



**Neighborhood Associations of Muskegon  
2021 YEAR-END BUDGET REPORT  
6-1-2021 → 12-31-2021  
CERTIFICATION PAGE**

<b>RECIPIENT INFORMATION</b>		
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 – Completed and Signed
- Answer ALL Year-end Questions
- Describe Events/Projects/Programs
- Complete Year-End Expenses
- Include COPIES OF Receipts – ORIGINAL RECEIPTS WILL NOT BE ACCEPTED. Bank statements are also required.
- Explanation of Unspent Funds
- Include Copies of: Newsletters, Board/General Meeting Minutes, as well as any other requested documents. It will clearly be indicated what is being requested.

**REPORTS ARE DUE BY MONDAY, FEBRUARY 28, 2022**

**PLEASE READ AND SIGN**

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

Signature	Date
Printed Name	Title

City of Muskegon – Development Services Division  
933 Terrace Street / PO Box 536  
Muskegon, MI 49443-0536  
Phone: (231) 724-6702 Fax: (231) 726-2501

**RETURN THIS FORM WITH YOUR YEAR-END BUDGET REPORT**

## **CONTACT INFORMATION**

Contact Samantha Pulos: (231)724-6963 or [samantha.pulos@shorelinecity.com](mailto:samantha.pulos@shorelinecity.com)

**\*\*\*Please note – The “Year-End Questions” will apply to any grant monies received and their related activities for 2021. Expenses will be reported SEPARATELY for the NAM \$1500 Grant (as in previous years) and the Enhanced and Earned Grants. Reporting sections will be clearly indicated. No reporting is required for dollars received for the Adopt A Lot portion of the Earned Grant\*\*\***

## **YEAR-END 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.

## **EXPENSE 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 financials in the best way to meet your yearly objectives. The budget column amounts should be taken from your 2021 Grant Application. The 2 columns should be taken from your initial start of the year Expense Report.

- Each line item utilized must have COPY OF receipts to support numbers. Financial statements (bank/credit union) must also be submitted.
- You may use the following Expense Budget or attach your own.
- For items that do not apply to your organization, please leave blank or mark "N/A" in the Budget Column.

### **NAM YEAR EXPENSES - \$1500 GRANT**

<b>ITEM</b>	<b>2021 Budget</b>	<b>Spent June 1 thru December 31</b>	<b>Difference (+ / -)</b>
<b>1. Advertising</b>			
<b>2. Dues/Subscriptions</b>			
<b>3. Insurance</b>			
<b>4. Maintenance/Repairs</b>			
<b>5. Newsletters</b>			
<b>Printing/Delivery</b>			
<b>Postage/Permit</b>			
<b>6. Office Supplies</b>			
<b>7. Rent</b>			
<b>8. Telephone</b>			
<b>9. Utilities</b>			

## EVENTS

ITEM	2021 BUDGET	SPENT JUNE 1 THROUGH DECEMBER 31	DIFFERENCE (+/-)
<b>Event:</b>			
Food			
Entertainment			
Equipment			
Other			
Other			
<b>Event:</b>			
Food			
Entertainment			
Equipment			
Other			
Other			

**GRAND-TOTAL** \_\_\_\_\_

## NEWSLETTERS

Please provide copies of your Neighborhood Association Newsletters from June –December. **If this is done electronically (i.e. Facebook/email), proof should be submitted in the form of electric files, links or screenshots.**

## 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 December.

## COPY OF GENERAL MEETING MINUTES

Please provide a copy of the minutes from your neighborhood association’s general meetings from June-December, or an explanation of why you did not meet.

## **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 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

If the number of activities completed caused you to drop down in the categories above, please indicate why and include a check for the difference. Example: If you indicated 9, but only accomplished 7, a reason should be given but there would be no monetary difference in the award amount. However, if you indicated 9 activities, and only accomplished 6, that would drop you down to the "4 or more" category and a check for \$750 should be included with your explanation.

**Please indicate any activities that were NOT completed and give a reason**

**why:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note activities to satisfy the Enhanced Grant Program can have taken place anytime during 2021.*

## **Earned Grant Questions**

Earned Grant Funds MAY be rolled over from year to year. The Adopt A Lot portion of the Earned Grant does not have to be reported. *However, any fundraising match, specialized youth-related activities, or other beautification-related activities do.*

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.

*Please note activities to satisfy the Earned Grant can have taken place anytime during 2021.*

**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

**PLEASE ADD, EXPLAIN, OR ILLUSTRATE ANYTHING THAT WILL FURTHER REPORT YOUR USE OF GRANT MONIES:** \_\_\_\_\_

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