

Community & Neighborhood Services

Memorandum

To: Angell Neighborhood Assoc.
Beachwood/Bluffton Neighborhood Assoc.
Campbell Neighborhood Assoc.
E. Muskegon Neighborhood Alliance
Glenside Neighborhood Assoc.
Jackson Hill Neighborhood Assoc.
Lakeside Neighborhood Assoc.
Marsh Field Neighborhood Assoc.
McLaughlin Neighborhood Assoc.
Nelson Neighborhood Improvement Assoc.
Nims Neighborhood Assoc.
Oakview Neighborhood Assoc.
Sheldon Park Neighborhood Assoc.
Marquette Neighborhood Assoc.

From: Community and Neighborhood Services (CNS)
Date: March 1, 2018
Re: City of Muskegon, 2018 Neighborhood Empowerment Grant Program (NEP)

The time has come again for the Neighborhood Association Grant application process. **Please be aware of changes this year.** The application for all Neighborhood Grants have been combined. **Grant applications will be received in the CNS office, starting March 7, 2018 following the receipt of the 2017 Year-End Budget report. Grants applications received on or before April 1, 2018, will be eligible to request up to 100% of the 2018 grant award, applications received after the aforementioned date, will be eligible to request Neighborhood and Enhanced Neighborhood Grants only, up to 50% of the 2018 grant award. No grant applications will be accepted after May 1, 2018.** Also be aware, some awards will be paid after successful completion of an activity per NEP guidelines.

This year's Neighborhood Empowerment Grants will be applied for, and granted, in **three different tiers**. The \$1500 Neighborhood Grant of years past will essentially run the same, building on to it, the Enhanced and Earned Grants. Please be aware that certain areas of the grants have stipulations that must be met before they can be applied for. If the pre required activities have not taken place, please give your Neighborhood's commitment as to when they will. *Special attention should be given in these circumstances.* If activities do not happen as planned, funding may need to be returned as a result. We encourage all Neighborhood Associations to carefully consider your budgets and only request what you will actually need. If you have a special project in mind, include it in your budget and explain how additional funds will assist your group. **Please note – copies of bank statements will be required in this year's reporting requirement as an additional support document. Payment will only be made to Neighborhood Associations.**

To be eligible to receive Neighborhood Empowerment Grant funding, the association must represent an identified neighborhood within the City of Muskegon, which is accepted as such, through the City of Muskegon Community Policing Program. Eligible Neighborhood Associations have been listed above.

Grant Amount

Grant amount will vary. Maximum grant amounts will be specified throughout application for each portion of the grant.

Repetitive Assistance

The Neighborhood Empowerment Grant Program is part of the annual City budget. Funding for the Grant Program could be eliminated or reduced in the future. As such, the City cannot guarantee funding to any organization beyond one year. Applicants should demonstrate the capacity to support their programs on an ongoing basis and should not grow dependent on City funding as their sole means of support.

This year's applications will be evaluated and recommended on the following:

- Complete and accurate information.
- Applications that propose a variety of neighborhood activities, aimed at membership development and increased community activities.
- Continued success of neighborhood involvement.

Additional evaluation criteria if the neighborhood received previous funding in **2017**:

- The neighborhood's need for additional grant funding.
- Ability to meet goals and objectives proposed.
- Thoroughness and *timeliness* of **2017** Mid-year and Year-end Budget Reports and required documentation.

Please make sure to include all information with your application. If you have any questions regarding this year's grant application, please contact CNS at (231)724-6717

CITY OF MUSKEGON -- 2018 NEIGHBORHOOD EMPOWERMENT GRANT PROGRAM

PURPOSE AND INTENT OF THE GRANT

The City of Muskegon recognizes the Neighborhood Associations within the City as viable and necessary to the positive functioning of our City. The Neighborhood Associations assist the City with information dissemination through meetings, newsletters, etc., as well as through general improvement of the neighborhoods. Our neighborhoods help drive quality of life, as they can help provide activities that engage residents, improve living conditions, provide social opportunities, and positively affect crime. It is the intent of this grant program to empower eligible Neighborhood Associations in funding basic organizational activities, as well as, assisting in their efforts to become more active and invest in themselves, and therefore, our City.

Active Neighborhood Associations will be eligible to receive funds from the City of Muskegon in three ways: Neighborhood Grants, Enhanced Neighborhood Grants, and Earned Neighborhood Grants.

APPLICATION FOR FUNDING – NEIGHBORHOOD ASSOCIATIONS

Completed applications must be received by the City of Muskegon’s Community and Neighborhood Services department no later than 5 p.m. on the funding deadline(s) date specified in the cover letter of this application.

APPLICATION INSTRUCTIONS

Narratives should be brief and limited to factual information. Forms are provided for completion of the budget information; however, additional documentation may be provided for clarification. Applications must be signed by the president/chair of your organization’s Board of Directors.

NEIGHBORHOOD ASSOCIATION IDENTIFICATION CERTIFICATION AND ASSURANCES

NEIGHBORHOOD ASSOCIATION

CONTACT PERSON/TITLE

ADDRESS

CITY/STATE/ZIP

PHONE

EMAIL

TOTAL REQUESTED FUNDS

**The applicant hereby assures and certifies the following:

1. It possesses the authority to submit this application for funding.
2. Its governing body has duly adopted or passed an official act/action authorizing the person identified as its official representative to submit the attached application for Neighborhood Association Grant Funding, including these Assurances and Certifications, and identified said person as its official representative to act in connection with the submission of the grant and to provide such additional information as may be required (copy of official Board action is attached).

The applicant further certifies that all information contained in the attached Application for Neighborhood Association Funding is true to the best of its knowledge. The applicant agrees to use the grant funds received in the way indicated herein, if approved by the City of Muskegon.

SUBMITTED THIS _____ DAY OF _____, 2018

SIGNED: _____ (President/Chair or Designee)

PRINTED NAME & TITLE: _____

WITNESSED BY: _____

PRINTED NAME: _____

NEIGHBORHOOD GRANT

All active neighborhood associations are eligible to receive a \$1,500 Neighborhood Grant annually. An active neighborhood association is defined as a neighborhood association that accomplishes all of the following in a given year:

1. Holds at least two general membership meetings per year.
2. Holds at least two additional board meetings per year.
3. Has a board member in attendance of at least 6 Neighborhoods of Muskegon (NAM) meetings each calendar year.
4. Prepares and delivers at least two neighborhood association newsletters per year.
5. Actively participates in the City's designated National Night Out event by hosting a National Night Out activity within the boundaries of the neighborhood.
6. Holds at least two community dumpster day events within the boundaries of the neighborhood.

Eligible activities include those that will contribute to membership development and increased community activities within the neighborhood. Eligible activities include, but are not limited to the following:

- Newsletter publication, printing, mailing
- Insurance for neighborhood activities
- Office supplies
- Office equipment
- Matching funds for state and federal grants
- Funding for specific neighborhood activities
- To gain 501c3 status (or other non-profit designation)

These Neighborhood Grant Dollars are available upon receipt of completed application each year, and must be spent on community-related purchases or activities. These funds may not be rolled over from year-to-year.

NEIGHBORHOOD GRANT

ITEM	2018 BUDGET	ONGOING EXPENSE?
ADVERTISING		Y/N
DUES/SUBSCRIPTIONS		Y/N
INSURANCE		Y/N
MAINTENANCE/REPAIRS		Y/N
NEWSLETTERS		Y/N
PRINTING		Y/N
DELIVERY/POSTAGE		Y/N
SUPPLIES		Y/N
RENT		Y/N
TELEPHONES		Y/N
UTILITIES		Y/N
EVENT: _____		Y/N
FOOD		Y/N
ENTERTAINMENT/ EQUIPMENT		Y/N
OTHER		Y/N
EVENT: _____		Y/N
ENTERTAINMENT/ EQUIPMENT		Y/N
OTHER		Y/N

BUDGET WORKSHEET

NEIGHBORHOOD/CONTACT PERSON:

TOTAL NEIGHBORHOOD GRANT AMOUNT REQUESTED: _____

Please attach a copy of:

- Board of Directors: name, position, address, phone number and e-mail address
- Neighborhood Association's By-laws
- Copies of your complete association's budget
- Documentation of Incorporation and IRS tax-exemption status are also required (if applicable)

CITY OF MUSKEGON - 2018 NEIGHBORHOOD EMPOWERMENT GRANT PROGRAM

ENHANCED GRANT

Up to \$3,000 in Enhanced Neighborhood Grants are available annually. Dates can be actual or proposed. 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). Tell us about your anticipated fundraising below:

FUNDRAISING TYPE	2018 PROJECTED DONATIONS \$	DATE(S)

Tell us about the events/activities you plan to undertake in 2018:

ENHANCED GRANT

EVENT/ACTIVITY	2018 BUDGET	ONGOING EXPENSE?
		Y/N
		Y/N
		Y/N
		Y/N
		Y/N
		Y/N
		Y/N
		Y/N
		Y/N
		Y/N

The number of activities that your Neighborhood Association accomplishes for the **Enhanced Grant** will determine the award amount. Please indicate the total number of activities that will be completed in 2018, along with your requested grant amount:

3 - \$750	4 or more - \$1250	7 or more - \$2000	10 or more - \$3000
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SUBTOTALS

NEIGHBORHOOD GRANT: _____ ENHANCED GRANT: _____ TOTAL MONIES REQUESTED: _____

These Enhanced Neighborhood Grant Dollars are available upon receipt of completed application each year, and must be spent on community-related purchases or activities. These funds may not be rolled over from year-to-year.

EARNED GRANT

All active neighborhood associations are eligible to **earn** neighborhood grants by volunteering to undertake certain beautification activities in the City of Muskegon, as follows:

- Adopt-A-Lot Program
- Fundraising Match
- Specialized Youth-Related Activities
- Other Beautification-Related Activities (case by case basis, depending on funding availability)

These Earned Neighborhood Grant Dollars must be spent on community-related purchases or activities. They may be rolled over from year-to-year as the neighborhood association saves funds for planned neighborhood needs/activities. Unless otherwise indicated, these grants funds will be released upon successful completion of the approved activity.

PLEASE REFER TO NEIGHBORHOOD EMPOWERMENT PROGRAM FOR FULL DETAILS AND REQUIREMENTS.

AAL LOT DETAILS

- No limit to amount of lots that can be adopted
- Lots do not have to be located within geographical boundary of neighborhood
- Lots must be adopted by April 1 each calendar year
- Lots must be:
 - Mowed throughout the mowing season (May-September): kept less than 6 inches
 - Trash removed weekly
 - Fallen leaves removed by November 30th of each year
 - \$250 will be paid for each lot adopted and successfully maintained
 - \$100 will be paid the 1st billing cycle in June
 - \$75 will be paid the 1st billing cycle in September
 - \$75 will be paid the 1st billing cycle in December

STATEMENT OF RESPONSIBILITY AND COMMITMENT MUST BE SIGNED & SUBMITTED WITH APPLICATION

****IMPORTANT POINTS****

Payments will not be made in the event code enforcement activities are undertaken by the City's Code Enforcement Department.

Repayment may be required in the event that lots are not kept up to the City's code enforcement standard.

PLEASE SEE PROGRAM DOCUMENT FOR FULL DETAILS. THIS IS MEANT TO *HIGHLIGHT* IMPORTANT POINTS.

*****If more space is needed for additional lots, please make copies of attached form and include the same information for each lot.**

CITY OF MUSKEGON - 2018 NEIGHBORHOOD EMPOWERMENT GRANT PROGRAM

EARNED GRANT - FUNDRAISING MATCH

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

The City will provide \$500 to any active NA that successfully raises more than \$1,500 of non-city funds for youth-related neighborhood activities. **Only available to neighborhoods that have met the requirements to receive at least \$2,000 in Enhanced Neighborhood Grants.**

EARNED GRANT - SPECIALIZED YOUTH RELATED ACTIVITIES

Type of Activity/Date(s)&Time(s)	Location	Attendance	Total Cost

May be eligible for up to \$2000:

- Funding cannot exceed 50% of total program cost
- Day camps must attract an average of 50 youth per day, operate 4+ days/12 hours per week, and last a minimum of 6 consecutive weeks
- Field Trips must attract at least 50 youth per event. Special consideration will be given to field trip events that partner with specific Muskegon-based events/facilities. See Neighborhood Empowerment Program for details.

EARNED GRANT – BEAUTIFICATION RELATED ACTIVITIES

Type of Activity/Date(s)	Location		Total Cost

**Approved on a case-by-case basis if funding is available.

GRANT TOTALS

NEIGHBORHOOD: _____ ENHANCED: _____ EARNED: _____ TOTAL MONIES REQUESTED: _____

ADOPT A LOT – STATEMENT OF RESPONSIBILITY AND COMMITMENT

I understand that my role, as a participating neighborhood, with the City of Muskegon’s Adopt A Lot Program, is a significant responsibility and will make it a priority. Along with my application, I submit my acknowledgement of the program requirements and my responsibilities as an adopting neighborhood representative. I, _____, commit myself as the representing party to the following:

- Be knowledgeable of the program in its entirety.
- Treat all parties involved with respect.
- Maintain communication at all times with City Staff liaison for the AAL Program. Update contact information immediately if changed. I will actively participate in all requests for my assistance and response.
- Acknowledge and accept the following responsibilities in caring for the lots:
 - Grass will be kept to 6 inches or less.
 - Trash will be removed weekly.
 - Leaves will be removed by November 30th.
 - Adopters will have 7 days to correct a lot that has been indicated out of compliance. Per program guidelines, “Payments will not be made in the event code enforcement activities are undertaken and repayment may be required in the event that lots are not kept up to code.”
 - Signs will be on each lot indicated as adopted through this program. They must be upright and visible at all times.
 - This program runs for the duration of one year.

I have read and fully agree to this Statement Responsibility and Commitment and look forward to participating in the City of Muskegon’s Adopt A Lot Program for 2018-2019.

Signed _____ Date _____

Print name _____

Neighborhood _____

Phone _____ Email _____