



<b>Name of Neighborhood:</b>		
<b>Project Name:</b>		
<b>Project Address or Location. (Please describe the area(s) where the project will occur)</b>		
<b>Briefly describe the project in 50 words or fewer ( You may attach another page if necessary)</b>		
<b>Will this project require ongoing maintenance or repair?</b> (If so how will it be provided?)	<b>YES</b>	<b>NO</b>
<b>President Name:</b>		
<b>President Phone:</b>	<b>President Email:</b>	
The signatory below declares that s/he is an elected Chair of the neighborhood association in which the project is located and assures that the applicant's proposal was endorsed by a majority of the governing board or the membership at an executive board meeting or general meeting on (insert date).		
<b>President Signature:</b>		

<b>Project funding Request</b>	
<b>Grant funds requested:</b>	<b>\$</b>
<b>Value of neighborhood match (must be equivalent to request, at minimum):</b>	<b>\$</b>
<b>Total project cost:</b>	<b>\$</b>
<b>The project is located within the following City recognized Neighborhood Association boundary:</b>	
<b>Applicant Name:</b>	
<b>Applicant Phone:</b>	<b>Applicant Email:</b>
The signatory below declares that s/he is authorized to act on behalf of the applicant organization, assures that a majority of the governing board or membership has authorized this project, and assures that any funds received will be used only for purposes set forth herein. (Provide documentation - meeting minutes, etc. )	
<b>Applicant Signature:</b>	

**In no more than 2 pages, using no smaller than 11 point font, please provide responses to the following questions. Grant reviewers respond best to clear, concise narrative.**

**Project Description and Neighborhood Benefit**

- What do you want to do and why do you want to do it?
- Provide specific project location, if applicable. Attach maps, if necessary.
- If a planning or design project, how will your organization implement the plan or address your findings?
- Does the project meet a need unique to your neighborhood?
- How will it contribute to neighborhood identity, foster a sense of community and strengthen relationships?
- What is the lasting impact of your project on the neighborhood?

**Neighborhood and Community Involvement**

- Demonstrate broad participation and support of neighborhood residents with your project.
- Provide examples of how residents participated in selecting and planning your project and how they will be involved in carrying out the project.
- Are you working with other public, private or non-profit organizations on this project? If so, describe who and how.

**Project Readiness**

- Briefly discuss your project budget and schedule.
- For physical improvements, how will long-term maintenance costs be addressed?
- Identify permits, fees and insurance requirements, if applicable, and how you plan to address them.
- If applicable, identify other related plans or policy documents that support your project.
- For projects located on property not owned by the association, provide documentation of permission for use of the site from the property owner. This also applies to school-based sites.

**Neighborhood Match**

Briefly discuss how you have met or have exceeded the required match

Important Notes to consider:

- Neighborhood Organization can receive up to \$3,000.00 in city grant funding.
- The neighborhood must match the grant funds received with cash, in-kind donations or sweat equity.
- Match must be greater than or equal to the grant request.
- Volunteer time is counted as \$10 per hour and cannot exceed more than ½ the required match.
- The Match Pledge Form provided must be used to document all volunteer labor and donated cash, materials or supplies. Use the form to collect pledges and then to account for the actual contribution.

**PLEASE RETURN APPLICATION FORM AND DIRECT QUESTIONS TO:**

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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](mailto:jzarc@concordnc.gov)

## 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.

**Estimated costs of project. Please itemize items.**

List each essential resource needed to complete the project.

ITEM(s):	ESTIMATED COST
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Estimated cost:</b>	
	\$

(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	Value
Cash	\$
Volunteer hours <i>(Total volunteer hours cannot exceed 50% of match)</i>	\$
Donation of in-kind goods and professional services.	\$
<b>Total Match =</b>	\$

*\* 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.

