



City of Raleigh

Neighborhood Improvement Funds Level II

FY-17 Application



**Housing and Neighborhoods Department
Community Engagement Division
919-996-6100
www.raleighnc.gov**

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Note To Neighborhood Organizations

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

Housing and Neighborhoods Department
Community Engagement Division
(919) 996-6100
310 W. Martin St., Suite 201
Raleigh, NC 27601

NEIGHBORHOOD IMPROVEMENT FUNDS – LEVEL II

Application – Part A

Level II funds are open to neighborhood organizations. It provides \$251 to \$1,000 per project and must be matched by the neighborhood organization. **You may receive only one grant per fiscal year, regardless of level. Funds will not be approved for the continuation or duplication of the same project (i.e. any type of festival, celebration or gathering), even if it's submitted in a different fiscal year.**

Instructions:

- Please read Level II information packet first.
- If guidance is needed Community Engagement Division encourages applicants to contact the program coordinator Aracelys Torrez at 919-996-5717 or aracelys.torrez@raleighnc.gov.
- 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.

APPLICATION INFORMATION

Please Indicate the Chair, President or Director of the organization and a contact person (if different). The Contact person should be able to answer specific questions regarding the project and application.

Name of Applicant/Organization					
President or Chairperson					
Street Address					
City		State		Zip Code	
Email Address				Telephone	
Contact Person					
Telephone	Day		Evening		
Email Address					

PROJECT INFORMATION

Include both the specific neighborhood the project will take place in and the physical location of the project (if applicable). An authorized representative of the organization, such as a chair, vice chair, president, etc. must sign the application.

Name of event, activity or project					
Location of Project					
Community/ Neighborhood Benefiting					
How Did You Hear About Neighborhood Improvement Funds?					
Amount Requested					
Estimated Project Start Date			Estimated Project Completion Date		
Signature of Authorized Representative		Title		Date	

NEIGHBORHOOD IMPROVEMENT FUNDS – LEVEL II

Application – Part A

I. Description of the project:

Provide an overview of the project, including all relevant information.

II. Description of applicant

Provide a brief description of your organization as well as any other projects undertaken by the organization.

III. Needs, goals, and measures of success

Describe:

1. *Why the project is worthwhile and what neighborhood need it will fulfill.*
2. *How the project will benefit the neighborhood/community in which it is located and who will benefit from the project, if applicable.*
3. *How the success of the project will be measured.*

NEIGHBORHOOD IMPROVEMENT FUNDS – LEVEL II

Application – Part A

IV. Community input and outreach

It is extremely important that applicants demonstrate that all affected residents and organizations have ample opportunity to participate in planning the project.

Describe:

1. How input and involvement from the community was obtained in selecting and planning the project.
2. What efforts were made to include all stakeholders (businesses, residents, etc.).

V. Partnerships

Describe any partnerships that were formed or will be formed to plan and implement this project or any partnerships that will result from this project.

VI. Future maintenance of project

If this is a project is a physical improvement, such as a neighborhood sign or landscaping, describe how the project will be maintained after grant funds are used.

Application Completion Checklist

- Application, Part A (pages 3 – 5) completed in entirety.
- Application, Part B (Two Budget Sheets, pages 6 & 7) completed in entirety.
- Application has been signed by the organization’s president, chairperson, or vice chair (p. 3).
- This page, signed by the submitting applicant.

Signature of submitting applicant

Submission Date

Completed applications may be mailed to:

Housing and Neighborhoods Department
Community Engagement Division
P.O. Box 590
Raleigh, NC 27602

Or hand-delivered to:

City of Raleigh
Community Engagement Division
310 West Martin St., Suite 201

Or scanned and emailed to:

Aracelys Torrez
aracelys.torrez@raleighnc.gov
919-996-5717

Or sent via fax:

919-996-7013