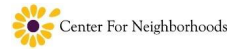




Week 8
Neighborhood Institute Fall 2019

- Agenda:
- Project Proposal & Budget
- Fundraising/NDF Grants
- Fiscal Sponsorship
- Break
- Project Practice Activity



Photos for Class Directory

- Taking Photos During Break the Next Two Weeks

Project Proposal & Budget

- Rationale - Why is this needed?
- Project Summary - Big Picture
- Project Activities (nuts n bolts)
- Project Budget

Fundraising

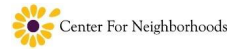
- Neighborhood Development Fund Grants
- Fiscal Sponsorship
- Crowdfunding
- Sample Budget Worksheet

Our Microgrant Program

- Application will be available next week
- Applications due Friday, November 1st, 12:00PM
- Awardees notified by end of business Monday, November 3rd
- *Up to **three*** awardees will present at Graduation

Microgrant Program

- Not Mandatory to Apply
- Grant Period = 7 months
- Final Report required



Microgrant Application



Neighborhood Institute Micro Grant Program Application

Name: _____

Mailing Address: _____

Zip Code: _____ **Phone:** _____

Email Address: _____

Project Name: _____

Partners

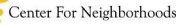
Are there other people or a community group that will be working on this project with you?

☐ Yes ☐ No

If so, please list either an association, or three individuals who will be involved (with contact information). _____

If you will be working with a community group, do they have 501c3 status (not required)?

☐ Yes ☐ No



Budget and Financial Information

Neighborhood Institute Micro Grants range in amount from \$100 to \$500.

Grant funding will not pay for:

- Fines or debts
- Salaries or wages
- Improvements to private property (it will cover improvements to public spaces or other spaces that serve the public good)

Amount Requested: _____

Estimated Budget – Please complete the section below with expected expenses, funding sources, and in-kind support (volunteers, material donations, etc.). Attach additional sheets if needed.

Expenses

<u>Expense</u>	<u>Cost</u>
(Example) Flowers	\$30
Total:	

Funding: Please list all secured or anticipated funding

Source	Secured (Y/N)	Amount
(Example) Bake Sale		\$20
Total:		

Non-Cash Support (Volunteers, Material Donation, etc.)

<u>Source</u>	<u>Type</u>
(Example) Boy Scouts	Volunteer Time



Center For Neighborhoods

Microgrant Application

Project Narrative

Describe Project in two sentences:

Detailed Project Description (up to 250 words):

[illegible]

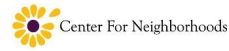
Microgrant Application

What need will your project fill in the community?

How will this project bring people together to create community?

How will evaluate the success of you project?

How long will your project take to complete?



Microgrant Application

Application Scoring Information

A selection committee comprised of Neighborhood Institute staff and Center For Neighborhoods Board members will score all applications.

All applications will be scored using the following rubric:

20 points - Feasibility – The ability to do the project in the way that you propose to do it. This information comes from your project descriptions and budget.

20 points – Impact – You have demonstrated that the project addresses a community need or solves a problem.

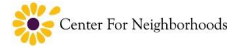
20 points – Community Involvement – You have demonstrated that the project will bring people together and you have thought through how you will include others in your project.

20 points – Outcome – You have an idea of what success looks like for your project and you have a plan for how you will document your project and how you will gather that information.

20 points – Timeline – You have a clear understanding of the amount of time it will take to accomplish your project. More points are awarded for shorter projects. If you have a large project that will take a long time, you might consider applying for funding to achieve a milestone or key step.

Up to 10 bonus points for Creativity – You are innovative in your project idea, how your project solves a problem, how you source materials, or how you engage others.

= Up to 100 points with a possibility of up to 10 bonus points.



Neighborhood Development Fund Grants

- All NDF applications require sponsorship from a council member. Speak with your council member / aide about your project before submitting an application.
- Each council member is appropriated the same level of funding (reduced this fiscal year)
- Project must be for a public purpose.
- Grant must be to a non-profit organization, not an individual. Organization must be in good standing.
- Unspent funds only carry over to next year if:
 - Council requests Office of Management and Budget
 - Approved in overall budget
- Under/Over \$5,000

Neighborhood Development Fund Grants

13. [NDF031516M P08](#) \$1,147 FROM THE 8TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUND TO METRO PARKS FOR PATCH BOX RENTAL AND TRASH CANS (10) FOR THE FOLLOWING DATES: SUNDAY SEPTEMBER 11, SEPTEMBER 18, AND SEPTEMBER 25TH FOR FREE, OPEN TO THE PUBLIC JAZZ CONCERTS IN TYLER PARK.

Sponsors: Tom Owen (D-8)

Attachments: [SKMBT_42316030117410](#)

10. [NDF030116A NA](#) \$1,500 TOTAL FROM THE 25TH AND 13TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUNDS, THROUGH THE OFFICE OF MANAGEMENT AND BUDGET, TO AUBURNDALE NEIGHBORHOOD ASSOCIATION, INC. FOR ANA PICNIC AND HOLIDAY COMMUNITY PARTY.

Sponsors: David Yates (D-25) and Vicki Aubrey Welch (D-13)

Attachments: [NDF030116ANA](#)

Legislative History

3/1/16 Appropriations, NDFs and held
CIFs Committee

Neighborhood Development Fund Grants

8. [O-066-16](#)

AN ORDINANCE APPROPRIATING \$5,001 FROM NEIGHBORHOOD DEVELOPMENT FUNDS IN THE FOLLOWING MANNER: \$2,501 FROM DISTRICT 15; \$1,000 EACH FROM DISTRICTS 13, 25; \$500 FROM DISTRICT 21; THROUGH THE OFFICE OF MANAGEMENT AND BUDGET, TO THE SOUTH LOUISVILLE COMMUNITY MINISTRIES, INC. (SLCM) FOR EXPENSES ASSOCIATED WITH THE SLCM "FAMILIES HELPING FAMILIES" FUNDRAISING PROJECT AND TO SUPPORT THEIR EMERGENCY FINANCIAL ASSISTANCE PROGRAM.


Sponsors:

Marianne Butler (D-15), David Yates (D-25), Vicki Aubrey Welch (D-13) and Dan Johnson (D-21)

Attachments:

[O-066-16 SLCM](#)

NDF Grant Application



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 - APPLICANT INFORMATION

Legal Name of Applicant Organization: **Irish Hill Neighborhood Association, Inc.**
(see listed on: <http://www.ishillneighbors.org>)

Main Office Street & Mailing Address: 1305 Lexington Road, Louisville KY 40204

Website: <http://www.ishillneighbors.org/>

Applicant Contact:	John Hawkins	Title:	Treasurer
Phone:	502-777-0546	Email:	jhawkins01@me.com
Financial Contact:	John Hawkins	Title:	Treasurer
Phone:	502-777-0546	Email:	jhawkins01@me.com

Organization's Representative who attended NDF Training: John Hawkins

GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED

Program Facility Location(s): E. Liberty Street between Baxter Ave. and Cooper Street.

Council District(s): Districts 4 and 9 Zip Code(s): 40204

SECTION 2 - PROGRAM INFORMATION (FOR FINANCIAL REVIEW)

PROGRAM/PROJECT NAME: Planting Trees in the E. Liberty Street Traffic Island

Total Request: (\$) \$2371.70 Total Metro Award (this program) in previous year: (\$) \$0

Purpose of Request (check all that apply):

☐ Operating Funds (generally cannot exceed 33% of agency's total operating budget)

☐ Programming/services/events for direct benefit to community or qualified individuals

☒ Capital Project of the organization (equipment, furnishing, building, etc)

The Following are Required Attachments:

<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter	<input type="checkbox"/> Signed lease if rent costs are being requested
<input checked="" type="checkbox"/> Current Year Projected Budget	<input checked="" type="checkbox"/> IRS Form W9
<input checked="" type="checkbox"/> List of Board of Directors (include term & term limits)	<input type="checkbox"/> Evaluation forms if used in the proposed program
<input checked="" type="checkbox"/> Current financial statement	<input type="checkbox"/> Annual audit (if required by organization)
<input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H	<input type="checkbox"/> Faith Based Organization Certification Form, if required
<input checked="" type="checkbox"/> Articles of Incorporation	<input type="checkbox"/> Staff including the 3 highest paid staff
<input checked="" type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense	

For the current fiscal year ending June 30, list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.



Center For Neighborhoods

NDF Grant Report

**Louisville Metro Government
Office of Management and Budget**

Neighborhood Development Funds Financial Report Form

Organization Name: _____

Report Quarter: _____

Final Report:

Y

N

Itemized List of Attached Expenses.

Expenses must be in preapproved budget categories

(ie. Rent, Office Supplies, Personnel)

Invoice Amount

Invoice Date

*Payment/Reconciliation Documentation
(ie. Cancelled Check, Bank Statement)*

Metro Portion :

(should equal the invoice total, or amount assigned to the NDF grant)

TOTAL:

Please attach all supporting documentation to include (without limitation) copies of cancelled checks, bank statements, invoices and receipts. Supporting documentation for payroll should include payroll earning statements from your financial system. Cash payments must be documented by signed receipts.

In signing this, I confirm and declare that the above list and attached documents are accurate and complete to the best of my knowledge.

Signature: _____

DATE: _____

Fiscal Sponsorship

What is fiscal sponsorship?

Fiscal sponsorship is a formal arrangement in which a 501(c)(3) public charity sponsors a project that may lack exempt status. This alternative to starting your own nonprofit allows you to seek grants and solicit tax-deductible donations under your sponsor's exempt status

Fiscal Sponsorship

How do I find a fiscal sponsor?

Look for nonprofits whose missions are similar to yours. You might start with your current affiliations. Make a list of the professional societies, educational associations and institutions, religious organizations, social and recreational clubs, and other groups with which you are already associated, including employers.

Crowdfunding

Some familiar platforms, some new....

- Kickstarter
- GoFundMe
- IndieGoGo
- IOBY (In Our Back Yard)
- CrowdRise

Anyone know of other
platforms/resources?

Center For Neigi x Center For Neigi x Inbox (3,230) - bi x NI Fall 2019 - Wi x NI Fall 2019 - Wi x NEA Site Reconi x FY20 TIME SHEE x FY20 CFN Budy x Investment Coni x Center For Neigi x Neighborhoods x

iooby.org/project/neighborhoods-united-change

iooby

Find a ProjectCreate a Project

Places>AboutBlogResourcesSupport

Sign UpLog In


STATUS: UNDERWAY

Neighborhoods United for Change

Working to bridge the gap of understanding between people, communities and races within St. Louis.

SHARE THIS PROJECT

OverviewBudgetUpdatesDonorsNearby Projects



project leader

Kevin M

location

5888 Plymouth Ave.
(Throughout the City of St. Louis)

latest update

No updates yet.

PROJECT DEADLINE:
November 30, 2017

TOTAL FUNDING NEEDED: \$1,350

\$1,350

RAISED SO FAR

\$0

STILL NEEDED

https://www.iooby.org/files/styles/gallery_large/public/Group outside SLACO office.jpg?itok=-q3nMqki

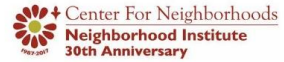
Quarterly Cover S...xlsxQuarterly Demo 20...xlsQuarterly Report 20...xls

Show all

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2:37 PM
10/15/2019

Sample Budget Worksheet



Sample Budget Worksheet

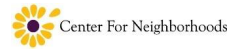
Expenses		
Expense Type	Source	Cost
Flowers	Kelth's Hardware	\$200

Funding		
Source	Type (Grant, Program Income, etc.)	Amount
Bake Sale	Income	\$175

Non-cash/In-kind	
Source	Type
Boy Scouts	Volunteer Time

Find Hannah During Break!

- Photos for Directory
- Project Statement Worksheets




Office Hours

- By appointment
- Call or email to schedule

Break!

Project Statement



Center For Neighborhoods
Neighborhood Institute
30th Anniversary

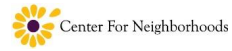
Project Statement Worksheet

Student Name: _____

Project Name: _____

Project Description: _____

©2017 Center For Neighborhoods



Project Statement


“My project is to increase access to books in 40210 by building and placing 10 Little Free Libraries this year.”

Project Statement

On an index card:

Make a *list of at least 3 specific things you NEED*

Project Confidence Check Up




Project Confidence Check Up

Name: Project Title:	Project Summary:	Project Timeframe: (Once started how long will it take for this project to reach completion?)
-----------------------------	------------------	--

This is where I am ...	My project plan is solid!	My project plan is a bit mushy ...	My project plan is iffy at best ...
Success is→	I know exactly what will be different when the project is successfully completed.	It is based on a single idea but I'm still undecided about a single path to making it happen.	I have so many possible projects that I haven't committed to one.
Ready ... Set→	I feel like I could start this project today and be successful within the timeframe I've allotted.	I feel like I need a little bit of help with decision making to pin down a solid direction I could start this project before the end of the month.	I feel like I need more direction with decision making and planning before I could start a project.
My team is→	I know who needs to be involved AND I have a list of what role I need them to play.	I can't know exactly who if I don't know exactly what but my general idea suggests some people. (I've written their names or positions down.)	I can't know who if I don't know what :-)
To be successful I need resources but→	I have a list of items that I need to budget for (even if I'm not sure how I'll get the resources.)	I can't budget yet because I don't know which project I'm doing.	I can't budget yet because I don't know which project I'm doing.

Project Confidence Check Up



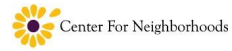
Project Confidence Check Up

Name: Project Title:	Project Summary:	Project Timeframe: (Once started how long will it take for this project to reach completion?)
1	2	3

	This is where I am ...	My project plan is solid!	My project plan is a bit mushy ...	My project plan is iffy at best ...
A	Success is ... ---→	I know exactly what will be different when the project is successfully completed.	It is based on a single idea but I'm still undecided about a single path to making it happen.	I have so many possible projects that I haven't committed to one.
B	Ready ... Set ... ----→	I feel like I could start this project today and be successful within the timeframe I've allotted.	I feel like I need a little bit of help with decision making to pin down a solid direction I could start this project before the end of the month.	I feel like I need more direction with decision making and planning before I could start a project.
C	My team is ... ----→	I know who needs to be involved AND I have a list of what role I need them to play.	I can't know exactly who if I don't know exactly what but my general idea suggests some people. (I've written their names or positions down.)	I can't know who if I don't know what :-)
D	To be successful I need resources but ... ----→	I have a list of items that I need to budget for (even if I'm not sure how I'll get the resources.)	I can't budget yet because I don't know which project I'm doing.	I can't budget yet because I don't know which project I'm doing.

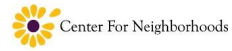
Barn Raising Overview





Barn Raising Prep

- Description of the outcome of your project
- Remember that list of at least 3 specific things you NEED? Bring it!



Barn Raising

“This is who I am, this is what I'm trying to do, this is what I need help with.”

Barn Raising

- Be as specific as you can about what you need.
- Do not offer anything you are not truly willing and able to give.
- If you can provide what someone else needs, or use what someone has to offer, raise your hand and give your name. Write down each other's information and get together after the formal part of the meeting is over.

Barn Raising

- You will be working with those at your table...or close by
- Everyone gets a turn!

Ray Brundige
Tyler Parke
How to be more
effective in groups

How to work more
effectively with my
Metro Council member &
my neighborhood association.
To gain a deeper understanding
of Louisville Metro's budget
& about legacy projects &
business deals.

- Local Non-Profit
business development
+
Zoning + Planning

① resources
available
to me
② project building
design

Eli Scheen
- Uxwey Hills (HWF)
- obligations of county &
and process for future
projects (Planning
Budget)

More info.
about plans
and goals to
erase the stigma
of the 9th St.
divide (redlined)

I want to learn...
- Sustainable/resilient
development
- Urban planning
- How to fund projects
- Sustainable neighborhood
- How to make change
happen!

I want to learn...
- How to connect my
Downtown neighbors
- How to promote
living downtown across
Louisville
- How to build a neighborhood
association

Sharing stories
to bring together
people together.
- the making
of a hometown

I want to learn
about neighborhood
development
why do people
love their
neighborhood -
what makes it
home for them.

How to resource
create or have
access to
community leaders
of -
The arts
Urban renewal

Learn
Resources
Leadership
Increase ~~eng~~ engagement

Collaborating w/ Metro
Government. Finding
funding for community
projects. Bridging the gap
between my community
work and my actual
neighborhood.

Help
Resources
& what's
Available in
the neighborhood

Why do certain
neighborhoods
get more than
the others.
~~How does~~

understand
flow of money
: policy
around housing
~~issues~~

- UNDERSTANDING
STRUCTURES
- PROCESSES FOR
CHANGE
- HOW & WHAT STEPS
TO TAKE IN ORDER TO
IMPLEMENT CHANGE &
RAISE AWARENESS TO
CONCERNS

Support &
newish
publicant

Closing the gaps
between surrounding
neighborhoods

How to effectively
engage + communicate
with the people
in the community
who are resistant
to change &
newcomers.

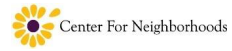
How to gather info
in order to engage in
out reach in different
neighborhoods ~~other~~
outside of your own
neighborhood.

How/when do public
officials make
decisions?
- How can we be a
voice & have a say?
outside of voting.
• budgets

How to
actually
engage w/
people?

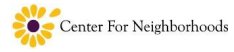
I want to learn
as much as
possible but
specifically increases
community involvement

Neighbors helping
neighbors.
Organized helping the
elderly.



Some Housekeeping!

- Photos for Class Directory
- Micro-Grant Program Information
- Office Hours



Homework:

Follow up on resources you discovered during
the Barn Raising!