

Hampton Neighborhood Commission Neighborhood Improvement Grants 2010



People. Partnerships. Possibilities!

Application



Neighborhood Development Fund Program

Rev 20100119



Intent to Apply for Funding Form

This form *must* be submitted to the Neighborhood Office prior to applying for assistance under the Neighborhood Development Fund. This form notifies the Neighborhood Commission of your organization's upcoming project and prepares us to assist you with your application. By submitting this form, you are in no way obligating yourself or your organization to complete the application or any stated projects. If you have any questions, please contact the Neighborhood Office at 727-6460.

Neighborhood Improvement Fund Program: Neighborhood Improvement Funds supports collaborative projects for physical improvements to public or community held property. Registered Neighborhood Organizations can receive up to \$100,000 with a match requirement of 10%. Non-Registered Neighborhood Organizations can receive up to \$12,500 with a match requirement of 20%.

Name of Organization/Neighborhood: _____

President/Director: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: Day _____ Evening _____ Fax _____

Location of Project: _____

Date of Event/ Date for Project Completion: _____

Brief Description: _____

Project Goals: _____

Amount Requested: _____



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Neighborhood Improvement Fund Grant Application

Date: _____

Applicant Information

Please indicate the President/Leader of the organization and a contact person. The contact person should be able to answer specific questions regarding the project and application.

Name of Applicant / Organization: _____

President/Executive Director: _____

Contact Person: _____

Street Address: _____

City _____ State _____ Zip _____

Telephone: _____ Day _____ Evening _____ Fax: _____

Project Information

The organization's President, Vice-President or Executive Director must sign this document as the authorizing official.

Physical Location: _____

Community / Neighborhood Benefiting: _____

Amount Requested: \$ _____
(Must be same amount on budget forms)

Estimated Project Start Date: _____ Project Duration: _____ months

Signature of Authorizing Official

Title

Date



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Project Narrative

Please provide information on the following:

I. Description of the Project

Provide an overview of the entire project. Share any relevant information about the project (such as, time, location, scope, target audience, planned activities, resources, partnerships...etc) including how it is connected to any previous projects done by the group. Describe any cooperative efforts or partnerships related to the project.

II. Applicant Experience

First-time applicants must provide a brief description of your organization (structure, goals, purpose, mission statement, etc.). Indicate your group's level of experience in doing neighborhood-serving projects, ability to plan, design and implement the project, as well as, the ability to meet your projected match obligation in a timely manner.

III. Goals of the Project

Describe your primary goals of the project and explain how they will meet the needs of the neighborhood. Your goals should be based on a direction set by the neighborhood group and realistically contribute to moving in that direction. Identify how the project will benefit the neighborhood and contribute to the sense of community in the neighborhood. Explain how success of the project will be measured and how many people, age groups and organizations the project will benefit.

IV. Planning Process

Explain the process you used to plan the project. It should be inclusive and outreach to all citizens, organizations, and groups (including businesses, non-profit agencies, etc.) who will be affected by the project. Remember the scope of the project determines the scope of the outreach, therefore, each project is different.

You must provide documentation that shows an appropriate level of input was obtained in planning the activity. You should include letters of support from organizations involved in the project, minutes from board or organizational meetings where votes were taken or discussions were held concerning the project. It is extremely important that you provide copies of fliers, emails, or letters demonstrating that *all* citizens, organizations, and groups who will be affected by the activity were given ample opportunities to participate in the planning process.

V. Match Requirements

Describe the matching resources you have identified to support the project. You must be able to provide the dollar value of matching resources for the project. Your match provided must have a direct relationship to the project.

- Eligible match may include cash contributions, donated materials or services, volunteer labor, and reductions in cost.
- Donated or volunteer labor is valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for the previous calendar year.
- Donated or discounted 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 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.

- For reductions in cost, donated materials and services price quotes must be obtained from multiple vendors to substantiate the value of the match. Similarly, for donations of land, assessment information needs be gathered to estimate the value of the contribution.

You should realize that the projects most likely to receive approval are those which plan to utilize grant funds along with other resources from their neighborhood. Therefore, you may wish to aggressively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the project. Grant funds may not be substituted for activities the neighborhood has funded in the past.

VI. Participation in the Hampton Neighborhood Initiative

Identify in a positive and pro-active manner how your neighborhood or organization intends to promote your partnership with the Hampton Neighborhood Initiative through the funded project.

VII. Budget and Budget Narrative

Please complete an operating budget for each activity and describe the budget in narrative form. The budget and budget narrative should give a total picture of your project and the resources available to it. All related costs must be covered in the budget. You may not be aware of all the costs associated with the budget, but should estimate all costs to the best of your ability. You are required to identify the source of funding for each line item. The budget narrative provides a brief explanation of each line item. The value and type of any in-kind contributions should be thoroughly explained. It is important that your budget figures clearly relate to what is proposed in the project description.



Neighborhood Improvement Fund

Application Checklist

This checklist is to help you prepare your application and serves as a suggested guide to planning your project. Please call the Neighborhood Office at 727-6460 if you need assistance.

You should...

- Submit** *Intent to Apply for Funding* to the Neighborhood Office prior to one of the following deadlines: **March 31, June 30, September 30.**
- Attend** a Preliminary Review meeting with the Neighborhood Commission's Resources Committee.
- Plan** the project; establishing a committee or group. (The names and telephone numbers of those involved in planning the project should be attached in the application.)
- Provide** opportunity for all key stakeholders to give input and participate in the project. Document your outreach for the opportunity.
- Seek** other resources to support the project.
- Identify** resources to meet the match requirements and indicate the match clearly in the budget and budget narrative.
- Complete** all sections of the application including the signature of an authorizing official.
- Submit** your application before the 4:30pm deadline by hand-delivering, mailing, faxing or emailing to the following:

Hampton Neighborhood Office
 22 Lincoln Street, 5th floor
 Hampton, Virginia 23669
 O: 757-727-6460
 F: 757-727-6074
 E: neighbor@hampton.gov