a separate document when you email your application to us. If emailing your implementation plan responses, write or enter "See attachments" in this writing space. You can email up to 5 supporting documents for how you plan to implement your project. We will accept images, documents, excel files, PDFs, video, audio, or a simple text response.

22. Please describe the activities you are implementing. Include date(s), frequency (weekly, every 3rd Tuesday, etc., if applicable), and location(s). **(required)**

23. Please outline the steps your team will take to implement your activities, and who will lead and be involved in each step?(required)

Part 4: FUNDING REQUEST

Budget Instructions:

Please specify how funds will be used to meet your implementation plan and goals. The budget table on the next page shows categories for common expenses requested from the SDAF. Review the included [sample budget](#) for examples of items that might go in each category. Each **“Expense Item”** should indicate what is being purchased. The **“Description”** should include specific details on quantity, people served, or vendor used. Round up to the nearest whole dollar. Be mindful that projects that will cost \$5,000 or more total are ineligible.

24. Enter your estimated expenses and their cost in the blank cells on the next page.(required)

2025 Small Dollars Action Fund Application

EXPENSE ITEM What is being purchased.	DESCRIPTION e.g. quantity, # of people served, vendor used.	ESTIMATED COST Subtotal for item listed.
SUPPLIES & EQUIPMENT		
MARKETING, OUTREACH, AND COMMUNICATION MATERIALS		
FOOD & BEVERAGE		
EVENT SERVICES		
MISCELLANEOUS		
Total Estimated Cost:		
ADDITIONAL FUNDING SOURCES: If your budget exceeds \$2,000, list how you will meet the need through additional funding sources.		
SOURCE NAME e.g. Neighborhood Association membership dues revenue - \$300		Amount
Total:		
Balance to request from SDAF:		

25. Does your total budget exceed \$2,000?(required)

☐ Yes

☐ No

26. How much are you requesting from the Small Dollars Action Fund?(required)

\$ _____

This number should match the "Balance to request from SDAF" in the budget table. Round up to the nearest whole dollar. Total Request cannot exceed \$2,000.

27. If awarded a grant, how do you prefer to receive funding?(required)

☐ Check

☐ Plastic Gift Card

☐ E-Gift Card

End of Application

Be sure that you have answered all questions completely and identified supporting documents. Save and download or scan in your responses and attach them to an email to sdaf@investstl.org, subject line: SDAF Application - [Title of your application].

Once we receive your email, we will enter it into Submittable in 3 to 5 business days, depending on the volume of applications received. Check your inbox to confirm you have received a confirmation email. **If you do not receive an email confirmation after 5 business days, email us at sdaf@investstl.org** to confirm we received your responses and were able to enter them into Submittable.

If you have any questions or need support, send an email or call us at the contact information provided. You may also register for a support session January 28th or February 10th. Scan the QR code to schedule an appointment.

Email: sdaf@investstl.org | Phone: 314-361-9406 (SLACO), 314-399-8812 (Invest STL)

