CHARLOTTE
HOUSING & NEIGHBORHOOD SERVICES

NEIGHBORHOOD MATCHING GRANTS PROGRAM

Program Guidelines & Opportunities FY 2019

What is the Neighborhood Matching Grants program?

The Neighborhood Matching Grants Program (NMG) has been awarding matching funds to eligible neighborhood-based organizations since 1992, helping to make Charlotte's neighborhoods better places to live, work, play and learn.

The program's purpose is to:

- Build neighborhood capacity and participation
- Allow neighborhoods to self-determine improvement priorities
- Stimulate development of partnerships between City and community groups
- Leverage citizen involvement and resources to revitalize and reinvest in low & moderate income neighborhoods

Grove Park Ascension Sculpture

The Charlotte City Council recently adopted updated guidelines for the NMG program; these enhancements are effective June 1, 2016. Please review the information in this packet to learn more about the program, participation requirements and opportunities for your community.

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Program Eligibility - Who Can Apply?

Eligible organization types

The following neighborhood based organization types are eligible to apply within the NMG program geography:

- Neighborhood Associations
- Homeowners Associations (HOA)
- Neighborhood Coalitions
- Resident Organizations in Tax Credit Funded Rental Communities

See Appendix A for applicable criteria and definitions for these organization types for NMG program purposes.

Eligible program geography

The Neighborhood Matching Grants eligible geography is based on median assessed property value which is updated upon citywide property re-valuation. Using the City's Quality of Life Explorer Neighborhood Profile Area (NPA) geographies, geographic eligibility for NMG funding is as follows:

Eligibility Tier*	Tier I	Tier II
NPA Median Assessed Property Value	≤ $104,110	$104,111 to $181,703
Maximum Grant Award -Neighborhood Associations & HOA's -Neighborhood Coalitions	Up to $25,000 per application, no maximum per year Up to $25,000 per application, $25,000 maximum per fiscal year	Up to $10,000 per application, no maximum per year Up to $10,000 per application, $25,000 maximum per fiscal year
Project Restrictions		Exterior Curb Appeal & Existing Community Property Improvements ineligible

* Resident organizations in tax credit funded rental communities are eligible city-wide, Tier I standards apply.

- To review your organization's geographic eligibility visit http://arcg.is/1RYFV9g and enter your street address in the search box in the top left corner. The light purple areas are eligible to apply under Tier I standards; darker purple areas are eligible to apply under Tier II standards.

- Organizations in areas outside of the highlighted Tier I and Tier II geographies may still be eligible if the median assessed property value within the boundary of their neighborhood falls within the designated values above. If you feel your neighborhood may meet these criteria, please call 704-336-4594 to provide your neighborhood boundary and have staff determine eligibility.

Opportunities for ineligible organizations:

The City of Charlotte recognizes that there are many groups that contribute to neighborhood quality of life. Ineligible organizations including business associations, schools and other organizations are encouraged to partner with eligible organizations to support projects that contribute toward accomplishing shared goals. The eligible organization must be the lead applicant.

A minimum of 25% of the NMG required match must be contributed by the applying organization. Learn more about match requirements on Page 6 of these guidelines.

Project Opportunities- What can the program fund?

The NMG program seeks to support projects and programs that demonstrate shared benefit with a goal of improving neighborhood quality of life. All projects must meet the following minimum criteria:

- Be achievable within 12 months of contract execution
- Occur within Charlotte's city limits
- Provide a public benefit and be free and open to all members of the community
- Be initiated, planned and to the greatest extent possible, implemented by community members
- Demonstrate minimum of 50% volunteer match

Ineligible expenses

Neighborhood Matching Grants funds cannot be used for:

▪ Personal use items	▪ Entertainment (bands, DJs, clowns)	▪ Operating expenses (rent, utilities, salaries, maintenance bills, insurance)
▪ Entrance fees	▪ Annual plants (perennials permitted)	▪ Efforts previously funded through NMG program
▪ Raffles/giveaways	▪ Food & beverages, unless determined to be an integral component of an educational program	▪ Efforts that duplicate existing public or private programs

What types of community projects are eligible?

Organizations are encouraged to be creative and many projects may be considered. The projects featured on the following pages are commonly supported through the NMG program. NMG funding requests may include multiple projects provided that the above minimum criteria are satisfied. Certain projects may have additional requirements or restrictions based on eligibility Tier; see Appendix A for additional information.

We're here to help- We can help explore project ideas and eligibility, envision your project, connect resources or provide guidance on completing the application. We also offer language translation services. 704-336-4594.

Art & Beautification

- Landscaping
- Trail improvements
- Murals
- Benches
- Community art
- Tree planting
- Decorative signal cabinets

Festivals & Special Events

- National Night Out
- Back to school events
- Music/art festivals
- Cultural festivals
- Community Day
- Neighborhood history walk
- Community cares day

Public Safety

- Street lights
- Traffic Calming
- Security fences
- Security cameras
- Neighborhood Watch group
- Crime watch signs
- Speed limit signage

Organizational Development

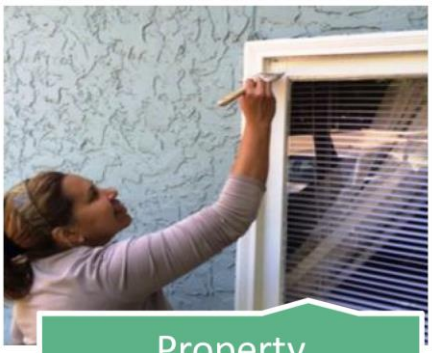
- Community Asset mapping
- Membership drives
- Printing/mailing
- Yard signs (meeting date, yard or volunteer of the month, etc)
- Strategic planning
- Non-profit registration

Programming

- Nuisance prevention
- Cultural programs
- Health and wellness
- Senior programs
- ESL programs
- Computer training/Digital Literacy
- Little Free Library

Recreation

- Park enhancements
- Playground/fitpark equipment
- Athletic fields
- Trails
- Bike racks
- Outdoor chess/checkers/games
- Stages/performance space



Property Enhancement

- Infrastructure improvements
- Community centers
- Mailboxes
- Trash receptacles
- Dumpster enclosures
- Decorative fencing
- Curb Appeal improvements

Resource Conservation

- Water, energy & waste reduction initiatives/ Recycling campaigns
- Community gardens
- Rider amenities in areas adjacent to transit stops
- Bike racks
- Pet/waste receptacles

Signage

- Sign toppers
- Neighborhood Identification
- Entrance monuments
- Way finding signage
- Garden signs
- Can do signs
- Event signage & banners

Community Garden

- Community gardens
- Greenhouses/hoophouses
- Butterfly gardens
- Community cookbook
- Training & education

MORA
MONROE ROAD ADVOCATES

CULTURE · ART · HISTORY
SEVERSVILLE

Marketing & Branding

- Logo/brand development
- Website development
- Brochures/marketing collateral
- Neighborhood directory
- T-shirts, pens, stickers, magnets

Neighborhood Clean Up

- Curb appeal improvements
- Street adoption
- Community/vacant lot clean-up
- Stream clean-up
- Landscaping

Application Process – How can we apply?

How to apply – Just six (6) steps

1	**Confirm Eligibility –.** Instructions for eligibility verification can be found on page 2 of this document, or by e-mailing Philip Freeman, philip.freeman@charlottenc.gov or 704-336-4594.
2	**Review Program Materials –** Review the program guidelines and attend a required pre-application workshop in person or online prior to the grant application deadline. The pre-application meeting schedule can be found on charlottenc.gov, or by calling 704-336-4594.
3	**Select or Confirm Project-** Work with your neighbors to select or confirm the project(s) for which you'd like to request NMG funding. Keep attendance and meeting minutes for use in the application.
4	**Begin Application-** Prepare for the application process by reviewing the application questions and tips provided in Appendix A. Complete the required worksheets including budget worksheet and volunteer hour commitments.
5	**Create Account** – Access and create an online account by clicking "How to Apply" on the Neighborhood Matching Grants webpage at charlottenc.gov. Applicants will be redirected to the online application, from there click "Create New Account." Returning applicants should contact our office for a short hand application code.
6	**Complete Application** – Submit the application by 11:59 pm on the date of application deadline (March 1st, June 1st or September 1st). Applicants who are unable to complete the application online may call 704-336-4594 to request support or to learn of alternative application options.

Application Deadlines

Applications are accepted (3) times each year as follows. Submissions must be received by 11:59 pm.

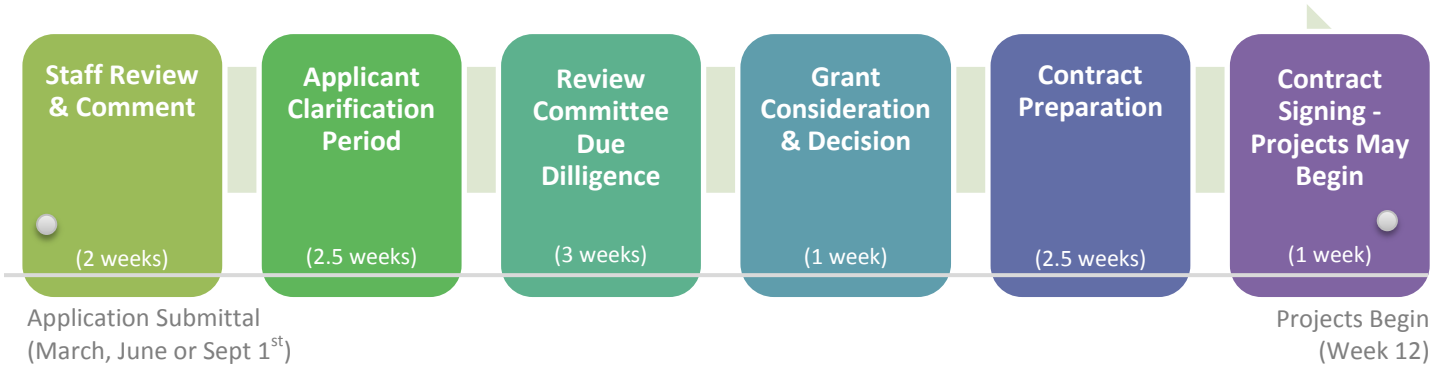
March 1st | June 1st | September 1st

Process and timeline

Please allow approximately 12 weeks from application submission for clarifications, project consideration and contract signing to occur before beginning grant funded projects or volunteer activities.

As an example, an application deadline of March 1 would have an approximate contract signing date of May 23. You may only purchase goods/services and count match activities *after* the contract has been signed.

NMG Review Schedule



Match Requirements - How can organizations meet their match?

Neighborhoods are required to match awarded grant funds 1:1, meaning for every dollar granted a matching amount must be provided through one or more of the methods below.

- A minimum of 50% of all funds granted must be matched through volunteer time.
- A minimum of 25% of the required match must be contributed by the applying organization.

Match types	Details
Cash Contribution	▪ From the applying organization – Proof of available funds is required via bank statement, budget, etc ▪ From Individuals or supporting community partners (businesses, non-profits, etc) – Contribution Template required (see Appendix C)
In-kind Contribution	▪ Goods and/or services received for free or at reduced cost – Contribution Template required (see Appendix C)
Volunteer Time	▪ Volunteer Time must be pledged using the 'Volunteer Pledge Sheet' (see Appendix B) ▪ Volunteer time is calculated at $24.14 per person per hour ▪ Up to 20 hours of related pre-application activities may be counted towards your match, Volunteer Sign-In sheets are required (see Appendix B) ▪ Please visit charlottenc.gov for ideas on possible volunteer activities

Project Selection criteria

Each application will be evaluated based on the following criteria:

Scoring Criteria	Max Points
Size and quality of match* ▪ Match meets the minimum required (5 points) ▪ Proposed match is well documented and ready to expend (5)	**10**
Participation and Collaboration ▪ Planning & implementation show evidence of broad-based neighborhood participation (15) ▪ Project is a collaboration of several organizations and/or diverse groups (10)	**25**
Project Impact/Need ▪ Provides a substantial and lasting neighborhood benefit (15) ▪ Addresses a need identified in a city assessment, plan, board retreat, neighborhood planning process or other document (10)	**25**
Project Design ▪ Well-planned and ready for implementation (15) ▪ Budget is realistic and clearly described (10) ▪ Includes a clear plan for marketing, promotion and community outreach (10) ▪ Proposed activities are an innovative response to a recognized problem (5)	**40**
Total Possible Points (60+ is passing)	**100**

*** Bonus Points** – Two (2) bonus points will be awarded to organizations that exceed the minimum required match by 5% or greater, five (5) total points will be awarded if the match exceeds the minimum required by 10% or greater

Terms and Conditions

Contracts

Projects may begin only after the contract is executed.

- Approval is withdrawn if the contract is not executed within 6 months or specified contingencies are not met.
- Fraud, misuse of funds, failure to meet match commitments or non-compliance on other agreements constitutes default on the grant.
- Organizations that default may be ineligible for future grants for up to two (2) years.
- A grant may be abandoned upon request of a grantee; however, reimbursement of the expended grant funds may be required.
- Organizations are permitted to have up to one (1) Tree Banding Grant and (1) Neighborhood Matching Grant open concurrently.

Stonington Playground

Reid Park Cathedral Mosaic Benches

Disbursement of funds

Grant funds are not awarded in advance; funds are released on an 'as needed' basis by the submission of invoices and/or receipts for approved items to the NMG office for processing.

- Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. **Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.**
- Organizations are encouraged to use reliable vendors to avoid potential problems or delays.
- Contact Danielle Fisher, Danielle.Fisher@charlottenc.gov or 704-336-7846 for questions related to NMG reimbursement requests.

Peer Mentors - How have other neighborhoods found success?

NMG Peer Mentoring Opportunity

The NMG Peer Mentoring Program provides support by connecting past grant recipients with newly applying organizations to review helpful hints, contacts and lessons learned.

To connect with a mentor please contact Philip Freeman, philip.freeman@charlottenc.gov or 704-336-4594.

Coventry Woods Street Sign Toppers

McDowell Farms Entrance Monument Sign

Seversville Yard of the Month Recognition

Oaklawn Park Little Free Library

Appendix A

Organization Definitions

For NMG program's purposes, eligible organization types are defined as follows. To qualify for participation all of the noted criteria must be met for the applying organization type:

Neighborhood Associations and Homeowners Associations- residents in a specifically defined area working together to support their neighborhood.

- Organizations must represent at least 25 or more homes (units)
- 75% of association members must live or own property in the neighborhood (can include renters).
- Must be active and established for at least six months (see below for newly forming organization support)
- Created and managed by residents within the neighborhood
- Open for membership to everyone in the neighborhood
- Has a duly elected board and established by-laws or governing documents
- Holds regular meetings and maintains records via agendas and meeting minutes
- Expands and/or promotes existing neighborhood goals and objectives

Neighborhood Coalitions- groups of nearby neighborhood organizations or neighborhood and business associations formally associated to enhance and support their area.

- Organizations must represent at least 25 or more homes (units)
- Represented neighborhood organization's leadership must comprise at least 75% of the governing board
- Must be active and established for at least six months (see below for newly forming organization support)
- Open for membership to everyone in the represented neighborhoods
- Has a duly elected board and established by-laws or governing documents
- Board meets quarterly or more frequently and maintains record via meeting minutes
- Board meetings have regular participation from members of all represented neighborhood organizations

Support for newly forming organizations

Organizing provides a way for neighbors to get to know and support one another. Organized neighborhoods speak with a unified voice offering more power to achieve goals and influence community affairs. Newly forming organizations including those organized for less than six (6) months are eligible to receive support through the Neighborhood Organizing Toolkit.

To learn more about community organizing, staff liaisons or to request toolkit supplies contact Philip Freeman, philip.freeman@charlottenc.gov or 704-336-4594. Additional supplies may be available upon request.

Neighborhood Organizing Toolkit - Available Supplies		
▪ Yard signs	▪ Access to printing	▪ Bylaws, meeting agenda & meeting minute templates
▪ Markers	▪ Projector & screen	▪ Sign-up instructions for Neighborhood Organization Contact List (NOCL), NextDoor, Charmeck Alerts and other communication tools
▪ Easels & pads	▪ Laptop	▪ Guide for requesting a Tax ID and designated bank account

Considerations for Specific Project Types

Please see the following requirements and considerations for specific project types. We recommend reviewing your project ideas with staff to learn requirements and helpful hints that may be applicable to your project.

Project Type	NMG & Regulatory Requirements	Helpful Information	Contacts
Art & Beautification	▪ Projects on City/County owned property and/or within the public right-of-way (ROW) require a Charlotte Department of Transportation (CDOT) Encroachment Agreement ▪ Projects on private property require written permission from the property owner	▪ The Arts and Science Council (www.ArtsAndScience.org) is a helpful resource for identifying local artists	▪ CDOT ROW approval Jeff Boenisch, jboenisch@charlottenc.gov or 704-336-3888
Community Gardens	▪ Gardens on City/County owned property require written permission from the City/County ▪ Gardens on private property require written permission from the property owner ▪ NMG funds gardens in public parks in partnership with Mecklenburg County Parks & Recreation, Park and Rec approval is required	▪ NC Cooperation Extension maintains a community garden inventory. Consider joining an existing garden before beginning a new community garden ▪ Mulch, training and other resources may be available	▪ NC Cooperative Extension, Steven Capobianco, steven_capobianco@ncsu.edu or 980-202-1449 ▪ Park & Rec approval Peter Cook, peter.cook@mecklenburgcountync.gov or 980-314-1041
Festivals & Special Events	▪ To contribute toward event sustainability, neighborhoods may apply for up to two years of funding for first-time special events – First year: $5,000 maximum funding – Second year: $3,000 maximum funding ▪ Neighborhood organizations with ongoing events who have not previously received special event funding may apply for second year funding. ▪ Special event funding is limited to one 2-year allocation per neighborhood and/or event. Neighborhoods may apply to fund multiple events and/or multiple event dates within one application. ▪ The same event may not be funded by multiple neighborhoods.	▪ Think about going green, contact staff for the Green Event Guide and available supplies to help reduce your event's environmental impact	▪ Philip Freeman, philip.freeman@charlottenc.gov or 704-336-4594
		▪ Temporary Road Closure Permits - contact CDOT if you need a road blocked for your event ▪ Over-street banners may be permitted on a temporary basis. Contact CDOT for details	▪ Roads abutting residential property- Allison Naftel, anaftel@charlottenc.gov or 704.336.4119. ▪ Roads abutting commercial property- Joe Yanicak, jyanicak@charlottenc.gov or 704.336.5531
Neighborhood Clean-Up	▪ Charlotte Solid Waste Services provides waste removal services; please review details for collection days, bulky item pickup and instructions for preparing waste for removal at charmeck.org	▪ Keep Charlotte Beautiful (KCB) offers clean up supplies at no cost through the Adopt-A-City Street program. ▪ Great opportunity to earn volunteer hours	▪ Adopt-A-City Street Program Denise Coleman, 704-336-3959
Organizational Development	▪ Projects on private property (yard signs/banners) require written property owner permission ▪ All items purchased with grant funds must be stored in a shared and secure space	▪ Staff support including a Neighborhood Organizing Toolkit is available to newly forming organizations, details on Page 8 ▪ Stay informed, register your organization with the City's Neighborhood Organization Contact List at charlottenc.gov/NOCL	▪ Philip Freeman, philip.freeman@charlottenc.gov or 704-336-4594

Project Type	NMG & Regulatory Requirements	Helpful Information	Contacts
Community Property Enhancement/Curb Appeal Improvements **(Existing Property)**	▪ Funding for improvement to existing property or features including private infrastructure, parking areas, community centers, mailboxes, trash receptacles, enclosures, and fencing. ▪ Facade improvements for single-family homes may include exterior paint, house numbers shutters & mailboxes. Homes receiving improvements should be selected by the community based on need, visibility & opportunity to inspire greater improvement. ▪ Property owner permission is required.	▪ Building permits may be required, check for local requirements. ▪ Facade improvements for single-family homes are limited to material costs of exterior improvements, contractor fees and indoor improvement projects are ineligible. ▪ Funding for improvements to existing property or features and façade improvements for single-family homes are **limited to the Tier I Geography**.	▪ Mecklenburg County Permitting & Code Enforcement Customer service, 980-314-CODE(2633)
Public Safety	▪ Public safety projects require a CMPD Security Survey. Security Surveys provide a community assessment with recommendations for keeping you and your neighbors safe	▪ Allow +/-1 month for the Security Survey to be completed prior to NMG application	▪ To request a Safety Survey (formerly called CPTED) contact crimepreventionunit@cmpd.org
	▪ Street lights require approval through CDOT and Duke Energy	▪ Allow +/-6 months for street light approval prior to NMG application	▪ CDOT contact Ralph Truitt, rtruitt@charlottenc.gov or 704.336.6709
	▪ Speed humps/bumps/tables require approval through CDOT ▪ Alternative traffic control measures (landscaping, signage, etc) may be available. Applicants are encouraged to review these options with CDOT	▪ Allow +/- 1 month for speed hump approval prior to NMG application	▪ Contact Allison Naftel, anaftel@charlottenc.gov or 704.336.4119
Recreation	▪ Written permission is required from property owners and/or City/County entities for property use ▪ Liability insurance must be provided for play equipment, unless provided in a public park by Mecklenburg County Parks & Recreation	▪ Be sure to consider ongoing project maintenance costs ▪ NMG funds public park improvements in partnership with Mecklenburg County Parks & Recreation, Park and Rec approval is required	▪ Park & Rec approval Peter Cook, peter.cook@mecklenburgcountync.gov or 980-314-1041
Signage	▪ Signage on City/County owned property and/or within the public ROW requires a CDOT Decorative Signage Agreement or Encroachment Agreement ▪ Projects on private property require written permission from the property owner	▪ Signs will not be approved in contested locations, and they will be removed in locations that become contested. Check with adjacent neighborhoods; the City does not determine neighborhood boundaries.	▪ For approval to place signage in Public ROW contact Allison Naftel, anaftel@charlottenc.gov or 704.336.4119

Appendix A

Grant application list of questions

Part I: General application requirements

1) Project Name – give your project a relevant name (100 character max).
2) Project Description – provide brief 1-3 sentence description of the project, you will have opportunity to fully describe the project further into the application (2,000 character max).
3) Pre-Application Workshop – did your organization participate in a Pre-Application Workshop? If yes, please indicate the date in Question #4; if you participated online, please provide the access code.
4) Board Retreat- did your organization participate in a Board Retreat within the past (1) year. If yes, upload your Vision to Action Idea Development Workbook to use your $1,500 credit
5) Previous NMG Activity – if you have received a NMG in the past, please detail accomplishments your organization has made since your last grant

Part II: Organizational Background

6) Organization Type – choose an organization type from the listed eligible organizations.
7) Neighborhood Boundaries - enter your neighborhood's physical street boundaries; please upload a map that is saved to your computer by clicking the "Upload a file" button. The City does not set neighborhood boundaries; be sure to consider the neighboring community/property owners if you are doing a physical project and are unsure (500 character max)

Part III: Verifying Documentation

8) Verifying document one – upload a copy of your organization's governing documents (Bylaws, Articles of Incorporation, CCRs, etc.).
9) Verifying document two – upload a copy of your board/officer contact list including include names, street address, email, phone and board position; coalitions should also include a column for the individual neighborhoods board members represent.

Part IV: Project Details

10) Project Location/Address- provide the address number and street name where the project will take place. Indicate where the project(s) will be. Please provide a map of the location or a map of your neighborhood with the locations marked.
11) Project Objective and Purpose– explain why this project is important to your neighborhood and how it will contribute toward the future success of your organization (5,000 character max).
12) Neighborhood Participation - explain how the neighborhood was involved in choosing and planning this project, include any documents, including meeting minutes, surveys, or petitions documenting neighborhood support for the project (5,000 character max).
13) Project Description – provide detailed description of the project(s) including how it will be carried out—who will do what, vendors you'll hire and project timeline. If you are proposing more than one project, please provide a complete timeline for all projects. Include any supporting documents that illustrate your proposed project(s), these may include a strategic plan for the year, drawings, flyers, etc. (10,000 character max).
14) Project Evaluation - explain how your organization will evaluate the project's success (# of students served, # of trees planted, satisfaction survey, # of volunteers) (1,000 character max).
15) Sustainability– explain how your organization will sustain your project after grant funding has ended. Think about how you will manage future costs and maintenance (1,000 character max).
16) Marketing and Promotions - detail your plan for marketing and promoting your project; describe how you may include the Neighborhood Matching Grants Program and logo in this plan (1,500 character max).

Part V: Application Worksheets

Required application worksheets can be found on the Neighborhood Matching Grants webpage under 'How to Apply' → 'Documents you will need to apply.' The application worksheets and samples are also attached to this document.

Additional documents:

- Budget worksheet
- Signed Volunteer Pledge sheets **(required for 50% of the match)**
- Volunteer Sign In sheets **(for up to 20 hours of pre-application work)**
- Completed 'Contribution Template' or letter of support for any cash or in-kind contribution listed on the budget

Part VI: Application Attachments (will vary depending on project)

- Two cost quotes for each vendor service or purchase over $1,000 **(REQUIRED)**
- One quote for vendor services or purchases under $1,000 **(REQUIRED)**
- Strategic plan for the year; if you are proposing multiple projects
- Additional pledge sheets or contribution letters
- Letters of support from partners or other organizations (churches, schools, other neighborhoods)
- Letters of permission from private property owners
- Letters of permission from the City, County, or State for publicly owned property
- Copy of your organization's budget showing proof of funds for a cash contribution
- Pictures of the project site
- Security Survey for Crime & Public Safety project
- Any other supporting documents you would like to Review Team to see

Application pointers

- If you have documents to add to your application and do not have a scanner, use the "Fax to File" tool:
  - To start, click the **"Request a Fax #"** button and you will be presented with a toll-free fax number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion
  - Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format→Click the Finished Faxing button to see your list of files
  - Converted documents will be available to download to your computer. After downloading to your computer, you will be able to upload the documents at the appropriate time during the online application process

- The application will auto save every 30 seconds. You are able to save the application at the bottom of the screen and log back in later to complete and submit it.

- Technical assistance, computer and internet access are available; please contact Philip Freeman, philip.freeman@charlottenc.gov or 704-336-4594.

Appendix B

NMG Sample Budget Worksheet

Organization Name: Charlotte Neighborhood Association

Project Name: Painted Fence

TOTAL PROJECT COST (grant funds requested + applicant paid costs, if any)

1. List ALL items/services required for project completion. If a vendor is to be paid list the vendor's name. If items are to be purchased, indicate where the items will be purchased from (ex. Lowes Home Improvement, Amazon.com, Community Toolbank, etc.).

Vendors/suppliers to be paid with NMG funds:	Items/services to be funded:	Amount:	Quotes Provided ☑
DEF Fencing	6 ft. vinyl fence	$ 4,000.00	☐
Lowe's Home Improvement	12 sheets of plywood	$ 400.00	☐
Ann's Hardware	8 gallons of paint	$ 150.00	☐
Joey Artist	Mural design and installation	$ 2,000.00	☐
			☐
			☐
			☐
	Total Project Cost	$ 6,550.00	

CASH MATCH CONTRIBUTIONS (if applicable)

2. List any **cash that will be contributed** toward the project by your organization or others. Cash match is not required.

Orgs/Entities contributing cash:	Items/services to be paid (if specified):	Amount:	Documentation Provided ☑
Jane Doe		$ 1,000.00	☐
The XYZ Foundation		$ 100.00	☐
Charlotte Neighborhood Association		$ 200.00	☐
			☐
	Total Cash Match	$ 1,300.00	

IN-KIND MATCH CONTRIBUTIONS (if applicable)

3. List any **services or supplies to be donated** by your organization, individuals, businesses or others (ex. refreshments, professional labor, meeting space, discounts, etc.) In-kind match is not required.

Org/Entities donating supplies or services:	Items/services to be donated:	Value:	Documentation Provided ☑
Janet Doe	Water	$ 100.00	☐
Dave Doe	Use of truck	$ 500.00	☐
CLT Church	Tables and chairs	$ 1,000.00	☐
Joey Artist	Mural (labor discount)	$ 500.00	☐
			☐
	Total In-Kind Match	$ 2,100.00	

VOLUNTEER HOUR CONTRIBUTION - Atleast 50% of NMG requested funds must be matched through volunteer effort,

4. Complete the Volunteer Hour Worksheet on Tab 2. Values will be inserted automatically.

Volunteer Hour Match	$ 2,629.98

Total Project Value
(project cost + contributions)
$ 11,279.98

Total NMG Grant Request	$ 5,250.00	Congratulations, your match looks terrific!
Minimum Match Required	$ 5,250.00	
Total Match Provided	**$ 6,029.98**	

Tab 1 Grant Budget Worksheet

Volunteer Hour Worksheet

Total project cost (all vendors & supplies)	$ 6,550.00
Total NMG funds requested (total cost - cash contributions)	$ 5,250.00
Minimum # volunteer hours REQUIRED (50% req'd, volunteering = $23.07/hr)	**114.00**

List volunteer events - One (1) event per row	Approximate date	Total # of volunteers	Total # of hours committed
Neighborhood meeting	1/1/2016	10	10.00
Neighborhood clean up	1/25/2016	12	10.00
Remove old fence	2/2/2016	15	10.00
Shop for supplies	3/1/2016	2	4.00
Remove old landscaping	4/1/2016	15	44.00
Install new landscaping	4/5/2016	13	26.00
Ribbon cutting ceremony set up	5/27/2016	5	5.00
Ribbon cutting ceremony clean up updated	5/27/2016	5	5.00
		Total Volunteer Hours	114.00
		Volunteer Hour $ Value	2629.98

- Summarize proposed volunteer events above using information from your Volunteer Pledge Sheet(s), completed Volunteer Pledge Sheets must be submitted with your grant application
- The top of the page indicates the required number of volunteer hrs to meet the 50% minimum, the remaining 50% match may be met by additional volunteer hours, in-kind donation and/or cash
- ≤ 20 hrs of grant related, community engagement pre-application activities may be included, remaining events should begin at least 75 days after the grant application deadline (see pg 5, program guidelines)
- Total volunteer hours committed will automatically transfer to the Grant Budget Worksheet on Tab 1

Tab 2 Volunteer Labor Worksheet

Appendix B

NMG Volunteer Hour Worksheets

CHARLOTTE.
HOUSING & NEIGHBORHOOD SERVICES

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Neighborhood Matching Grant Volunteer Pledge Sheet

Volunteer activity:
Approximate date:

Name	Phone Number	E-mail Address	# of Hours Pledged	Signature
		Total (this page)		

City of Charlotte Neighborhood Matching Grants
Helping You to Make it Happen.

Volunteer Hours Being Pledged

CHARLOTTE.
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Neighborhood Matching Grant Volunteer Sign-In Sheet

Volunteer Activity:
Date:

Name	# of Hours	Signature
Total (this page)		

Actual Number of Volunteer Hours Completed

CHARLOTTE
HOUSING & NEIGHBORHOOD SERVICES
COMMUNITY ENGAGEMENT

Date

Name(s) of donor
Address
City, State Zip
Phone number

Dear staff and Review Team members,

It is my/our understanding that _____ is applying for the City of
(Name of organization)
Charlotte's Neighborhood & Business Services (NBS) Neighborhood Matching Grant program.

_____ is pleased to support this organization in their endeavor and
(Your name or company/agency name)
would like to make the following contribution(s):

☐ In-Kind Contribution
_____
_____
_____
Valued at: $_____._____

☐ Cash contribution **$_____._____**

Combined contribution totaled at: $_____._____

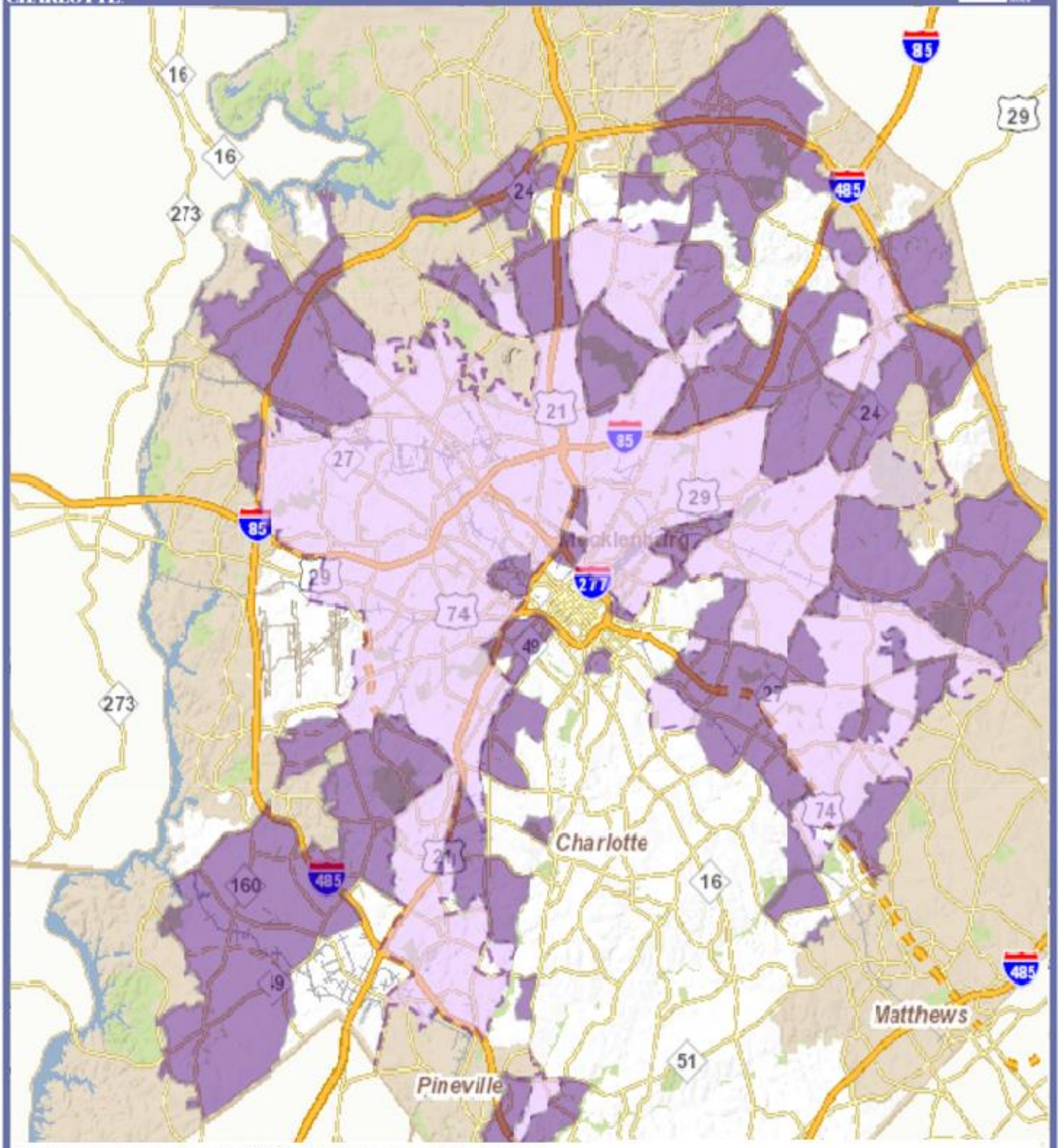
Sincerely,

Signature(s)

Recommended template for documenting donated cash and/or supplies

CHARLOTTE

NMG Program Geography



Map is preliminary, to determine NMG eligibility for your neighborhood visit
http://arcg.is/1RYFV9g or call 704-336-4594

Tax credit funded rental communities are eligible citywide, Tier I standards apply

More information at Charlottenc.gov

Tier 1 $25k Max

Tier 2 $10k Max

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Neighborhood & Business Services, May 11, 2016