



Neighborhood Associations of Muskegon

2018 MID-YEAR BUDGET REPORT

1-1-2018 -> 6-30-2018

CERTIFICATION PAGE

RECIPIENT INFORMATION

Neighborhood Association

Contact Person for this Report

Title

Street Address

City

Zip Code

PO Box

City

Zip Code

Home Phone #

()

Work/Cell #

()

E-mail Address

REPORT CHECKLIST

Please make sure the following are completed before submitting this report.

- Certification Page – this page – completed and signed
- Answer all Mid-Year Questions
- Describe Events/Projects/Programs
- Complete Mid-Year Expenses
- Include **COPIES OF RECEIPTS** – cancelled checks are not acceptable/original receipts will not be accepted. **ALSO, INCLUDE COPIES OF YOUR CORRESPONDING BANK STATEMENTS WITH EXPENSES INDICATED.**
- Explain if no funds were spent.
- Include copies of Newsletters, Board Meeting and General Meeting Minutes – and any other requested documents. This will be clearly indicated what is being requested.

REPORTS ARE DUE BY AUGUST 3, 2018

PLEASE READ AND SIGN

I, _____, and my affiliate Neighborhood Association, hereby submit the Neighborhood Association Grant Program Year-end Budget Report. To my knowledge it is complete and accurate.

Signature

Date

Printed Name

Title

City of Muskegon - Community and Neighborhood Services
933 Terrace Street / PO Box 536- Muskegon, MI 49443-0536
Phone: (231) 724-6717 Fax: (231) 726-2501

RETURN THIS FORM WITH YOUR MID-YEAR BUDGET REPORT

CONTACT INFORMATION

Contact Samantha Pulos-Porter at Community and Neighborhood Services: (231) 724-6963.

***Please note – The “Mid-Year Questions” will apply to any grant monies received and their related activities for 2018. →→→Reporting sections will be clearly indicated and highlighted by grants as follows: **Neighborhood Grant**, **Enhanced Grant**, and **Earned Grant**.

YOU ARE NOT REQUIRED TO FILL OUT SECTIONS FOR GRANTS YOU DID NOT RECEIVE. PLEASE BEGIN WITH PAGE ONE, CONTINUING THROUGH ONLY APPLICABLE SECTIONS.

No reporting is required for funds received through the Adopt A Lot portion of the Earned Grant, although a narrative is required about your participation.***

MID-YEAR QUESTIONS

Please use this section to summarize this year’s events, projects and/or programs.

- Explain in summary the successes of neighborhood projects and/or any stumbling blocks that the neighborhood encountered during the year.
- Were you able to use this grant as leverage to receive additional funding? What additional funding did you receive?
- Did you do any type of funding raising activities, what were they and how successful were these activities? If not successful, why?
- Add any other additional information that you believe should be known. Include a closing statement.

EXPENSES REPORT **Please use additional sheets if necessary.**

One of the best ways to manage expenses in your organization is to establish an expense budget and compare that to actual expenses on a line-item basis within the expense budget on a periodic basis. This expense budget spreadsheet allows you to analyze the differences between budgeted and actual expenses, known as variances, to better allocate your resources and manage your finances in the best way to meet your yearly objectives. The budget column amounts should be taken from your 2018 Grant Application.

Each line item utilized must have COPY OF RECEIPTS to support numbers. Financial statements (or copies of transaction histories) are also required.

- You may use the following Expense Budget or attached your own, provided the spending is *clearly* indicated.
- For items that do not apply to your organization, please leave blank or mark "N/A" in the Budget Column.

NEIGHBORHOOD ASSOCIATION EVENTS, PROGRAMS, PROJECTS

****Applies to ALL grants of the Neighborhood Empowerment Program.

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Short Description of Event/Project/Program: _____

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Short Description of Event/Project/Program: _____

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Short Description of Event/Project/Program: _____

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Short Description of Event/Project/Program: _____

NAM MID-YEAR EXPENSES - \$1500 NEIGHBORHOOD GRANT

ITEM	2018 Budget	Spent January 1 thru June 30	Spent July 1 thru December 31	Difference (+ / -)
Advertising			N/A	
Dues/Subscriptions			N/A	
Insurance			N/A	
Maintenance/Repairs			N/A	
Newsletters			N/A	
Printing			N/A	
Delivery Costs			N/A	
Postage			N/A	
Postage Permit			N/A	
Office Supplies			N/A	
Other Supplies			N/A	
Rent			N/A	
Telephone			N/A	
Utilities			N/A	
Other			N/A	
Other			N/A	
Other			N/A	
Other			N/A	
Other			N/A	

SUB-TOTAL _____ N/A _____

NAM MID-YEAR EXPENSES - \$1500 NEIGHBORHOOD GRANT

ITEM	2018 Budget	Spent January 1 thru June 30	Spent July 1 thru December 31	Difference (+ / -)
Sub-totals from previous page			N/A	
Event: _____			N/A	
Food			N/A	
Entertainment			N/A	
Equipment			N/A	
Other			N/A	
Other			N/A	
Event: _____			N/A	
Food			N/A	
Entertainment			N/A	
Equipment			N/A	
Other			N/A	
Other			N/A	
Event: _____			N/A	
Food			N/A	
Entertainment			N/A	
Equipment			N/A	
Other			N/A	
Other			N/A	

SUB-TOTAL

N/A

NAM MID-YEAR EXPENSES - \$1500 NEIGHBORHOOD GRANT

ITEM	2018 Budget	Spent January 1 thru June 30	Spent July 1 thru December 31	Difference (+ / -)
Sub-totals from previous page			N/A	
Event: _____			N/A	
Food			N/A	
Entertainment			N/A	
Equipment			N/A	
Other			N/A	
Other			N/A	

GRAND TOTAL _____ N/A _____

If no funds have been utilized, please explain:

NEWSLETTERS

Please provide copies of your Neighborhood Association Newsletters from January-June.

COPIES OF BOARD MINUTES/MEMBER LIST

Please provide a copy of the minutes from your neighborhood association's board meeting. Please provide a contact list (name, position, address, phone number and e-mail address) for each board member as of the end of June.

COPY OF GENERAL MEETING MINUTES

Please provide a copy of the minutes from your neighborhood association's general meetings from January-June.

Enhanced Grant Questions

To be eligible for the Enhanced Neighborhood Grant, the Neighborhood Association must undertake a fundraising campaign (raising at least \$250 of private donations for the neighborhood association).

Please indicate what type of fundraising, dates and dollar amount were raised:

TYPE OF FUNDRAISING	DATES	AMOUNT \$ RAISED
	TOTAL	\$

How many activities were indicated on your NEP Enhanced Grant Application?

CIRCLE ONE	3 - \$750	4 or more -\$1250	7 or more -\$2000	10 or more - \$3000
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How many activities were successfully completed? _____

For each activity, please give total dollars spent, including COPIES of receipts AND supporting bank statements OR attach proof of activity. Proof can be date, activity, contact person (i.e. Fire Hydrants/Farmers Market Volunteer Contact). *No original receipts will be accepted.* If you are unsure if an activity qualifies, please ask for clarification/confirmation. Attach additional sheets if necessary.

What were the activities? Please list below:

ACTIVITY	DATE(S)	AMOUNT SPENT

Please note, activities to satisfy the Enhanced Grant Program can have taken place anytime during 2018.

NAM MID-YEAR REPORT: NEIGHBORHOOD EMPOWERMENT PROGRAM – EARNED GRANT

Earned Grant Questions

Earned Grants MAY be rolled over from year to year. Monies received from the Adopt A Lot portion of the Earned Grant does not have to be reported on this form. However, any fundraising match, specialized youth-related activities, or other beautification-related activities do.

PLEASE INCLUDE WITH YOUR MID-YEAR REPORT, A NARRATIVE OF YOUR PARTICIPATION UP TO THE MID-YEAR POINT WITH THE ADOPT A LOT PROGRAM IF APPLICABLE.

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification/confirmation. Attach additional sheets if necessary.

FUNDRAISING MATCH: please complete if your NA received \$500 for successfully raising more than \$1500 of non-city funds for youth-related activities. Tell us how:

Type of Fundraising Campaign(s)	Date(s)	Amount Raised

SPECIALIZED YOUTH RELATED ACTIVITIES: up to \$2000, cannot have been more than 50% of total program cost, and must meet minimum requirement set in NEP.

Activity AND Date(s)&Time(s)	Location	Attendance	Amount Received	Total Program Cost

Did your NA receive at least \$2000 in Enhanced Neighborhood Grants? YES NO
 Amount Received: _____

BEAUTIFICATION-RELATED ACTIVITIES: CASE-BY-CASE BASIS

Type of Activity/Date(s)	Location	Amount Received	Total Cost