



City of Raleigh

Neighborhood Improvement Funds Level I

**Information Packet and Application
July 1, 2011 – June 1, 2012**



**Community Services Department
919-996-6100
www.raleighnc.gov/communityservices**

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Note To Neighborhood Groups

We encourage you to call the City of Raleigh Community Services Department before you prepare your application. We can offer guidance and assistance to help you submit a successful application.

Community Services Department
919-996-6100
310 W. Martin St.
Raleigh, NC 27601

Program Overview

What Are Neighborhood Improvement Funds?

Neighborhood Improvement Funds provide neighborhood groups with financial support from the City of Raleigh for projects that enhance and strengthen neighborhoods.

Residents design their own projects, drawing on their individual, group and community assets, skills and talents. Neighborhood groups are urged to develop proposals that make the most of resources and strengthen partnerships.

Community-building is core to the success of projects supported by Neighborhood Improvement Funds; the process of bringing people together and building relationships is as important as project results.

Funding Levels

Neighborhood Improvement Funds are available at two levels:

- Level I funding provides up to \$250 per project and does not require a neighborhood group to provide a matching amount.
- Level II funding provides \$251 to \$1,000 per project and requires a neighborhood organization to provide a match. An organization can provide its share of a project's cost through any combination of volunteer labor and donations of material, services, and cash. Information about Level II funding is available in a separate information packet.

Project Requirements

Many projects are eligible for Neighborhood Improvement Funds. To be considered for funding, a project must help build a stronger and healthier community. Projects must:

- Provide a public benefit and be free and open to all members of the community.
- Emphasize self help, with project ideas initiated, planned, and implemented by the neighbors and community members who will be affected by the project.
- Demonstrate community involvement or match.
- Occur within the City of Raleigh limits or its extraterritorial jurisdiction.

Project Types

1. Neighborhood Organizing -- To create, diversify or expand an organization's membership for the benefit of the entire neighborhood or community.
2. Physical Improvement -- To make a physical improvement in a neighborhood or community.
3. Non-physical Improvement -- To organize and hold activities or events, such as a festival, celebration, training session, educational campaign or workshop.

Eligible Groups

Neighborhood-based organizations as well as groups of neighbors who do not belong to an organization are eligible for Level I Neighborhood Improvement Funds.

To receive funds, a group must demonstrate community input and involvement and show that the project will benefit the neighborhood. The project must take place within the City of Raleigh limits or its extraterritorial jurisdiction.

Timeline

- Applications will be accepted through June 1, 2012
- Applications must be received at least six weeks before the start of a project
- The Neighborhood Services Division of the Community Services Department will decide whether to approve funding within two weeks of receiving an application.
- The organization or group receiving Neighborhood Improvement Funds must submit a final report to the Community Services Department after completing its project.

Examples of Projects

Level I funding can be used for a variety of events, activities and projects. Here are some examples:

- Community gardens and landscaping.
- Educational programs, such as lawn care, property maintenance and conflict resolution.
- Mailings to members of a neighborhood-based organization.
- Rental of meeting space when city facilities are unavailable.
- Membership in neighborhood organizations such as Neighborhoods USA, NeighborWorks and National Neighborhood Network..
- Newsletter or website development.
- Neighborhood festivals.
- Neighborhood signs.
- Plaques of nominal value to honor residents for volunteer contributions.
- Playground equipment.
- "Yard-of-the-Month" signs.
- Youth programs.
- Programs to engage seniors and people with disabilities or to cover transportation costs for those wishing to participate in a neighborhood project.
- Food for banquets, meetings, picnics or community festivals.

NEIGHBORHOOD IMPROVEMENT FUNDS – LEVEL I

Application

Thank you for your interest in Level I Neighborhood Improvement Funds. The City of Raleigh is making these funds available to help jumpstart your neighborhood or community improvement projects, activities and events. We encourage you to get together with your neighbors to plan and implement a great community-building project!

Level I funds are open to neighborhood and grassroots community groups, including groups of neighbors who are not part of an organization. Level I funds provide up to \$250 for community-driven projects that enhance and strengthen a neighborhood.

Preference is given to new projects. If your project is not new, you must show how you will use Neighborhood Improvement Funds to expand or broaden its scope, outreach, public involvement, and community benefit.

You may receive only one grant per fiscal year, regardless of level.

Instructions:

- Call the Community Services Department at 996-6100 for guidance if needed.
- Fill out the application form.
- Provide an estimate of expenses. After the project is complete, send a list of final expenses and receipts.
- Any unspent funds must be returned to the City of Raleigh.

Your Name: _____ Daytime Phone: _____

Email: _____ Evening Phone: _____

Address: _____

Neighborhood/Community: _____

How did you hear about Neighborhood Improvement Funds? _____

If you represent a neighborhood organization, please provide the name of the organization:

If you are not part of an organized group, please list the names and addresses of others working with you on this project. To qualify for Neighborhood Improvement Funds, representatives of at least three households must be involved in your project.

Name	Address

Name of event, activity or project: _____

Date: _____ Address/location of event, activity or project: _____

If you are planning an event or activity, what is the expected attendance?

Number households represented: _____ Number of residents expected: _____

Description of expenditures	Estimated expense
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Amount you are seeking in Level I Funds (maximum allowable is \$250): _____

What dollar amount of other funds are being provided for this project? _____

Is this a new event/activity/project? Yes ___ No ___

If this is not a new event/activity/project, how will you use Neighborhood Improvement Funds to expand or broaden its scope, outreach, public involvement, and community benefit?

Has your neighborhood received Neighborhood Improvement Funds in the past?

Yes ___ No ___ If yes, how much? \$ _____

Describe the positive effect this project or event will have on your neighborhood/community:

Signature: _____ Date: _____

Applications may be submitted:

- In person to the Community Services Department (310 West Martin Street, Suite 201)
- By fax: 919-831-6123
- By phone: 919-96-6100
- By email: kevin.smith@raleighnc.gov or charlene.willard@raleighnc.gov
- By mail: Community Services Department, PO Box 590, Raleigh, NC 27602.

For internal use: Date Received: ___ / ___ / ___

Amount of grant request: \$ _____

CAC: _____

Staff Signature: _____