



ROSE
FOUNDATION
FOR COMMUNITIES &
THE ENVIRONMENT

Grow Your Roots Mini-Grant

rosefdn.org/grow-your-roots



Grow Your Roots Mini-Grants help California Environmental Grassroots Fund, Cal Wildlands Grassroots Fund, and Pacific Northwest Grassroots Fund grantees attend trainings, hire consultants, and purchase materials to develop organizational skills such as fundraising, communications, board development, personnel management, computer skills, and much more! Each grassroots grantee is eligible for one capacity building mini-grant of \$500 per calendar year for 4 years after they receive their original grant.

Your mini-grant may support any of the following:

- Attend an in-person or online capacity building training
- Hire a consultant
- Purchase software or office equipment
- Other activities that help strengthen the group's administrative and organizational skills, build long-term sustainability, or support the professional development of a grantee's staff and volunteers.

Additionally, those traveling more than 75 miles round trip to attend an in-person training will receive a modest travel stipend. Mini-grants cannot be used for the direct program work of the organization.

Frequently Asked Questions

How do I apply for a mini-grant?

Go to rosefdn.org/onlineapplication and complete the form in our online system through your organization's Foundant account. If you are having trouble logging in or don't have computer access, call 510-658-0702.

How do I know if my group is eligible?

Any group who has received a grant from the California Environmental Grassroots Fund, California



Wildlands Grassroots Fund, or the Pacific Northwest Grassroots Fund within the **past four years** is eligible.

What trainings are available?

A list of training providers is posted on our website (rosefdn.org/grassrootsfund/grow-your-roots/resources). You can also go to any nonprofit related training that is important to your organization. Check [CompassPoint](#) if you are in the Bay Area, [The Impact Foundry](#) if you are in Sacramento or Fresno, and [Center for Nonprofit Management](#) if you are in Los Angeles. You can also try www.afj.org for online workshops on lobbying regulations, and check with local community foundations. Sessions may also be available at community colleges and adult schools. Some United Way chapters offer free trainings as well.

Can I use the mini-grant to cover registration fees for conferences or workshops about issues like fisheries, forests, sustainable development or environmental justice?

Yes. The purpose of the mini-grants is to develop organizational skills that will further your success as a group, this can include professional development and networking opportunities for staff and volunteers. However, the mini-grant cannot go directly to fund program-related activities.

Can I use the mini-grant for a holistic health, yoga or similar type of workshop?

No. These mini-grants are for developing organizational and administrative skills, not mental or physical health.

How long does it take to get my Mini-Grant request processed?

It takes about two weeks for us to send you a check for your mini-grant.

Do I need to apply for the mini-grant before I register for a training?

No. But you do have to apply for the mini-grant before attending the training. Grow Your Roots mini-grants are automatically accepted for all eligible grantees as long as they fall within the criteria of eligible activities. If you have any questions or concerns about whether a particular training is eligible, please reach out to aheyling@rosefdn.org.

Can my group send more than one person to a training or webinar?

Yes, grantees may send multiple people to a training – but the most any group can receive in one year is \$500, plus travel.

What if the training or resource costs less than \$500?

That's okay! Just apply for the full cost of the training or resource, and if you have another capacity-building expense later in the year, you can apply for the remaining funds up to the full \$500.

What if the training or resource costs more than \$500?

That's okay! Just apply for the cost up to a total Mini-Grant of \$500. For example, if you want to send three people to a training, and it costs \$200 each, send in a request for the \$500 annual maximum and you will be responsible for the remaining \$100.

Do you reimburse travel?

Yes! Travel reimbursement is provided based on distance and does NOT count against the \$500 annual scholarship cap.

- If your round-trip mileage to the training is less than 75 miles, reimbursement is \$0.



- If your round-trip mileage is between 76 – 125 miles, reimbursement is \$25.
- If your round-trip mileage is between 126 – 175 miles, reimbursement is \$50.
- If your round-trip mileage is 176 miles or more, reimbursement is \$75.

Does the travel reimbursement count as part of the \$500 mini-grant cap?

No.

How do I apply for travel reimbursement?

There is a section on the application form for travel reimbursement. Just fill it out with the rest of the form. Your travel reimbursement will be included with your mini-grant check.

I don't know exactly how far away the training is, so I don't know if I qualify for travel reimbursement. What do I do?

One way you can find out the round trip mileage is to go to maps.google.com and enter your starting point (home or office) and your ending point (the address of the training). From there you can receive driving directions and mileage.

If I don't go to any trainings or make any capacity building purchases this year, can I roll it over into next year and receive \$500 in reimbursements next year?

No. You have to use it or lose it within the calendar year.

We don't need a training, we just need more money. Can't we just use the \$500 for our programs?

No. Go to a training program about how to raise money!

Are mini-grants and travel reimbursement checks awarded to the grantee organization or to the individual attending the training?

All awards and reimbursements will be paid to the organization, not to individuals.