



## 2024 National Night Out Mini-Grant Application Package

This grant will allow a maximum grant award of \$500.00 to the neighborhood entity. It will require a 20% match of the grant award from the neighborhood entity.

### **DATES TO REMEMBER:**

Beginning now through Tuesday, April 30, 2024	Grant Orientation: Typically we ask you to participate by attending an orientation session or watching an orientation video. For this grant opportunity, this requirement is waived. After reading the application, if you have any questions or concerns, give Neighborhood Services a call at 334-625-2175.
Thursday, May 2, 2024, 4:00 PM	Applications are due on this date.
Tuesday, May 21, 2024	Announcements of Grant Awards will be made via email to the mini-grant contacts provided on the application.
Monday, June 3, 2024	Grant checks will be available for pick up during the week beginning Monday, June 3, 2024.
<b>Tuesday, August 6, 2024</b>	<b>The official date of National Town Watch's National Night Out</b>
Monday, September 9, 2024	Your NNO Event must be hosted prior to this date.
Monday, September 16, 2024, 4:00 PM	A written account of the event is to be submitted by this date to include paid receipts totaling the total amount you were funded and photos.

### **IMPORTANT:**

- Electronic Copies of your mini-grant application will not be accepted; we must receive a hardcopy.
- Late or incomplete applications will NOT be accepted.
- Submit your completed application to:
  - Drop off: 25 Washington Ave., 5<sup>th</sup> Floor
  - OR--
  - Mail to: City of Montgomery, Attn: Neighborhood Services Department  
P. O. Box 1111 Montgomery, AL 36104-1111

### QUESTIONS?

Please call 334-625-2175 or email [neighborhoodservices@montgomeryal.gov](mailto:neighborhoodservices@montgomeryal.gov)



#### **CRITERIA FOR FUNDING APPROVAL:**

- ❖ Neighborhoods must agree to follow the requirements as specified by the National Town Watch, especially as relates to the use of their National Night Out logo. Information can be found at [www.nationaltownwatch.org](http://www.nationaltownwatch.org) or by phone at 800-NITE-OUT (800-648-3688).
- ❖ Neighborhoods must have an active EIN and a bank account *in the name of your Neighborhood Association*.
- ❖ Neighborhoods must have on file a completed W-9 form and an E-Verify statement. Forms are available thru our office.
- ❖ Applicants must be an organized neighborhood entity with officers (president, vice president, secretary and/or treasurer).
- ❖ Neighborhoods must successfully complete the grant application process.
- ❖ Neighborhoods must provide evidence that the request was favored by a majority of the neighborhood association (minutes from the meeting showing it was discussed and voted on by membership to apply and a roster of the meeting attendees).
- ❖ Neighborhoods must not have more than one application submitted from neighborhood entities with overlapping boundaries (service areas).

## **GRANT PROCESS:**

- ❖ Completed applications must be returned on the date provided in the **DATES TO REMEMBER** Chart found on page 1 of this application package. Late applications will **NOT** be accepted.
- ❖ Announcements of Grant Awards will be made via email to the mini-grant contacts provided on the application. The date of the announcement is also provided on the **DATES TO REMEMBER** Chart found on page 1. In addition, we'll include an announcement in an email to all of Neighborhood Services Email List.
- ❖ If you need to make adjustments to your event/project, please make the request in writing to Neighborhood Services. Adjustment requests will be submitted to the Advisory Board for approval **before** the adjustment can be made. For additional assistance, contact a member of the Neighborhood Services staff.
- ❖ Your NNO event must be hosted prior to the date listed in the **DATES TO REMEMBER** Chart found on page 1.
- ❖ A written account including receipts totaling the amount of your award and photos must be submitted on or before the date listed in the **DATES TO REMEMBER** Chart found on page 1. This report will include all receipts for the NNO event funded along with photos and a narrative detailing the event and cost associated with the event. The details should include the approximate number of people in attendance, the date held, the location of the event, any special guests invited/attended, and a general attitude of the neighborhood regarding NNO. Not submitting a timely report, can impact eligibility for future Neighborhood Services grants.

### **For this Mini Grant, NEIGHBORHOOD SERVICES WILL FUND\*\*\*\*:**

- Food (including catered), snacks, sodas, bottled water, ice, etc.
- Picnic supplies such as paper plates, paper napkins, cups, plastic forks, table covers, etc.
- Decorations such as streamers, posters, balloons, etc.
- Rental items such as bounce houses, popcorn making machines, tables, chairs, tents, etc.
- Entertainment such as a DJ, a band, etc.
- Merchandise sold by the National Night Out organizers
- Your own branded merchandise.
- Door prizes, school supplies for backpacks, etc.

\*\*\*\* This list is not an all-inclusive list. Please ask before you spend!

**NEIGHBORHOOD SERVICES will not fund:**

Any activity that is not consistent with Neighborhood Services Mission Statement:

*“Our mission is to offer valuable resources that foster the growth and empowerment of the residents in Montgomery, and to encourage these individuals to proactively work towards building strong, interconnected, and thriving communities.”*

**Service Providers:** Neighborhood Entities cannot use Neighborhood Services funds to hire a service provider to provide an ongoing program/ project; Neighborhood Entities can use Neighborhood Services funds to hire a trainer to train Neighborhood Entity members to increase the likelihood of a sustainable program/ project.

**Re-granting to affiliates in the form of monetary means:** Neighborhood Entities will not be able to donate money to other charitable organizations with funding received from Neighborhood Services; Neighborhood Entities may support partners such as schools with items, not money.

**Activities of a political nature:** Neighborhood Services funds cannot be used to pay for campaign signs, banners, donations, supplies to supplement a campaign, etc.

**Social gathering for personal/ private benefit**

**Business ventures for individual gain**

**Equipment:** lawn equipment, non-disposable items for parties, anything that requires storage is questionable, and not typically funded.

**GRANT FORFEITURE**

Grants can be forfeited for the following reasons:

- ❖ Projects not beginning before and ending by September 9, 2024.
- ❖ Grant funds are used for something other than specified within this grant application.

***Money is to be returned to the Neighborhood Services Office within 30 days of notification.***

**Note:** Neighborhood Services has the right to discontinue funding if the funds are not being utilized as specified in the contract; so be sure you are familiar with your contract before beginning a project / program. The contract will be provided to you at the time the grant check is picked up.

# 2023 National Night Out Mini-Grant Application

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

Name of neighborhood entity:

\_\_\_\_\_

Number of homes associated with your neighborhood entity: \_\_\_\_\_

Location, day & time of meetings \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Categories:

National Night Out

- Maximum request amount: \$500
- 20% match

Person(s) to contact regarding this application:

NAME	MAILING ADDRESS	DAY PHONE	ALTERNATE PHONE	EMAIL ADDRESS

By signing, I agree to the terms of the Neighborhood Services National Night Out Mini-Grant.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**BUDGET**

**This grant will allow a maximum grant award of \$500.00 to the neighborhood entity.  
It will require a 20% match of the grant award from the Neighborhood Entity.**

**Please tell us how you will spend the grant that you are requesting and what other funds or in-kind services you plan to use. (Volunteer in-kind hours are valued at \$18.00/ hour)**

	Type of Expense		Amount
1.	_____	\$	_____
2.	_____	\$	_____
3.	_____	\$	_____
4.	_____	\$	_____
5.	_____	\$	_____
	<b>TOTAL PROJECT EXPENSES:</b>	\$	_____
	Amount Requested From Neighborhood Services	\$	_____
	Matching Funds (20% of amount requested from Neighborhood Services)	\$	_____
	Other revenues	\$	_____
	Other revenues	\$	_____
	<b>TOTAL PROJECT REVENUES:</b>	\$	_____
	(This amount should be greater than or equal to the expenses amount)		

**Project Narrative:**

Please provide the details of your National Night Out Event in the box below. Be sure to share how this event will assist in building your neighborhood entity and who you have partnered with for this event.

**Location of event:** \_\_\_\_\_

**Date of the event:** \_\_\_\_\_ **Time: Beginning** \_\_\_\_\_ **Ending** \_\_\_\_\_