

Neighborhood Development Fund

2010 - 2012 Program Policies

I. Neighborhood Development Fund Program Overview

Since 1995, the Neighborhood Development Fund (NDF) Program has been available as a component of the Hampton Neighborhood Initiative to promote strong partnerships and the healthy development of our neighborhoods. Projects are identified and developed by various neighborhood-based organizations throughout the city. Currently, the Neighborhood Development Fund Program offers two types of funding; Matching Grants for short-term collaborative projects that are social in nature or small, self-help projects in neighborhoods which may involve physical improvements to public property, and the Neighborhood Improvement Fund for medium to larger projects involving physical improvements to public property. Both the Matching Grant and Neighborhood Improvement Fund Programs utilize existing local programs and resources to leverage the participation of other public, private, and non-profit organizations. Consequently, applicants are encouraged to develop proposals which maximize available resources and strengthen partnerships.

The City has reserved funds for neighborhood-based projects under the Neighborhood Improvement Fund and Matching Grant programs. These funds are made available through a process whereby neighborhood-based and neighborhood-serving organizations submit project proposals for consideration by the Neighborhood Commission.

The Resources Committee will establish all procedures and processes to implement and manage the approved grant programs of the Neighborhood Commission in accordance with the approved grant program policies.

The Neighborhood Commission may set annual initiative priorities that the Resources Committee would be expected, where possible, to advance these priorities through their decision making on project funding. These priorities would not be used to exclude projects, but to provide leadership around funding decisions to achieve strategic objectives. The NDF Program Policies must be reviewed and approved by the entire Neighborhood Commission at the discretion of the Neighborhood Commission or the Executive Committee of the Neighborhood Commission. If the review is not completed within the third year, the last adopted policy will be effective until Commission review is completed.

II. Hampton Neighborhood Initiative

A. Hampton Neighborhood Initiative

The Hampton Neighborhood Initiative is a partnership of neighborhood organizations, the Neighborhood Commission, the City of Hampton, area businesses and non-profits that is dedicated to improving the quality of life in Hampton's neighborhoods. Any neighborhood can participate in the Hampton Neighborhood Initiative; the basic criterion for participation is that the neighborhood be inclusive. In other words, a participating neighborhood organization must demonstrate that it has given all neighborhood members the opportunity to participate. The vision of the Hampton Neighborhood Initiative is a city where individuals and families, by creating healthy neighborhoods, have the opportunity to succeed in realizing their full potential for a better quality of life.

B. Neighborhood Organization Registration

Neighborhood Organization Registration is a pledge to participate and be a partner in the Hampton Neighborhood Initiative. In order to register, the neighborhood organization must meet certain criteria regarding their boundaries, organizational purpose and structure, and inclusiveness and outreach. Neighborhood Organization Registrations are managed by the Capacity Committee of the Neighborhood Commission and approved by the full body of the Neighborhood Commission.

III. General Grant Policies

A. Neighborhood Organization

A neighborhood organization is defined as an inclusive group of neighborhood stakeholders that work to make their local neighborhood or community better. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components.

B. Planning Process

Projects supported with Neighborhood Development Funds must be one of the neighborhood's highest priorities as determined through inclusive and collaborative planning processes. Input should be sought from all citizens, businesses, organizations and agencies that will be affected by the project. The more extensive the project, the more extensive planning process required.

C. Public Property

For the purposes of the Neighborhood Development Fund Program, public property is defined as property owned by a public entity (i.e., City of Hampton, Hampton Redevelopment and Housing Authority) or community-owned property, including common areas, that is accessible and safe to the general public and has a public benefit. The applicant is required to submit a legal document (deed/plat) to demonstrate that the property is public according to this definition.

D. Match Requirement Guidelines

The grant match provided must have a direct relationship to the project being undertaken.

- Eligible forms of match include: cash contributions, land donations, donated/volunteer labor, and reductions in cost or donated materials or services.
- Donated or volunteer labor shall be valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for the previous calendar year. The rate shall be adjusted as new rates are published.
- Donated professional services, such as architectural, engineering, construction, etc., will be valued at the full cost of the service provided. Professional services are services a person provides for paid employment that are then offered at a reduced rate; the difference between what the professional normally charges and what they charge the neighborhood may be counted as matching funds. These services must have a direct contribution to the project in order to be counted as match.
- Match obtained in excess of the requirement may not be “banked” for use on future projects.

E. Grant Match Credits

Only one (1) Match Credit can be applied to fulfill a match requirement per grant. No Match Credit can be used more than once towards a project. The match credit preferred must be indicated in the final application submitted. The Resources Committee reserves the right to establish the maximum value of the match credit.

- **First Time Match Credit**

First-time grant applicants of Non-Registered Neighborhood Organizations will receive a one-time match credit of five percent (5%) of the grant award towards the match for necessary project planning and administration. For example, if the Commission provides a \$12,500 grant, a first-time applicant will receive a \$625 match credit for planning and administration.

- **Partnership Match Credit**

Projects involving the collaboration of at least 2 or more neighborhood-based organizations in their planning and implementation, for the purposes of achieving shared neighborhood goals or activities, are eligible to receive a match credit of up to

- ten percent (10%) for non-registered neighborhoods and up to five percent (5%) for registered neighborhoods on NIF Grants or
- thirty percent (30%) on Matching Grants

For collaborative projects, the project planning committee must select one (1) organization among them to be the primary contact for the grant. Letters of support describing the role of each organization must be included in the application from each supporting neighborhood organization.

- **Neighborhood Plan Match Credit**

Neighborhood organizations that have completed a Hampton Neighborhood Initiative Neighborhood Plan will receive a one-time match credit of up to 10% of the grant award to implement a project included in their Neighborhood Plan or Registered Neighborhood Goals.

- **Master Plan Match Credit**

Neighborhood organizations, within a Master Plan initiative area, will receive a one-time match credit of up to ten percent (10%) for non-registered neighborhoods and five percent (5%) for registered neighborhoods of the grant award to implement an approved project that is part of a Master Plan initiative implementation.

For example, in a project that is \$12,000 a non-registered neighborhood would only be required to provide \$1,200 of in-kind donations and a registered neighborhood would only be required to provide \$600 of in-kind donations.

IV. Neighborhood Improvement Fund Policy

A. Purpose of the Funds

The purpose of the Neighborhood Improvement Fund Program is to support the work of Registered and Non-Registered Neighborhood Organizations to implement collaborative efforts to improve quality of life in their neighborhoods. Funds are reserved for strategic neighborhood priorities as identified through an inclusive neighborhood planning process.

B. Eligible Applicants

Eligible applicants are neighborhood-based organizations located or serving neighborhoods within the City of Hampton. Only neighborhood organizations that have successfully completed the Neighborhood Organization Registration and have been designated by the Neighborhood Commission as a Registered Neighborhood are eligible to apply for Neighborhood Improvement Funds up to \$100,000. All other, non-Registered, neighborhood organizations are eligible to apply for Neighborhood Improvement Funds up to \$12,500.

C. Eligible Projects

Neighborhood Improvement Funds are available to support collaborative projects that involve physical improvements on *public property* (See *Public Property Definition in section V. General Grant Policies*). Projects funded must be consistent with the Hampton Neighborhood Initiative and benefit an entire neighborhood or community located within Hampton.

Funds are reserved for strategic neighborhood priorities as identified through an inclusive planning process. While there is no limit to the scope or cost of projects receiving Neighborhood Improvement Funds,

- Registered Neighborhood Organizations can apply for up to \$100,000 in Commission funds, and
- Non-Registered Neighborhood Organizations can apply for up to \$12,500 in Commission funds.

Projects will be assessed to see that they:

- Are consistent with the goals and principles of the Hampton Neighborhood Initiative;
- Benefit an entire neighborhood or community located in the city of Hampton; and,
- Represent one of the neighborhood's highest priorities as identified through an inclusive planning process.

Examples of eligible projects include:

Neighborhood Entryway Improvements – Projects that provide a clear sense of place and community pride such as beautification projects, decorative signage, landscaping, lighting, etc.

Safety and Prevention – Projects that enhance the sense of safety of residents such as street lighting improvements, traffic calming measures, crosswalk improvements, etc.

Community Enhancements – Projects that improve aesthetic quality and increase opportunities for community building, i.e., neighborhood parks, playgrounds, walking/biking trails, community gardens, etc.

D. Eligible Funding

- Registered Neighborhood Organizations may apply for a maximum of \$100,000 in Neighborhood Improvement Funds
- Non-Registered Neighborhood Organizations may apply for a maximum of \$12,500 in Neighborhood Improvement Funds
- Organizations may only have one active Neighborhood Improvement Fund project at any time.
- ***Collaborative Project Funding*** - Organizations participating in collaborative Neighborhood Improvement Fund projects may apply for a separate Neighborhood Improvement Fund grant while involved with the collaborative project. Collaborative projects involve more than one neighborhood organization and at least one of the organizations must be a Registered Neighborhood Organization.

E. Matching Requirements

Approved applicant organizations must provide at least 10% in matching resources for each dollar the Commission invests in a project.

F. Additional Funding

Neighborhoods may request up to ten percent (10%) above the previously approved grant amount. Written justification for additional funding will be reviewed by the Resources Committee. Requests due to circumstances beyond the control of the neighborhood will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than ten percent (10%) of the approved grant must be approved by the Neighborhood Commission.

V. Matching Grant Policy

A. Purpose of the Funds

Matching Grants are intended to stimulate grassroots community efforts while assisting individuals and groups in the community to connect to others. These grants are intended to support groups that work together to make neighborhoods better. The goal of the Matching Grant Program is to increase neighborhoods' capacity to effectively manage their neighborhoods.

B. Eligible Applicants

Matching Grants are available to any neighborhood-based organization for short-term collaborative projects that strengthen the social networks in their communities while creatively addressing their most important concerns. Neighborhood-serving organizations may apply for Matching Grant funds if they have established an active partnership with a neighborhood and/or civic organization. A neighborhood-based organization is defined as an inclusive group of neighborhood stakeholders that work to make neighborhoods better.

C. Eligible Projects

Matching Grants may be used for a wide range of projects and activities. Projects should bring people together to make their neighborhoods a better place to live by drawing on the assets of those who live, work, play, and or do business in the neighborhood. Neighborhood groups are encouraged to think creatively about what will work in their communities and whom they might partner with to accomplish their work.

Examples of eligible projects include:

Public Safety - Projects that increase the feeling of safety in the neighborhood such as fire safety, disaster preparedness programs, and neighborhood watch, etc.

Organizational Development – Projects that improve the operations of existing neighborhood organizations such as board training and development, membership recruitment, and outreach tools (brochures, newsletters, resident directories).

Recreational, Educational & Cultural Initiatives – Projects include after school tutorial programs, senior citizen programs, neighborhood music or arts events and some outdoor or recreational activities.

Projects will be assessed to see that they:

- Contribute to the capacity and/or sense of community in a neighborhood;
- Are consistent with the goals and principles of Hampton Neighborhood Initiative;
- Benefit a neighborhood or community located in the city of Hampton;
- Are tied to goals set by the neighborhood organization and tangibly contribute to those goals;
- Build partnerships to reduce the dependency on Matching Grant funds over time; and,
- Do not substitute Matching Grant funds for activities the neighborhood has funded in the past.

D. Eligible Funding

A maximum of \$5,000 in Matching Grant funds may be invested in each project. However, neighborhood festivals, block parties, and cook-outs are limited to a maximum grant award of \$1,500 with a limit of one (1) grant per event. The Neighborhood Commission shall have the right to limit the amount of the grant funds, especially those used to purchase food, beverages, and individual costs of activities where necessary. Funding decisions are also based on available funding in the current fiscal year (July 1 to June 30).

Grant funds cannot be used to purchase:

- alcoholic beverages,
- give-a-ways / prizes, or
- to pay for activities directly related to fundraising.

Organizations may only have one active Matching Grant project at any time. In addition, grant requests for neighborhood festivals, block parties, and cook-outs are limited to one per year per neighborhood organization.

E. Matching Requirements

Organizations receiving Matching Grants are required to provide one dollar in matching resources for each dollar of Matching Grant funds invested in a project. For example, if the Commission provides a \$5,000 grant,

the applicant must provide at least \$5,000 in matching resources. The match provided must have a direct relationship to the project being undertaken.

F. Annual Event Reduction

Neighborhood projects and events that are similar in scope and/or purpose from activities funded in consecutive years, must demonstrate at least a 20% reduction in the amount requested from previous years.

G. Additional Funding

Neighborhoods may request up to twenty percent (20%) above the previously approved grant amount. Written justification for additional funding will be reviewed by the Resources Committee. Requests due to circumstances beyond the control of the neighborhood will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than twenty percent (20%) of the approved grant must be approved by the Neighborhood Commission.

VI. Community Action Project (CAP) Grant Policy

A. Purpose of the Funds

Community Action Project Grants are intended to stimulate grassroots community efforts while assisting individuals and groups in the community to connect to others. These grants are intended to encourage groups to work together to make neighborhoods better. The goals of the CAP Grant Program are to improve communication and partnerships within a community, involve new members in the community in activities, and enhance the appearance of neighborhoods.

B. Eligible Applicants

Community Action Project (CAP) Grants are available to any neighborhood-based organization for short-term collaborative projects that strengthen the social networks in their communities while creatively addressing their most important concerns. Neighborhood-serving organizations may apply for Matching Grant funds if they establish an active partnership with a neighborhood and/or civic organization.

C. Eligible Projects

Community Action Project (CAP) Grants may be used for a wide range of activities. Projects should bring people together to make their neighborhoods a better place to live by drawing on the assets of those who live, work, play, and or do business in the neighborhood. Groups are encouraged to think creatively about what will work in their communities and whom they might partner with to accomplish their work.

Examples of eligible projects include:

Public Safety - Projects that increase the feeling of safety in the neighborhood such as fire safety, disaster preparedness programs, and neighborhood watch, etc.

Organizational Development – Projects that improve the operations of existing neighborhood organizations such as board training and development, membership recruitment, and outreach tools (brochures, newsletters, resident directories).

Recreational, Educational & Cultural Initiatives – Projects include after school tutorial programs, senior citizen programs, neighborhood music or arts events and some outdoor or recreational activities.

Beautification, Minor Neighborhood Improvement – Projects that quickly and easily improve the physical appearance of the neighborhood

Projects will be assessed to see that they:

- Contribute to the capacity and/or sense of community in a neighborhood;
- Are consistent with the goals and principles of Hampton Neighborhood Initiative;
- Benefit a neighborhood or community located in the city of Hampton;
- Are tied to goals set by the neighborhood organization and tangibly contribute to those goals;
- Build partnerships to reduce the dependency on CAP funds over time; and,
- Do not substitute CAP funds for activities the neighborhood has funded in the past.

D. Eligible Funding

- a. A maximum of \$500 in Community Action Project (CAP) funds may be invested in each project or event.
- b. Organizations may only have one active CAP project at any time.
- c. CAP grant requests are limited to one per year per neighborhood organization.

The Neighborhood Commission shall have the right to limit the amount of the grant funds, especially those used to purchase food, beverages, and individual costs of activities where necessary. Funding decisions are also based on available funding in the current fiscal year (July 1 to June 30).

Grant funds cannot be used to purchase:

- alcoholic beverages,
- give-a-ways / prizes, or
- to pay for activities directly related to fundraising.

E. Matching Requirements

Organizations receiving Matching Grants are required to provide one dollar in matching resources for each dollar of Matching Grant funds invested in a project. For example, if the Commission provides a \$500 grant, the applicant must provide at least \$500 in matching resources. The match provided must have a direct relationship to the project being undertaken.

F. Annual Event Reduction

Neighborhood projects and events that are similar in scope and/or purpose from activities funded in consecutive years, must demonstrate at least a 20% reduction in the amount requested from previous years.

G. Additional Funding

Neighborhoods may request up to twenty percent (20%) above the previously approved grant amount. Written justification for additional funding will be reviewed by the Resources Committee. Requests due to circumstances beyond the control of the neighborhood will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than twenty percent (20%) of the approved grant must be approved by the Neighborhood Commission.

VII. 400th Anniversary Grant Policy

A. Purpose of the Funds

400th Anniversary Grants are intended to stimulate grassroots community efforts in the 400th Anniversary Celebration planned for 2010 in the city of Hampton by involving organizations and groups in project planning and implantation. The goals of the 400th Anniversary Grant Program are to improve the understanding of the history and culture of Hampton's neighborhoods, involve new members in the community, and enhance the appearance of neighborhoods.

B. Eligible Applicants

400th Anniversary Grants are available to any neighborhood-based organization for short-term collaborative projects that strengthen the social networks in their communities and celebrate Hampton's 400th Anniversary. Neighborhood-serving organizations may apply for funds if they establish an active partnership with a qualified neighborhood and/or civic organization. Applications will be received before the deadlines of March 31, June 30, or September 30, 2010. Applications will not be accepted once funds are exhausted.

C. Eligible Projects

400th Anniversary Grants may be used for a wide range of activities. Projects should bring people together to make their neighborhoods a better place to live and involve some aspect of the 400th Anniversary of Hampton. Projects should draw on and celebrating the historic and contemporary assets of those who live, work, play, and or do business in the neighborhood. Groups are encouraged to think creatively about what will work in their communities and whom they might partner with to accomplish their work.

Examples of eligible projects include:

Recreational, Educational & Cultural Initiatives – Projects may include after school programs, senior service programs, neighborhood music or arts events, outdoor or recreational activities, or public art projects.

Beautification, Minor Neighborhood Improvement – Projects that quickly and easily improve the physical appearance of the neighborhood from landscaping, banners, signage, plantings, seating areas, park enhancements, or common area improvements.

Projects will be assessed to see that they:

- Contribute to the health and/or sense of community in a neighborhood;
- Are consistent with the goals and principles of Hampton Neighborhood Initiative;
- Benefit a neighborhood or community located in the city of Hampton;
- Are tied to goals set by neighborhood groups and tangibly contribute to those goals;

- Support the work of the 400th Anniversary Committee in celebrating Hampton's 400th
- Does not substitute 400th Anniversary funds for activities the neighborhood or the Commission have funded in the past.

D. Eligible Funding

- a. A maximum of \$1000 in 400th Anniversary funds may be invested in each project
- b. Organizations may only have one active 400th Anniversary project at any time
- c. 400th Anniversary grant requests are limited to one per year

The Neighborhood Commission shall have the right to limit the amount of the grant funds, especially those used to purchase food, beverages, and individual costs of activities where necessary. Funding decisions are also based on available funding in the calendar year of 2010 (January 1 to December 31).

Grant funds cannot be used to purchase:

- alcoholic beverages,
- give-a-ways / prizes, or
- to pay for activities directly related to fundraising.

E. Matching Requirements

Organizations receiving 400th Anniversary are required to provide one dollar in matching resources for each dollar of 400th Anniversary funds invested in a project. For example, if the Commission provides a \$1000 grant, the applicant must provide at least \$1000 in matching resources. The match provided must have a direct relationship to the project being undertaken.

F. Annual Event Reduction

Neighborhood projects and events that are similar in scope and/or purpose from activities funded by the Neighborhood Commission in consecutive years, must demonstrate at least a 20% reduction in the amount requested from previous years.

G. Additional Funding

Neighborhoods may request up to twenty percent (20%) above the previously approved grant amount. Written justification for additional funding will be reviewed by the Resources Committee. Requests due to circumstances beyond the control of the neighborhood will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than twenty percent (20%) of the approved grant must be approved by the Neighborhood Commission.

Neighborhood Development Fund Program 2009 - 2010 Grant Procedures

I. Neighborhood Commission Resources Committee

The Resources Committee of the Hampton Neighborhood Commission will serve as the administrative body for Neighborhood Commission Funds in the receipt and the processing of applications in accordance with the policies established by the Neighborhood Commission.

The Resources Committee, in keeping with the adopted standard operating procedures of the Commission and the Committee, will establish grant application procedures and processes. The Resources Committee reserves the right to adapt their review process to meet the needs and fulfill the goals of the Commission. Any committee procedural changes require only the approval of the Executive Committee of the Neighborhood Commission. Applicants have the right to appeal any concerns with the process or the committee policies in writing to the Executive Committee.

A. Application Due Dates

Deadlines for submittal of Intent to Apply for Funding forms and grant applications will be set by the Resources Committee and can be obtained from the Neighborhood Office or the Chair of the Resources Committee. Preliminary Review meetings are held at least quarterly throughout the year.

B. Intent to Apply for Funding

Applicants must complete the Intent to Apply for Funding form prior to proceeding with the application process.

C. Preliminary Review

After the Intent to Apply for Funding form is submitted, the Neighborhood Commission Resources Committee will meet with the applicant to discuss the project in its developmental stages. The Resources Committee will assist the applicant in developing the project and identifying other possible resources.

Applicants should be prepared to:

- Provide an overview of the project;
- Describe the need for the project;
- Identify general goals of the project, explaining how the goals will meet the needs of the neighborhood; &
- Discuss the applicant's level of experience and ability to meet the match obligation.

During the preliminary review process, the Neighborhood Commission Resources Committee will:

- Reach agreements with the applicant regarding the scope and benefit of the project;
- Attempt to broker and secure other resources which may complement Neighborhood Improvement Fund project funding; &
- Make recommendations for changes in project and application development.

D. Approval Process

After a Neighborhood Development Fund Application is submitted, the Neighborhood Commission Resources Committee will meet to review the application. A completed application must at least include: 1) an explanation of the process used in planning and documentation of outreach for the project; 2) a projected budget for the project; and, 3) an overview of the matching resources identified by the applicant(s) to support the project. Additional meetings with the applicant are at the discretion of the Resources Committee or the applicant.

Matching Grant – Resources Committee

The Resources Committee will make primary funding decisions regarding Matching Grant Applications. The Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds. Applicants may request a review by the full Neighborhood Commission if the Resources Committee denies their application.

Neighborhood Improvement Funds – Resources Committee

The Resources Committee will make funding recommendations regarding Neighborhood Improvement Fund applications for projects greater or equal to \$12,501 to the Neighborhood Commission. The Resources Committee will make primary funding decisions regarding Neighborhood Improvement Fund applications for projects less than or equal to \$12,500. The Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are recommended for denial or deemed inappropriate for this source

of funds. Applicants may request a review by the full Neighborhood Commission at their next consecutive meeting if the Resources Committee recommends denial of their application.

Neighborhood Improvement Funds – Neighborhood Commission Review

Following review by the Resources Committee, Neighborhood Improvement Fund applications for projects greater or equal to \$12,501 will be forwarded to the Neighborhood Commission for final consideration with a recommendation to approve or deny the application. Applicants must be prepared to give an overview of the project and answer any questions about the project before the entire Commission. The Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.

E. Documentation Requirements

Written Agreement

Upon approval of an application, organizations will be required to enter into a written agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures.

Status Reports to the Commission

Recipients must provide regular reports concerning the status of project activities upon request of the Resources Committee or Executive Committee of the Neighborhood Commission.

Match Documentation

Prior to completion of the project, applicants must document fulfillment of their matching requirements.

Final Reporting

When the project is completed, the Resources Committee requires a final written report that includes, but is not limited to, the following information:

- accomplishments (as described in the application);
- what worked;
- what didn't work;
- what they learned;
- what they would do differently next time; and,
- what they wish the Commission and staff would do differently next time.

If possible copies of photos, media coverage, fliers, and newsletters should be included highlighting the project and the participants as the project is in process and after completion.

Documents

All documents are required to close out the grant. If a grant is not closed out, current projects cannot proceed or a subsequent grant cannot not be approved until the documents are submitted.