



NEIGHBORHOOD GRANT APPLICATION PACKAGE - 2024

SCHEDULE

Applications are accepted beginning October 1 until December 8, 2023 at 4pm	SUBMIT APPLICATION See attached checklist to ensure you are submitting all of the necessary documentation
July 1, 2023 – November 22, 2023	Complete Grant Orientation***
November 22, 2023 by 3pm	All 10 training credits must be submitted on or before this date
January 2, 2024 - January 31, 2024	Site visits performed
February 14, 2024	Email announcing grant winners
Date (to be announced) 2024	Annual Banquet, recognizing grant winners
March 3, 2024	First check available for distribution
June 28, 2024 by 4pm	INTERIM REPORT DUE
July 22, 2024	Second check available for distribution
December 13, 2024 by 4pm	FINAL REPORT DUE

***After watching the current “How to Write a Neighborhood Services Department Grant” Video, you can call the office to get answers to your questions. If you have several questions or just need to talk about your grant, we can schedule a one-to-one session (on-phone, in-person or virtual session).
Call us at 625-2175.

See Page 4 for how to watch Neighborhood Services’ Videos.

10 Training credits are required in order to apply for this grant.

30%, or 3, are required to come from Neighborhood Services trainings, seminars, and orientations.

70%, or 7, are required to come from community meetings, activities, etc.

For a breakdown on how to earn training credits, and where to earn them from, please obtain a copy of the *Experience Our Montgomery* booklet from our office.

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GRANT PROCESS

The purpose of the neighborhood grant program is to empower citizens to improve the overall quality of life in their neighborhoods through citizen and government partnerships. The grant requires a match (monetary or in-kind) to complete neighborhood-proposed projects that foster self-help, self-management, and neighborhood pride as well as enhance and beautify the neighborhood.

Funds are awarded on the basis of merit with a maximum being \$5,000.

WHO MAY APPLY:

Neighborhood Associations, Homeowner Associations, Neighborhood Watch groups, and neighborhood groups may apply. All projects are required to have a project coordinator as the primary point of contact.

Grants are not available to individuals, businesses, universities, foundations, political or fraternal organizations, churches, neighborhood alliances, nor apartment complexes. ***(This is not an exhaustive list.)*** Eligible applicants are encouraged to form partnerships with these ineligible groups to plan and implement projects. The eligible applicant must retain the primary role in the partnership.

PROGRAM DESCRIPTION:

The maximum amount requested is \$5,000 and based upon the following:

- Project reasonableness
- Funding availability
- The ability to provide the match either monetary or in-kind
- Volunteer support (if applicable)
- The ability to garner the support of the community
- Demonstrated need (one way to accomplish this would be to perform a survey, which we can help you put together)

Qualifying projects must take place in Montgomery County (with the exception of educational field trips), provide a communal benefit as determined by the Neighborhood Services Advisory Committee, fall within one of the categories listed, and take place within the grant cycle time frame.

APPLICATION PROCEDURES AND TRAINING

STEP 1: Obtain a grant application by requesting one from Neighborhood Services. Call to schedule picking one up, having one mailed or emailed.

STEP 2: For a breakdown on how to earn training credits, and where to earn them, please obtain a copy of the *Experience Our Montgomery* booklet from our office.

STEP 3: Set aside some of your time to watch the grant orientation video, “How to Write a NSD Grant”. After watching the video, you can call the office to get answers to any questions you may have. If you want to talk more about your grant, we can schedule a one-to-one session (on-phone, in-person or virtual session). The location for the session will be 25 Washington Avenue, or via phone.

How to Watch Neighborhood Services’ Video “How to Write a NSD Grant” Neighborhood Services on YouTube

You can watch our videos on Neighborhood Services’ channel found on the website named youtube.com. If you do not have an account with YouTube, access the website at www.youtube.com. If you have an account with YouTube, make your way to your YouTube page.



Find us on YouTube by searching for: **Neighborhood Services Channel.**

As you scroll through the results of the search, you’ll recognize our channel by locating our logo. Click on the logo and you’ll see Neighborhood Services’ YouTube page. You may even see an icon for the video you are looking to watch. If you do, click on it to start viewing.

If the video you want isn’t visible, select Videos from the options bar. More than likely you are going to easily find the video just by looking at the ones visible on your screen. If not you can scroll the page to see other videos posted or you can try the search bar again. We recommend searching for the video of your choice using this sample syntax “neighborhood services **How to Write a NSD Grant**”. Note that “how to write a NSD grant” represents the name of the video you want to watch. Once you find what you are looking for click on it and start watching!

STEP 4: Complete the application in detail and mail or hand deliver the original to the City of Montgomery – Neighborhood Services, Attn: Cynthia McCollister, 25 Washington Ave. Montgomery, AL 36104. **Email or other electronic submissions of the completed application will not be accepted.**

NEIGHBORHOOD SERVICES ANNUAL NEIGHBORHOOD GRANT

Glossary of Terms

Community- a specified area determined by the residents. The group may have a shared vision for that area. (This is not an all-inclusive definition; this definition satisfies the conditions of the Neighborhood Services grant application)

Homeowners Association (HOA) - a mandatory association that is formed when a subdivision is planned where dues are assessed and there are legal mandates.

In-kind- a value place on materials, supplies, and or professional service donations that may be counted toward the grant match (i.e. You are hosting an ice-cream social. You contact Blue Bell and they say, we can't donate all of the ice cream pops to you, but we can donate 20 boxes to you which typically retail for \$3.89/box. Your in-kind value is \$77.80).

Match- applicant provided cash, goods, services, and or volunteer hours that are equal to the required percentage (10%) of your total grant award. (Volunteer hours are valued at \$18/hour. (i.e. You are hosting a membership drive and providing hotdogs. The time spent grilling the hotdogs is in-kind at a value of \$18/hours. No more than 25% of your matching funds can come from volunteer time)

Neighborhood Association- A voluntary group of residents (owners and/or renters) who advocates for and/or organize activities within self-selected boundaries to increase and/or maintain the value of the neighborhood.

Neighborhood Master Plan- a detailed account of residents' needs and wants, along with identification of what resources are available vs. those that are not. Also, what is needed to reach the goals of the residents along with a depiction of who is responsible for making sure each facet of the plan is carried and is sustained.

Public benefit- the positive effects of a project or program upon the community or city/county at large

Public Property- any city/county/state owned land, facility or structure such as recreation centers, parks, or public right of way.

Right of way- any street, avenue, boulevard, highway, sidewalk, alley, or similar place dedicated for vehicular and /or pedestrian use which is controlled by the city, state, or federal government.

Tenant Association-organized group of renters or tenants at an apartment complex or public housing complex.

QUALIFYING PROJECTS AND CATEGORIES

1. Physical Improvements: to include neighborhood entryways, common areas, parks, playgrounds, etc. Such improvements may include landscaping, tree/shrub plantings, signage, and decorative structures. Projects must be completed on public right of way or public property, or with the written consent of a homeowner if on private property.

- **Maximum Request Amount- \$5000**
- **Match Amount- 10% of your total grant award**

2. Public safety/public works program or initiatives: to include training, crime or fire prevention, traffic deterrent, or calming project studies (this is not to replace the work of the City or County of Montgomery, but to support neighborhood driven initiatives over and above the natural scope of work)

- **Maximum Request Amount- \$3000**
- **Match Amount- 10% of your total grant award**

3. Cultural, education, community involvement, and recreational programs: to include literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps, community fairs, community/neighborhood recruitment events, parties with a purpose (NNO and the like).

- **Maximum Request Amount- \$3000**
- **Match Amount- 10% of your total grant award**

4. Neighborhood plan (Charette) or study: this would allow a neighborhood to pay for a consultant or area expert to lead them in a neighborhood plan or focus work on a particular problem area that may warrant physical improvement through infrastructure changes. *(This would need to be coordinated with planning department and council/commission representative to be certain other efforts are not already underway).*

- **Maximum Request Amount- \$3000**
- **Match Amount- 10% of your total grant award**

5. Technical Assistance/Marketing: this will include website design, and maintenance, specialty flyers, pamphlets, promoting events, booklets for neighborhood projects, etc.

- **Maximum Request Amount- \$500**
- **Match Amount- 10% of your total grant award**

PROJECT CRITERIA

If applicable, qualifying projects must meet the following criteria:

- Provide a public benefit to the neighborhood (sustainable and long-term...project and/or benefit)
- Be located on public property (or with written consent from homeowner for private)
- Have demonstrated neighborhood support (evidenced by meeting minutes and roster)
- Directly involve residents throughout the process (beginning until the end)
- Have goals that can be achieved within the specified time frame
- Demonstrate the ability to maintain and sustain a project
- Be within the City/ County's legal authority and
- Comply with existing policies and codes for the City/ County of Montgomery.

****This includes the Neighborhood Services Good Standing Policy. A copy of which can be found on page 10***

CRITERIA FOR FUNDING APPROVAL

To be considered for funding approval, eligible neighborhood groups with qualifying projects must:

- Be an organized neighborhood association with officers (president, vice president, secretary and or treasurer)
- Show evidence of on-going meetings
- Successfully complete the grant application process
- Provide evidence that the project qualifies for funding
- Provide evidence that the request was favored by a majority of the neighborhood entity (minutes from the meeting showing it was discussed and voted on by membership to apply and a roster of the meeting attendees)
- Assume the lead role and responsibility for the project (partnerships and collaborations are permitted)
- Provide advance notice of all other funding for the same project (either public or private) including in-kind funding sources which will aid in our overall decision making process. **(This is not designed to be punitive; it is to be good stewards of our dollars.)**
- Contribute to and ensure resident involvement in all phases of the project by making a significant neighborhood donation in dollars, goods, or in-kind service hours.

NOTE: Association officers or members who may provide project consulting or planning services are not entitled to receive a salary or payment for project-related services or operating expenses. Requests for operating expenses will only be considered for contracted professional service providers.

NEIGHBORHOOD SERVICES WILL NOT FUND

Neighborhood Services will not fund any activity that is not consistent with Neighborhood Services' Mission Statement "*to provide resources to strengthen and empower neighbors in Montgomery to take action for engaged, connected, vibrant communities.*"

- ***Service Providers***
Using Neighborhood Services' funds, associations cannot hire a service provider to provide an ongoing program/project; associations can hire a trainer to train association members to increase the likelihood of a sustainable program/project.
- ***Re-granting to affiliates in the form of monetary means***
Associations will not be able to donate money to other charitable organizations with funding received from Neighborhood Services. Associations may support entities such as schools with items, and or time; not money.
- ***Legal fees***
Funding received from Neighborhood Services' may not be used to secure an attorney. Neighborhood Services can make referrals as requested.
- ***Building and land acquisitions***
Neighborhood Services will not pay the cost of obtaining any property.
- ***Activities of a political nature***
Neighborhood Services' funds cannot be used to pay for political campaign signs, banners, donations to the campaign, supplies to supplement a campaign, etc.
- ***Social gathering for personal/private benefit***
- ***No business ventures for individual gain***
- ***Equipment***
Neighborhood Services' funds cannot be used to pay for lawn equipment, tables, chairs, or other equipment that requires storage. Associations can use funds from Neighborhood Services to rent those items.
- ***Multiple applications from the same community***
Only one community serving 10% or more of the same geographical area may submit for funding. Partnerships are permissible, but only **1** application will be accepted.

CRITERIA FOR DISQUALIFICATIONS OR FUNDING DENIAL

Applicants may be disqualified or denied grant funding for any one of the following reasons:

- **A grant application being submitted after the deadline**
- **A grant application being incomplete or missing supporting documentation**
- **Training requirements not being met**
- Mandatory workshops/orientations not being attended as required
- The association not meeting minimal standards (regular meetings, officers, by-laws, neighborhood support or buy-in, etc.)
- The association not having an active account at a financial institution in the name of the association (credit union or bank, checking or savings account)
- Association not having a Tax Identification Number (TIN)/ Employee Identification Number (EIN)
- Failure to complete previous projects
- Failure to comply with any portion of the process without prior permission
- The submission of more than one (1) application per community makes ALL applications null and void.

PROJECT EVALUATION

The Neighborhood Services Advisory Committee is comprised of members of the community and they review (application and site visit), evaluate, and select successful applications.

The Neighborhood Services Annual Grants Program funds are limited and are based on the amount allocated to Neighborhood Services annually for that line item. Grants will not be awarded for projects that improve individual standing; only communal projects will be entertained.

SELECTION PROCESS

The Neighborhood Services Advisory Committee consisting of community members will review each application and determine if the review meets the criteria for funding approval.

Applications will be screened by the Neighborhood Services Staff and then reviewed, ranked, and scored by the Neighborhood Services Advisory Committee. The number of awards available will be based on available funding for the Neighborhood Services Program annually.

Neighborhood Services reserves the right to deny any grant request.



NEIGHBORHOOD SERVICES GOOD STANDING POLICY

The Mission of Neighborhood Services is to provide resources to strengthen and empower neighbors in Montgomery to take action for engaged, connected, and vibrant communities.

In order to ensure our Mission is being supported within our neighborhood groups, Neighborhood Services (NSD) has created a Good Standing Policy. Neighborhood Groups working with NSD to receive funding through this department and from the County Commission are expected to maintain a status of “Good Standing”.

Those items to be met in order to remain in good standing are shared below.

- Groups must have At least three officers – preferably a President, Vice President, and a Secretary or Treasurer (or combination of Sec. Treas.). You do not have to use those titles; you can create your own, as long as the primary needs and functions of the association are covered.
 - The association must have bylaws or some other document(s) that address the rules governing your association. These governing documents need to spell out the work of the association.
 - In order to receive funding, the association needs to have a checking account in the name of the association.
 - The association has to have an Employer Identification Number (EIN).
 - The association membership has to meet regularly. Regularly can mean a full meeting of all of the membership one time a year and officers meet quarterly, or all members and officers meet monthly/bi-monthly, etc. The point is the neighborhood is meeting regularly and discussing all aspects of the neighborhood.
 - Minutes documenting each meeting, as well as a roster of that meeting, i.e. who was in attendance, are to be taken.
 - Elections are to be held according to what is specified in the governing documents of the association.
 - Groups are required to update their **Neighborhood Services Acknowledgement Form** each time new officers are elected.
- * The policy is specific to those Neighborhood Groups expecting to receive funding through this department.

If you have any questions or concerns regarding this policy,
please submit them in writing to the Neighborhood Services Director.

GRANT CHECKLIST:

This checklist is for you to use to check your progress with the grant process and to check the actual application submission package for completion.

– YOU WILL KEEP THIS PAGE WITH YOUR RECORDS –

ITEM	DONE
Watched “How to Write a NSD Grant” and submitted my answers to receive training credit. If needed, Neighborhood Services has been called when needed to answers questions about the grant process, criteria, etc. If needed, an appointment (in person or virtual) has been arranged with Neighborhood Services.	
Ten training credits have been earned; watched the video or virtual event, attended the activity, and submitted all requests for training credit approval on or before November 22, 2023 at 3pm.	
Submitted an updated Neighborhood Acknowledgement form within the last year.	
Completed all of the application, pages 12-19 of this packet	
Included estimate(s) to document potential expenses for your project	
Provided 3 persons’ complete contact information on page 12.	
Provided evidence this project request was favored by a majority of the neighborhood entity (e.g. minutes from the meeting showing it was discussed and voted on by membership to apply, and a roster of the meeting attendees)	
Is your neighborhood in Good Standing? Check the policy on page 10.	

After you have been awarded the grant checklist:

Item	Done
Submitted your interim report on or before June 28, 2024***	
Submitted your final report, including all of your receipts, on or before December 13, 2024 ****	

*** Full details about these two reports will be provided in the Award Package of Grant Recipients.

2024 GRANT APPLICATION

*Please complete every question. Applications that are not legible or incomplete will not be processed.
Add additional pages as needed.*

Name of neighborhood entity: _____

Location, day & time of meetings _____

Mailing address _____

Website: _____ Telephone: _____

Person(s) to contact regarding this application (three names with contact information are *required*):

NAME	MAILING ADDRESS	DAY PHONE	EMAIL ADDRESS

By signing, I agree to assist in meeting the obligations of the submitted Neighborhood Services Grant Application.

(three signatures are required)

Signature: _____

Signature: _____

Signature: _____

For Office Use Only

Application received by: _____ Date: _____ Time: _____

FINANCIAL INFORMATION (Please indicate the expenses associated with your neighborhood project.)

PROJECT EXPENSE(S):

<u>Type of Expense</u>	<u>Budgeted</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

Total Project Expenses (*) \$ _____

Total Requested Amount from Neighborhood Services \$ _____

Matching funds (10% or 20% of the requested amount) \$ _____

Other Funding \$ _____

Other Funding \$ _____

Total Project Funding (*) \$ _____

* *Total Project Funding* is the amount of money secured to support the project and must equal or exceed *Total Project Expenses*.

You are required to submit estimates for any services you are hoping to obtain with your grant application. Ex. If you're planting trees, you are required to submit an estimate from the person/business who will be purchasing and planting the trees.

- The purpose of this table is to assist in organizing your thoughts. You will be asked to provide the details in the following pages.

Brief Project Description Table					
Project Title (category)	Project Description	Begin- End	Projected Cost	Requested Amount	Additional Funds (secured or anticipated)

Sample Project Description Table

Project Title (category)	Project Description	Begin- End	Projected Cost	Neighborhood Services Request	Additional Funding sources (Secured or anticipated)
Taking Back Our Neighborhood (Community Involvement)	<p>This project is extremely important to the redevelopment of this neighborhood association. We see the need to reenergize the individuals in the community; so we are actively recruiting new members through on-going clean-ups. We are partnering with various entities to provide refreshments, entertainment and things of interest the draw the community in an effort to show what we are doing and what we can do with more help.</p> <p>The match will be made available by the Neighborhood Association treasury.</p>	February 2019- October 2023	\$250.00X9 mos.= \$2,250	\$500	\$450-Neighbors (\$5/10 committed neighbor/ month) \$500- County Commission \$500- City Council (anticipated) \$50- Neighborhood Treasure
Summer Youth Enrichment	<p>The program will be available to all of the youth in the neighborhood ages 8-18. It will be a partnership with McCollister Baptist and Meadows Episcopal Churches. The churches will extend their vacation bible school to the youth of the neighborhood and both will include at the end of their program an event discussing the importance of civic engagement to incorporate the work of our neighborhood association. This will enhance the relationship between the association, the youth in the community, and the churches in the area. Through this partnership, we will be afforded the use of the church vans for city wide field trips which will be taken weekly during the months of April-August with a few exceptions during the months of May and July. We will visit the local tourists' sites such as the Rosa Parks Museum, the State Capital, the Archives, Old AL Town, The King House, Dexter Ave. Baptist Church, etc. In addition to the tourist sites, we will participate in the various activities that take place at the local library and we will host events in the neighborhood that speak to the needs and desires or the core group of attendees. The primary</p>	April 2019- August 2019	\$4,600.00	\$3,500.00	\$1,000.00 anticipated

	<p>purpose for the program is to give the youth in the neighborhood something positive to do during the summer months. It will also expose our youth to the various things that are happening in our great city. It will engage our adults with the youth in the community and allow us the opportunity to hear their wishes in and desires in a very fun and engaging atmosphere.</p> <p>Donations to the churches- \$500 (\$250/church). Match Food- (40 kids @20 week @\$5/day)- \$2000. Tickets to Space Center- \$1000 (in-kind donation- Anticipated). Program expenses- incentives, booklets, writing material, journals, copying expenses- \$500. Culmination Event- to thank those involved- \$600.</p>				
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If additional space needed, add on attached page(s)

4. What is the schedule for accomplishing this project?

5. How will the funding request for this project impact the greater City/County of Montgomery?

6. How does your project promote “neighborhood”, build relationships, or promote cooperation among neighbors?

If additional space needed, add on attached page(s)

7. Does the proposed project involve partnerships? If yes, explain.

8. Explain how you will know if your project is successful:

9. Is the project sustainable? After the first year, will the program continue even if the Neighborhood Services Grant funding is not available? *(This does not negatively affect your chances of securing Neighborhood Services funding)*