

## Draft Grantmaking Process for Census Hubs

### Pre-Award Phase:

1. Based on fundraising, MNA and census hub determine the total amount for mini-grant allocation for each region/hub.
2. Census hubs select targeted census tracts and determine range for mini-grants.
3. Encourage nonprofits located in those census tracts to apply for mini-grants.
4. Finalize Request for proposal (RFP).
5. Finalize funding application that includes key data criteria provided by MNA.
6. Announce funding opportunity with networks.
7. Initial screening to ensure application is complete.
8. Programmatic review and assessment of the substance of the applications.
9. Financial review of proposed budgets.

### Award Phase:

1. Census hub advisory committees review applications and make recommendations to the hub re groups and amounts.
2. MNA reviews the advisory committee recommendations and provides guidance to the hub on awards.
3. Staff of census hubs select the mini-grant recipients.
4. Census hubs notify and announce the mini-grant recipients.
5. Mini-grant recipients sign grant agreement letters provided by MNA (unless the census hub is providing its own mini-grant funding).
6. MNA disburses the funds to mini-grant recipients (unless the census hub is providing its own mini-grant funding).

### Post Award Phase:

1. Each census hub monitors the process of its grantees and updates the MNA evaluation dashboard monthly to track activities and outputs of the mini-grant recipients.
2. Census hubs will provide the dashboards to MNA for staff review quarterly.
3. Each mini-grant recipient will be responsible for completing a final narrative and budget report that will be shared directly with MNA and used by the census hub in completing any final reporting for the campaign.