



# BUILDING OUR TOMORROW MICROGRANT

## *Building Our Tomorrow* Microgrant

### How To Apply

- There are three ways to apply: online, via email or mailing a paper application:
  - Complete the Housing Authority of the City of Tulsa (THA) *Building Our Tomorrow* Microgrant application online at [tulsahousing.org/bot-grant-application/](https://tulsahousing.org/bot-grant-application/).
  - Complete the Housing Authority of the City of Tulsa (THA) *Building Our Tomorrow* Microgrant Application (PDF) in paper format and combine all additional materials into a single PDF. Make copies for yourself if you will be submitting your application by mail or dropping it off at THA's main office at 415 East Independence Street, Tulsa, OK, 74106.
  - Submit electronic grant applications to [cassandra.love@tulsahousing.org](mailto:cassandra.love@tulsahousing.org).
- All questions must be answered on the application and all documents included. Incomplete applications will be automatically rejected.
- Revisions are not permitted after an application has been submitted.
- Back-up documentation for all expenses must be attached (i.e. proposals from a vendor, quotes or estimates, preliminary invoices, etc.).
- If you have questions, please contact **Cassandra Love** at **918-581-5901**.

### After You've Been Awarded

- You will receive the grant in two installments:
  - Up to \$10,000 when selected
  - Up to \$10,000 once you have completed the SCORE business courses and submitted an approved business plan with the *Building Our Tomorrow* Committee.\*
- You will meet with THA staff to discuss grant specifics and ask questions.
- A grant agreement will be signed **BEFORE** receiving funds. **Misuse of funds will result in legal action and may be punishable by return of total amount of award granted or incarceration.**

*\*Receipts or proof of purchases made with the initial grant award must be provided to the Building Our Tomorrow Committee to receive the remaining half.*