



FAR EASTSIDE
QUALITY OF LIFE

EARLY ACTION FUND *Mini Grants*

AUGUST 28, 2026

Samantha Douglas • QOL@cafeindy.org



HOW WE GOT HERE & INTRODUCTION

Brandon Taylor

THE OPPORTUNITY

Fund purpose & basics

Support visible community improvements aligned with the Far Eastside Quality of Life Plan.

Every proposal must connect to a Focus Area, Goal, Strategy, and Action Item.

\$500—\$10K

No matching funds required

9–12

MONTH PROJECT PERIOD

ELIGIBLE GEOGRAPHY

46th St • Carroll Rd
Washington St • Arlington Ave

LISC INDY



Administered by CAFE • Fundraising led by LISC Indianapolis

Who may apply?

01 Residents & resident-led groups

02 Nonprofits, schools & faith institutions

03 Local businesses

04 Collaborative teams based in—or serving
—the study area

Project requirements

- ✓ Align directly with a Quality of Life Plan action item
- ✓ Deliver visible community benefit within 9–12 months
- ✓ Name a clear lead applicant, scope, timeline & budget
- ✓ Demonstrate resident leadership or engagement
- ✓ Secure partner sign-off and/or CAFE support letter
- ✓ Propose a new project, pilot, or defined expansion
- ✓ Build meaningful partnerships where helpful

Eligible vs. ineligible expenses

ELIGIBLE

Materials, supplies, marketing & small equipment

Stipends, outreach, translation & space rental

Permits, insurance, transportation & accessibility

Project-specific staff or contractor time

Documentation & minor physical improvements

INELIGIBLE

General operations or unrelated ongoing staff

Pre-award costs, debt repayment & fines

Campaign activity, lobbying, regranting or cash gifts

Worship or religious instruction as primary purpose

Vehicle purchase/repair or major capital without visible 9–12 month results

Selection committee & scoring

INITIAL SCREENING PROCESS

- Application is complete and submitted on time with all necessary attachments.
- Request is between \$500 and \$10,000.
- Project primarily benefits the Far Eastside QOL study area.
- Project identifies a specific Focus Area, Goal, Strategy, and Action Item from the QOL Work Plan.
- Project is not primarily general operations, political activity, or religious worship/instruction.

COMMITTEE

Focus-area industry representatives
1 CAFE representative
1 Far Eastside resident
1 LISC Indianapolis representative

SCORING EMPHASIS

Alignment + visible benefit

Feasibility + realistic timeline

Partnerships + resident engagement

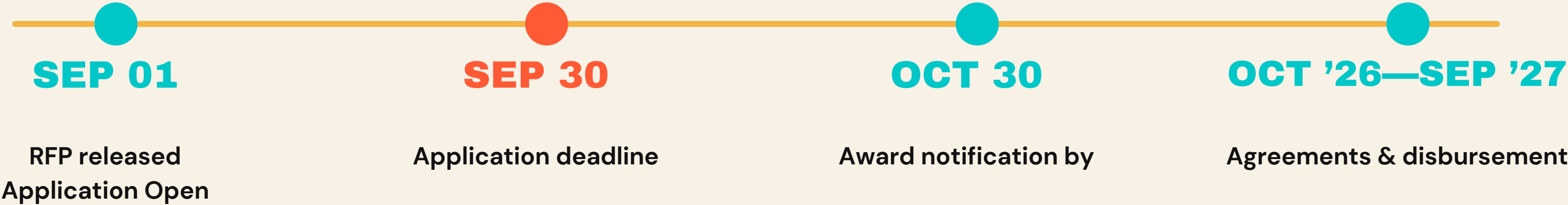
Budget clarity + learning potential

Scoring Breakdown

- 1. Work Plan Alignment:** identifies a specific Focus Area, Goal, Strategy, and Action Item and clearly advances the QOL Work Plan.
- 2. Resident Benefit and Leadership:** responds to resident priorities, benefits Far Eastside residents, and shows engagement, accessibility, and inclusion.
- 3. Feasibility and Visible Results:** scope, timeline, lead roles, permissions, and activities are realistic; visible progress is likely within 9 to 12 months.
- 4. Budget and Stewardship:** budget is clear, reasonable, allowable, and proportionate to the expected community benefit. No match is required.
- 5. Partnership and Coordination:** partners or joint applicants have real roles that strengthen reach, quality, or execution; single applicants show needed coordination.
- 6. Learning and Reporting:** outputs or outcomes can be documented and lessons can be shared.

KEY DATES

Timeline overview



INTERIM REPORT • at project midpoint
FINAL REPORT • within 30 days of completion

Application sections walkthrough

01 **Applicant information**
Contact + organizational details

02 **Work Plan alignment**
Focus area, goal, strategy, action item

03 **Narrative Questions**
300-word maximum each

04 **Budget summary**
Detailed project costing

05 **Other funding**
Mark committed or pending

06 **Attachments**
Letters, permits, insurance as applicable

07 **Certification**
Signature and confirmation

Application Narratives Walkthrough

01 Project Summary

What will you do, where will it happen, and what visible results will residents see within 9 to 12 months?

02 FEQOL Work Plan alignment

Focus area, goal, strategy, action item

03 Resident Benefit

Who will benefit, how were residents involved in shaping the idea, and how will residents participate?

04 Implementation Plan

List the main activities, lead person or partner, and approximate timing.

05 Partnerships & Collaborations

List partners or joint applicants and explain each role. If this is a single-applicant project, describe any coordination that will still be needed.

06 Success Measures & Outcomes

What outputs or short-term outcomes will you track, and how will you share what was learned?

07 Contingency Plan for Partial Funding

If your project is not awarded the full amount requested, please explain what you could accomplish with a partial award.

08 If not a one-time project, sustainability plan

Explain how the project will continue after the grant funding ends. Outline the resources, partnerships, and funding needed to maintain the project's long-term impact.

Required attachments

01 PROJECT BUDGET

Completed budget matching the requested grant amount.

You can **either** use the boxes provided or download and attach the template provided.

02 PARTNER LETTERS

Partner confirmation and/or letters of support from Far Eastside orgs.

This is primarily organizations that are not in the Far Eastside.

03 SITE DOCUMENTS

Permission, permit status, or insurance documentation, if applicable.

I.e. large events, public installations, etc.

SUBMIT WITH CONFIDENCE

Application link & how to apply

The screenshot shows the website for The Far Eastside Community Council. The navigation bar includes links for Home, Quality of Life Planning, Who We Are, Grant Watch, and Community Events, along with a language dropdown set to 'EN' and a 'DONATE' button. The main content area features a large graphic on the left for the 'EARLY ACTION FUND Mini Grants' information session on Friday, August 28th, from 6-7:30 PM at CAFE. The text on the page describes the 'EARLY ACTION FUND MINI GRANT APPLICATION' and lists 'FUND BASICS' including a grant range of \$500 - \$10,000, a project period of 9 to 12 months, and the administrator CAFE. It also specifies the geography of the fund and the required alignment of projects. At the bottom, there are three buttons: 'Available September 1st' (circled in red), 'View Full RFP', and 'Budget Template'. A 'LET'S CHAT!' button is also present.

feccindy.org/qol

Questions? Samantha Douglas • QOL@cafeindy.org



Mini Grant Award & Reporting Process

Information Session • August 28, 2026

Grant Period: November 1, 2026 – October 31, 2027

What Happens If You Are Selected?



Funding begins only after orientation and a fully executed grant agreement.

Award Notification

- Selected applicants will receive an official award letter from CAFE.
- The letter will state the amount approved for funding.
- The final award may be different from the amount originally requested.
- The approved award amount will be reflected in the award letter and grant agreement.

An award letter is the first step — it is not yet authorization to spend grant funds.

Mandatory Virtual Grantee Orientation

- All selected grantees must attend before contracts and funding are released.
- We will review grant requirements, allowable use of funds and financial documentation.
- We will review program outcomes, reporting expectations and important deadlines.
- This is the time to ask questions and make sure expectations are clear.

Orientation must be completed before the grant contract moves forward.

Your Grant Contract

- Approved grant award and budget
- Approved project activities and expected outcomes
- Grant period: Nov 1, 2026 – Oct 31, 2027
- Reporting requirements and deadlines **(mid grant report- May 1, 2027, final grant report Nov 30, 2027)**
- Funding and disbursement schedule
- Commitment to complete all required reporting on time

Signing the contract means accepting both the funding and the accountability requirements.

How Grant Funds Will Be Disbursed

ONE DISBURSEMENT

\$3,000 or less

Released after mandatory orientation and a fully signed grant agreement.

TWO DISBURSEMENTS

More than \$3,000

1st: After orientation + signed agreement

2nd: After approval of the Mid-Grant Program & Financial Report.

For awards over \$3,000, timely mid-grant reporting is tied to your second payment.

Mid-Grant Reporting

Due April 15, 2027

- Required for EVERY grantee, regardless of award amount.
- Program report: activities completed, people impacted, progress toward outcomes and challenges.
- Financial report: grant spending compared with the approved budget.
- Maintain receipts, invoices, payment records and other supporting documentation throughout the grant.

Do not wait until April to organize your program and financial records.

Final Program & Financial Reporting

Grant period ends September 30, 2027

- Every grantee must complete final reporting.
- Document what was accomplished and who was impacted.
- Report progress toward the approved outcomes.
- Provide a final accounting of how the grant award was spent.
- Reporting is required whether your award is \$500, \$3,000 or \$10,000.

Final reporting closes the loop between the community investment and the impact produced.

Changes to Your Approved Project

- Grant funds must be used for the project, activities and budget approved by selection committee.
- Contact CAFE before making a significant change to your project, outcomes or budget.
- Do not independently redirect grant funds to a substantially different purpose.
- We want to work with grantees when adjustments are needed — communication is key.

When in doubt, contact CAFE before making the change.

Funding Comes With Accountability

Our goal is to make these grants accessible to the community, not burdensome. At the same time, CAFE has a responsibility to show how these dollars were invested on the Far Eastside and what impact they produced.

We will support you throughout the process.

Program reporting + financial reporting are conditions of accepting an award.

Key Dates to Remember

Nov 1, 2026

Grant period begins

May 1, 2027

Mid-Grant Program & Financial Report due

Oct 31, 2027

Grant period ends

Final- Grant Program & Financial Report due

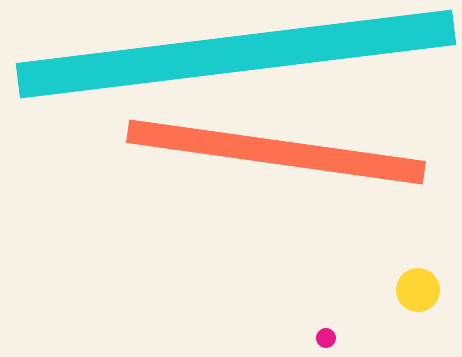


Questions?

Early Action Fund Mini Grants

Turning the Far Eastside Quality of Life Plan into community-led action.

CAFE • Lead Convener



QUESTIONS OR SUPPORT

Let's make your idea actionable.

SAMANTHA DOUGLAS

Quality of Life Coordinator

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feccindy.org/qol

Verify the current link before applying.



Thank you

for your interest in improving the Far Eastside community.

NEXT STEPS

Application Opens September 1st

Virtual Information Session on September 10th

QOL@cafeindy.org