



Neighborhood Matching Grant –Check Sheet/Certification

Check Sheet

- Completed Application
- Minutes from Neighborhood Meeting
(record of neighborhood organization's approval of grant application project)
- *Letter of intent for; in-kind donations, and partners
- Expenses/Match Form
- Pledge Form
- Vendor Quotes – **Should include all materials, contractor fees, and labor. Be as specific as possible. Must be a signed copy.**
- *City permits

**Only needed if applicable*

Certification

By signing this application, we certify that the information contained in this application is true and correct to the best of my/our knowledge. We also agree to comply with the guidelines and requirements of the City of Concord Matching Grant Program, and we certify that the completed project will not materially deviate from the plan submitted in this application.

Association President/Chair

Name: _____ Signature: _____ Date: _____

Project Coordinator

Name: _____ Signature: _____ Date: _____

5. Neighborhood Improvement Area: Please describe the area(s) where the proposed improvements will occur within the neighborhood.

6. You must include with your application: 1) a copy of your neighborhood organization minutes which provide documentation of support for the neighborhood grant application.

7. Identify neighborhood sources of funding/contributions/volunteer hours to be used as match:

(Volunteer hours – to be calculated at \$10.00/hour; pledge sheets must be submitted with application and total calculated volunteer time may not exceed 50% of match)

8. List any partners involved with this project:

(Please attach letters of intent from partners, if applicable)

9. How will the neighborhood organization be involved with this project?



Partnership for Stronger Neighborhoods

Neighborhood Matching Grant Expenses/Match Form

Neighborhood Organization Name: _____

Project Title: _____ **Date:** _____

Please fill out the following to reflect the estimated costs of the project, the match provided, and the grant funds requested for your project. Please attach additional pages, pictures, supply estimates, etc., if needed.

Description of estimated costs of project. Please itemize. List each resource needed to complete the project.

ITEM(s):	ESTIMATED COST
Brick Trim	\$
Letters	\$
Gloss	\$
Concrete	\$
Steel Edging	\$
Mulch	\$
Perennial Plants	\$
Bed Prep	\$
Total Estimated cost: \$	

(Attach separate sheet for additional items if necessary)

Applicant's Required Match/Contribution to the Project.

Match can be made in one or a combination of three ways:

1. Cash. \$ _____
Total Cash Match

2. Volunteer hours. (please complete pledge form to show commitment from volunteers)

Number of hours: _____ hours X \$10.00 = \$ _____
(Total volunteer hours cannot exceed 50% of match)

3. Donation of in-kind goods and professional services.
Describe goods or services donated:

Total value of goods or services donated: \$ _____

Total Donation of "sweat equity" goods and services, and cash for project: \$

***Total Grant Funds requested (Maximum of \$3,000.00) \$**

** Important note: Requested amount will be less than or equal to the match amount and no great than the estimated cost of the project.*

Volunteer Labor or Sweat Equity

The Neighborhood Match can include up to 50% of neighbor labor which is also called sweat equity. Sweat equity is actual labor time spent implementing (not planning) the project, valued by the rate of \$10 per hour. For example, a \$1,000 project takes a \$500 match from the neighborhood and a \$500 match from the City. To meet the neighborhoods \$500 match, the neighbors could work up to 25 hours on the project (i.e. building playground equipment, digging holes for landscaping, etc.) to raise \$250 toward their neighborhood match. The City will then proceed to pay an additional \$250 over its normal 50-50 match. In this scenario the neighborhood would pay \$250 out of pocket and the City would contribute \$750 towards the project. The use of volunteer labor or sweat equity must be documented in the pledge form.

City of Concord

NEIGHBORHOOD MATCHING GRANT PROGRAM - INFORMATION

This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact the Neighborhood Program Manager, by calling (704) 920-5133.

The neighborhood matching grant was established to assist neighborhoods in funding projects to beautify and/or otherwise enhance the quality of life of their community. The intent of the Neighborhood Matching Grant Program is to provide matching funds to recognized neighborhood organizations in the City of Concord. The amount of matching grant funds allocated to neighborhoods is based on a project's worthiness and available funding. Final approval will be decided on by Concord City Council.

NEIGHBORHOOD PROJECTS

The grant may be used for projects that will improve the neighborhood or strengthen the neighborhood organization. There is no specific list of projects, however, examples of projects might include, landscaping, entrance signs, traffic calming, educational programs, newsletters, building renovation, or neighborhood watch activities. The funds may not be used for general operating expenses of the neighborhood organization. All projects must benefit the City of Concord. Projects that require ongoing funding or staffing will not be considered for funding. Projects must be completed within twelve (12) months of approval.

PROJECT EVALUATION CRITERIA

The following criteria is used to evaluate projects:

CRITERION PRIORITY	WEIGHT	EXPLANATION
1. Supports Program Mission	25	The project should improve the neighborhood physically, market the neighborhood, or enhance the neighborhood organization.
2. Neighborhood Match	35	The match meets the minimum requirement and is secured and ready to be expended.
3. Neighborhood Contribution	15	The extent that the neighborhood organization will participate in the project.
4. Benefit to Neighborhood	15	Projects must provide the public a tangible benefit and benefit the neighborhood as a whole.
5. Project Readiness	10	Requested funds must be sufficient to complete the project within 12 months.

PROJECT COORDINATOR and PROJECT MANAGEMENT

A Project Coordinator from your neighborhood must be identified to serve as the contact person with the City during the planning, construction, and/or implementation of the project.

Responsibilities of the coordinator include:

1. Acting as the primary contact for the project.
2. Working with City staff to answer questions where necessary.
3. Coordinating project.
4. Coordinating maintenance (a maintenance agreement between the neighborhood and the City may be required).
5. Filling out and submitting all paperwork.
6. Financial accountability and documentation of expenditures including requests for reimbursement for purchases, submitting invoices, etc.

DEVELOPING A BUDGET

Applicants need to include a project budget in their application including all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- **Make a list of all materials and services needed to accomplish the project;**
- **Get cost estimates for each item. Cost estimates need to be accurate and realistic.**

NOTE: Until the project receives City Council approval, the City is not responsible for nor will it pay for any expenses or costs incurred by the applicant for the project.

NEIGHBORHOOD MATCH

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. Match may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges, volunteer labor, in-kind donations in the form of materials and/or services. A pledge sheet and expenses/match form must be completed and returned when submitting the application.

Determining value of match

Please use the following criteria when calculating the match:

1. Volunteer Labor - \$10.00 per hour (*list volunteer names and hours on pledge form*).
Total calculated volunteer labor must not exceed 50% of the match.
2. Donated professional services or skilled labor valued at the "reasonable and customary rate" (*list these items on the expenses/match form*).
3. Donated material or supplies valued at market cost
4. Cash amount from neighborhood fundraising and pledges.

Guidelines to use when determining how to provide neighborhood match:

- To qualify as a volunteer labor match hour, volunteers must be working on the approved grant project as described in the grant application. (Include a list of names of volunteers that will be working on the project.)

- The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the grant project itself.
- The neighborhood group that pledged the match will be responsible for delivering the match in all cases – no matter who acts as the Project Coordinator. All commitments for the match must be in hand at the start of the project.

PLEASE RETURN APPLICATION FORM AND DIRECT QUESTIONS TO:

Cherie Jzar, AICP
Community Outreach Coordinator
City Manager's Office - City Hall
26 Union Street South, P.O. Box 308
Concord NC 28026-0308

Phone: 704-920-5298
EMAIL: jzarc@concordnc.gov