

# Neighborhood Development Fund

## General Grant Policies

### **I. Neighborhood Development Fund Program Overview**

Since 1995, the Neighborhood Development Fund (NDF) Program consisting of: Community Action Project Grant (CAP) and the Neighborhood Improvement Fund (NIF), has been available as a component of the Hampton Neighborhood Initiative to promote strong partnerships and the healthy development of City of Hampton (the "City" or "Hampton") neighborhoods. Projects and events are identified and developed by various neighborhood-based organizations throughout the City. Currently, the NDF Program offers funding for projects and events in neighborhoods which involve physical improvements to public property. The Program utilizes existing local programs and resources to leverage the participation of other public, private, and non-profit organizations. Consequently, applicants are encouraged to develop proposals which maximize available resources and strengthen partnerships.

The City has reserved funds for neighborhood-based projects and events under the grant program. These funds are made available through a process whereby neighborhood-based and neighborhood-serving organizations submit project proposals for consideration to the Neighborhood Commission.

The Neighborhood Commission may set annual initiative funding priorities. These priorities would not be used to exclude projects, but to provide leadership around funding decisions to achieve strategic objectives. The NDF Program Policies must be reviewed and approved by the entire Neighborhood Commission.

### **II. Definitions**

#### **A. Hampton Neighborhood Initiative**

The Hampton Neighborhood Initiative is a partnership of neighborhood organizations, the Neighborhood Commission, the City of Hampton, area businesses and non-profits that is dedicated to improving the quality of life in Hampton's neighborhoods. Any neighborhood participate in the Hampton Neighborhood Initiative; the basic criterion for participation is that the neighborhood be inclusive. In other words, a participating neighborhood organization must demonstrate that it has given all neighborhood members the opportunity to participate. The vision of the Hampton Neighborhood Initiative is a city where individuals and families, by creating healthy neighborhoods, have the opportunity to succeed in realizing their full potential for a better quality of life.

#### **B. Neighborhood Organization**

A neighborhood organization is defined as an inclusive group of neighborhood stakeholders who work to make their local neighborhood or community better. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components.

**C. Community/Civic Organizations** are nonprofit groups that work at a local level to improve life for residents. The focus is to build equality across society in all activities. The Neighborhood Commission encourages all Community Organizations to register with the City so that opportunities and communication exists between the two.

**D. Partnerships** are nonprofit organizations, public agencies, government offices, schools, and certain private business that work in tandem with neighborhood and community organizations to achieve that organization's goal or mission by providing time and/or resources. Partnerships typically involve networking, cooperation or alliance, coordination, coalition, and/or collaboration.

**E. Planning Process**

Projects supported with NDF must be one of the neighborhood's highest priorities as determined through inclusive and collaborative planning processes. Input should be sought from all citizens, businesses, organizations and agencies that will be affected by the project. The more extensive proposed projects will require a more extensive planning process.

**F. Public Property**

For the purposes of the NDF Program, public property is defined as property owned by a public entity (i.e., City of Hampton, Hampton Redevelopment and Housing Authority) or community-owned property, including common areas, that is accessible and safe to the general public and has a public benefit. The applicant is required to submit a legal document (deed/plat) to demonstrate that the property is public according to this definition.

**III. Neighborhood Improvement Fund (NIF) Grant Policies**

**A. Purpose of the Funds**

The purpose of the NIF Program is to support the work of neighborhood groups to implement collaborative efforts to improve the quality of life in their neighborhoods. Funds are reserved for strategic neighborhood priorities as identified through an inclusive neighborhood planning process.

**B. Eligible Applicants**

Eligible applicants are registered neighborhood organizations, as previously defined, located in or serving neighborhoods within the City.

**C. Eligible Projects**

Grant funds are available to support collaborative projects that involve physical improvements on *public property* (See *Public Property Definition in section II.E*). Funds are reserved for strategic neighborhood priorities as identified through an inclusive planning process. Grant funds cannot be used for routine maintenance and upkeep of facilities, but improvements and upgrades to existing facilities are eligible.

Projects will be assessed to ensure that they:

- Are consistent with the goals and principles of the Hampton Neighborhood Initiative;
- Benefit an entire neighborhood or community located in the City; and
- Represent one of the neighborhood's highest priorities as identified through an inclusive planning process.

**Examples of eligible projects include:**

**Neighborhood Entryway Improvements** – Projects that provide a clear sense of place and community pride such as beautification projects, decorative signage, landscaping, lighting, etc.

**Safety and Prevention** – Projects that enhance the sense of safety of residents such as street lighting improvements, traffic calming measures, crosswalk improvements, etc.

**Community Enhancements** – Projects that improve aesthetic quality and increase opportunities for community building, i.e., neighborhood parks, playgrounds, walking/biking trails, community gardens, etc.

**Recreational, Educational & Cultural Initiatives** – Projects may include outdoor or recreational improvements, school park improvements or public art projects.

**Beautifications, Minor Neighborhood Improvement** – Projects that quickly and easily improve the physical appearance of the neighborhood from landscaping, banners, signage, plantings, seating areas, and park enhancements.

#### **D. Eligible Funding**

- i. Neighborhood Organizations may apply for a maximum of \$100,000 in grant funds. All other funding levels will be established and defined in the Neighborhood Development Fund Procedures.
- ii. Open Project Limit  
Organizations may only have one active individual grant project approved and open at any time. The only exception to the project limit is when an organization is involved in a collaborative project. An organization may have one individual project and one collaborative project approved and open at a time.
- iii. Collaborative Projects  
Organizations participating in collaborative projects may apply for a separate grant that is of a collaborative nature. Collaborative projects involve more than one neighborhood organization and must address common priorities between both organizations. Project leaders of both organizations must be identified in the application. The maximum amount for a collaborative project is \$100,000 total and must follow all practices and procedures of the Neighborhood Resources Committee and the Neighborhood Commission.
- iv. Pre-Approval Funding  
While project planning and inquiry may and should take place before the project is approved, any purchases, site-work, or project implementation cannot be funded until after the project is approved by all of the required bodies including the Neighborhood Resources Committee, the Executive Committee, and/or the Neighborhood Commission. Any costs incurred prior to approval cannot be funded by grant funds. These costs are a responsibility of the organization or authorized individual.

#### **E. Matching Requirements**

Approved applicant organizations must provide at least 10% in matching resources for each dollar the Commission invests in a project.

- i. The grant match provided must have a direct relationship to the project being undertaken.
- ii. Eligible forms of match include: cash contributions, land donations, donated/volunteer labor, and reductions in cost or donated materials or services.
- iii. Donated or volunteer labor shall be valued at the rate published by the Independent Sector ( <http://www.independentsector.org> ) for the previous calendar year. The rate shall be adjusted as new rates are published.
- iv. Donated professional services, such as architectural, engineering, construction, etc., will be valued at the full cost of the service provided. Professional services are services a person provides for paid employment that are then offered at a reduced rate; the difference between what the professional normally charges and what they charge the

neighborhood may be counted as matching funds. These services must have a direct contribution to the project in order to be counted as match.

- v. Documented match activities (as described in III.E.iv above), that are related directly to the planning, outreach, and development of the project prior to the approval of the grant application, may also be used towards the project's match requirement.
- vi. Match obtained in excess of the requirement may not be "banked" for use on future projects.

#### **F. Additional Funding**

Organizations may request up to ten percent (10%) above the previously approved grant amount to cover cost over-runs. Written justification for additional funding will be reviewed by the Neighborhood Resources Committee. Requests due to circumstances beyond the control of the neighborhood, such as permitting impacts, contractor overruns, and issues with the availability of materials, will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than ten percent (10%) of the approved grant must be approved by the Neighborhood Commission.

### **IV. Community Action Project (CAP) Grant Policies**

#### **A. Purpose of the Funds**

CAP Grants are intended to stimulate grassroots community efforts and encourage groups to come together to make Hampton's neighborhoods better. The goals of the CAP Grant Program is to improve communication and partnerships within a community, involve new members in activities, and enhance the quality of life. A CAP Grant is considered "seed funding". The term seed suggests that this is an investment, meant to support the project or event initially, in hopes it will generate resources of its own for future continuation and success. It should not be considered as the primary resource for future reoccurring projects or events.

#### **B. Eligible Applicants**

CAP Grants are available to registered neighborhood organizations for short-term collaborative projects that strengthen the social networks in their communities while creatively addressing their most important concerns. Community organizations may apply for CAP grant funds if they establish an active partnership with a related registered neighborhood organization.

#### **C. Eligible Events**

CAP Grants may be used for a wide range of activities. Projects should bring people together to make their neighborhoods a better place to live by using the skills and interests of those who live, work, play, and or do business in the neighborhood. Groups are encouraged to think creatively about what will work in their communities and with whom they might partner to accomplish their work.

#### **Examples of eligible projects include:**

**Public Safety** - Projects that increase the feeling of safety in the neighborhood such as fire safety education, disaster preparedness programs, and neighborhood watch outreach, etc.

**Organizational Development** – Projects that improve the workings of existing neighborhood organizations such as board training and development, membership recruitment, and outreach tools (brochures, newsletters, resident directories).

**Recreational, Educational & Cultural Initiatives** – Projects may include inter-generational tutoring programs, senior citizen educational programs, neighborhood music or arts events and some outdoor or recreational activities.

**Beautification, Minor Neighborhood Improvement** – Projects that quickly and easily improve the physical appearance of the neighborhood

#### **D. Grant Review Criteria**

Projects will be assessed to see that they:

- Contribute to the capacity and/or sense of community in a neighborhood;
- Are consistent with the goals and principles of Hampton Neighborhood Initiative;
- Benefit a neighborhood or community located in the City;
- Are tied to goals set by the neighborhood organization and tangibly contribute to those goals;
- Build partnerships to reduce the dependency on CAP grant funds over time; and
- Do not substitute CAP funds for activities the neighborhood has funded in the past.

#### **E. Eligible Funding**

- i. Maximum Funds: A maximum of \$2,000 in CAP grant funds may be invested in each project or event.
- ii. Open Grant Limit: Organizations may only have one active CAP project at any time.
- iii. Annual Limit: CAP grant requests are limited to one per year per organization.
- iv. Budget Limits: The Neighborhood Commission shall have the right to limit the amount of the grant funds, especially those used to purchase food, beverages, and individual costs of activities where necessary.
- v. Annual Funding Limits: Funding decisions are also based on available funding in the current fiscal year (between July 1 and June 30).
- vi. Sponsoring Organizations: Grants for events covering multiple sites may be sponsored by separate RNO's and have one grant submission per RNO.
- vii. Funding Restrictions: Grant funds cannot be used to purchase:
  - a. alcoholic beverages,
  - b. give-a-ways / prizes, (\*Note that T-Shirts, magnets and other items to promote or enable the event are excluded from this restriction.)
  - c. to pay for activities directly related to fundraising.

#### **F. Matching Requirements**

Organizations receiving CAP Grants funds are required to provide equally matching resources for each dollar of CAP Grant funds invested in a project, *i.e.*, 100% of grant funds. For example, if the Commission provides a \$2,000 grant, the applicant must provide at least \$2,000 in equally valued matching resources. The match provided must have a direct relationship with the project being undertaken.

#### **G. Annual Event Reduction**

Repeat Neighborhood projects and events previously awarded a grant by the Neighborhood Commission will receive a 50% reduction of the last grant amount awarded.

# **Neighborhood Development Fund Program Grant Procedures**

## **I. Neighborhood Commission: Neighborhood Resources Committee**

The Neighborhood Resources Committee (the "Committee") of the Hampton Neighborhood Commission (the "Commission") will serve as the administrative body for Neighborhood Commission Funds in the receipt and the processing of applications in accordance with the policies adopted by the Neighborhood Commission. The Committee, in keeping with the adopted standard operating procedures of the Commission and the Committee, will establish grant application procedures and processes.

The Committee reserves the right to adapt their review process to meet the needs and fulfill the goals of the Commission. Any Committee procedural changes require only the approval of the Executive Committee of the Commission. Applicants have the right to appeal any concerns with the process, Committee decisions, or the Committee's policies in writing to the Executive Committee.

### **A. Neighborhood Resources Committee**

For the purpose of reviewing grant application requests, the Committee will be responsible for reviewing grant application packets, meeting with applicants, and either approving, denying or providing recommendations to the Commission. For the purposes of grant application review, at least 5 members of the Commission shall constitute a quorum.

## **II. NIF Application Review Process**

### **A. Application Due Dates**

Due dates for the submission of grant applications will be set at the discretion of the Committee and may be obtained from the Community Development Department or the Chair of the Committee. Application Review meetings are held at least quarterly throughout the year. Applications will not be reviewed from June through August due to funding availability. Organizations should plan accordingly by submitting applications no later than May 1.

### **B. Application Packet Submission**

Grant applicants must submit a Grant Application Packet prior to or on the due date prior to the project. Application forms and application descriptions may be obtained from the Community Development Department or the Committee. Complete application packets may include but are not limited to:

- Contact Information
- Project Overview
- Budgeted Costs, Projected Match Activities
- Organizational & Outreach Documentation
- Project Renderings / Site plans / Committee work

Upon receipt and review by staff, all grant applicants will receive an Application Response letter. This letter will either confirm the scheduled grant review date for completed applications, outline the areas of the application that must be completed, or suggest recommendations of additional information that would be helpful for Committee consideration.

Applicants with incomplete applications will have until the following grant deadline to submit any required documentation. If the additional information is not submitted, then the application will be considered withdrawn; and the applicant will be required to resubmit their completed grant request. Application resubmission will be reviewed and considered at the following Neighborhood Resources Committee meeting.

### **C. Commissioner & Staff Review**

- i. After all Grant Application Packets are submitted, related Community Development staff will:
  - Review the packet for completeness
  - Request any additional information from the organization
- ii. The Community Development staff will then forward the updated application, including their review form to the related Neighborhood District and/or Institutional Commissioner. For districts without representation by an active Commissioner, the Chairperson, or their Commission designee, will review the project. The related Commissioner will then:
  - Review the application to ensure it abides by the guiding principles and policies of the Neighborhood Commission;
  - Contact the organization with any questions or requests for additional information;
  - Connect the organization to other groups doing similar projects;
  - Return the updated application to the assigned staff member for Committee Review; and
  - Attend the Neighborhood Resources Committee meeting to provide background information and community perspective on the submitted application.

### **D. Application Review**

Once the application is reviewed by the related staff and Commissioner, the final application is submitted to the Committee. The Committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns over the planning, scope, or nature of the project. At least one meeting with the Neighborhood Resources Committee will be required as described in the review process in Section II.E below if the funding level requested is above \$20,000. In addition, the Neighborhood Resources Committee may also be able to assist the applicant in identifying challenges that may be faced in the implementation of the project, connecting their organizations to others that are doing similar projects, and identifying other possible resources.

Applicants should be prepared to:

- Provide a brief overview of the project including budgeted activities and match obligation;
- Identify general goals of the project and how they will meet the needs of the neighborhood; and
- Describe the outreach and communication activities with the project and appropriate scope of outreach.

During the review process, the Neighborhood Resources Committee will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the grant funding; and
- Make recommendations for changes in the match fulfillment and project implementation.

Based on the information provided in the discussion, additional meetings with the applicant may be requested at the discretion of the Neighborhood Resources Committee or the applicant.

**E. Approval Process**

Requirements for project approval are based on the level of funding requested in the project proposal. Three levels of review exist as described in the table below:

| <b>Project Level</b> | <b>Funding Threshold</b> | <b>Review Requirements</b>                                                                                                                        |
|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Major                | \$100,000                | 1. Application Submission<br>2. Application Review Meeting(s) [Neighborhood Resources Committee & Applicant]<br>3. Neighborhood Commission Review |
| Middle               | \$50,000                 | 1. Application Submission<br>2. Application Review Meeting(s) [Neighborhood Resources Committee & Applicant]                                      |
| Small                | \$20,000                 | 1. Application Submission<br>2. Application Review [Neighborhood Resources Committee]                                                             |

**i. Small Level Projects**

- a. The Neighborhood Resources Committee will make primary funding decisions regarding the Small Level Grant Applications.
- b. The maximum funding allowed for review as a Small Level project is \$20,000.
- c. The applicant is not required to meet with the Committee for approval of Small Level projects.
- d. The applicant or the Committee may request a meeting or additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

**ii. Mid-Level Projects**

- a. The Neighborhood Resources Committee will make primary funding decisions regarding the Mid-Level Grant Applications.
- b. The maximum funding allowed for review as a Mid-Level project is \$50,000.
- c. The applicant is required to meet with the Committee for approval of Mid-Level projects.
- d. The applicant or the Committee may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

**iii. Major Level Projects**

- a. The Neighborhood Resources Committee will make funding recommendations regarding the Major-Level Grant Applications to be forwarded to the entire body of the Neighborhood Commission for final consideration to approve, deny, or defer.
- b. The maximum funding allowed for review as a Major Level project is \$100,000.



- c. The applicant is required to meet with the Committee and the full body of the Neighborhood Commission for approval of Major-Level projects. Applicants must be prepared to give an overview of the project and answer any questions about the project before the entire Commission.
- d. The applicant, the Committee, or the Neighborhood Commission may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

**iv. For all application reviews:**

- a. The Neighborhood Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.
- b. Applicants may request a review by the full Neighborhood Commission if the Neighborhood Resources Committee denies their application.
- c. Any deviation from the written grant policy shall be approved by a quorum at a normal Neighborhood Commission meeting.

**E. Post-Approval Documentation Requirements**

**i. Written Agreement**

Upon approval of an application, organizations will be required to enter into a written agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures.

**ii. Maintenance Agreement**

Before any improvements are installed, the organization must also enter into a maintenance agreement with the Neighborhood Commission. This legally binding agreement will specify the expectations between the organization and City Departments for maintaining the improvements to the community, the replacement expectations, and understanding of removal, abatement, or remedy if the improvement is not maintained.

**iii. Status Reports to the Commission**

Recipients must provide regular reports concerning the status of project activities upon request of the Neighborhood Resources Committee or Executive Committee of the Neighborhood Commission.

**iv. Match Documentation**

Prior to completion of the project, applicants must document fulfillment of their matching requirements. Projects will be considered open until the match requirement documents are submitted and approved.

**v. Final Reporting**

When the project is completed, the Neighborhood Resources Committee requests that applicants submit a final written report that includes, but is not limited to, the following information:

- Accomplishments (as described in the application);
- A brief narrative assessment of what worked, what didn't work, what they would do differently next time, and any other feedback on the process in regards to project planning, approval and implementation; and
- If possible copies of photos, media coverage, fliers, and newsletters highlighting the project and the project participants.

**vi. Close-out Documents**

All required documents must be submitted to close out the grant. If a grant is not closed out, current projects cannot proceed or subsequent grants cannot be approved until the required documents are submitted.

**III. Community Action Project Application Review Process**

**A. Application Due Dates**

Due dates for the submission of grant applications will be set at the discretion of the Neighborhood Resources Committee and may be obtained from the Community Development Department or the Chair of the Neighborhood Resources Committee. Application Review meetings are held at least quarterly throughout the year. Applications will not be reviewed from June through August due to funding availability. Organizations should plan accordingly for projects that occur during these months by submitting applications no later than May 1.

**B. Application Packet Submission**

Grant applicants must submit a Grant Application Packet prior to or on the due date prior to the project. Application forms and application descriptions may be obtained from the Community Development Department or the Neighborhood Resources Committee. Complete application packets may include but are not limited to:

- Contact Information;
- Project Overview;
- Budgeted Costs, Planned Match Activities; and
- Organizational and Outreach Documentation.

Upon receipt and review by staff, all grant applicants will receive an Application Response letter. This letter will either confirm the scheduled grant review date for completed applications, outline the areas of the application that must be completed, or suggest recommendations of additional information that would be helpful for Committee consideration.

Applicants with incomplete applications will have until the following grant deadline to submit any required documentation. If the required information is not submitted, then the application will be considered withdrawn; and the applicant will be required to resubmit their completed grant request. Application resubmission will be reviewed and considered at the following Neighborhood Resources Committee meeting.

**C. Commissioner & Staff Review**

- i. After all grant application items are submitted, the related Community Development staff will:
  1. Review the packet for completeness; and
  2. Request any additional information from the organization.
- ii. The Community Development staff will then forward the updated application, including their review form to the related Neighborhood District and/or Institutional Commissioner. For districts without representation by an active Commissioner, the Chairperson will assign a Neighborhood Resources Committee Commissioner to review the project.
- iii. The related Commissioner will then:
  1. Review the application to ensure it abides by the guiding principles and policies of the Neighborhood Commission;

2. Contact the organization with any questions or requests for additional information;
3. Connect the organization to other groups doing similar projects;
4. Return the updated application to the assigned staff member for Committee Review; and
5. Attend the Neighborhood Resources Committee meeting to provide background information and community perspective on the submitted application.

**D. Application Review**

Once the application is reviewed by the related staff and the Commissioner, the final application is submitted to the Committee. The Committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns over the planning, scope, or nature of the project.

At least one meeting with the Neighborhood Resources Committee will be required as described in the review process in Section III.E below if the funding level requested is above \$1,000. In addition, the Neighborhood Resources Committee may also be able to assist the applicant in identifying challenges that may be faced in the implementation of the project, connecting their organizations to others that are doing similar projects, and identifying other possible resources.

Applicants should be prepared to:

- Provide a brief overview of the project including budgeted activities and match obligation;
- Identify general goals of the project and how they will meet the needs of the neighborhood; and
- Describe the outreach and communication activities with the project.

During the review process, the Neighborhood Resources Committee will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the grant funding; and
- Make recommendations for changes in the match fulfillment and project implementation.

Based on the information provided in the discussion, additional meetings with the applicant may be requested at the discretion of the Neighborhood Resources Committee or the applicant.

**E. Approval Process**

Requirements for project approval are based on the level of funding requested in the project proposal. Two levels of review exist as described in the table below:

| Project Level | Funding Threshold | Review Requirements                                                                                     |
|---------------|-------------------|---------------------------------------------------------------------------------------------------------|
| Large         | \$2,000           | 1. Application Submission<br>2. Application Review Meeting(s) [Review Committee & Applicant Encouraged] |
| Small         | \$1,000           | 1. Application Submission<br>2. Application Review [Review Committee]                                   |

**i. Small Level Projects**

- a. The Neighborhood Resources Committee will make primary funding decisions regarding the Small Level Grant Applications.
- b. The maximum funding allowed for review as a Small Level project is \$1,000.
- c. The applicant is not required to meet with the Committee for approval of Small Level projects.
- d. The applicant or the committee may request a meeting or additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

**ii. Large Level Projects**

- a. The Neighborhood Resources Committee will make primary funding decisions regarding the Large Level Grant Applications.
- b. The maximum funding allowed for review as a Large Level project is \$2,000.
- c. The applicant is required to meet with the Committee for approval of Large Level projects.
- d. The applicant or the Committee may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

**iii. For all application reviews:**

- a. The Neighborhood Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.
- b. Applicants may request a review by the full Neighborhood Commission if the Neighborhood Resources Committee denies their application.
- c. Any deviation from the written grant policy shall be approved by a quorum at a normal neighborhood commission meeting.

**F. Post-Approval Documentation Requirements**

**i. Written Agreement**

Upon approval of an application, organizations will be required to enter into a written agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures.

**ii. Status Reports to the Commission**

Recipients must provide regular reports concerning the status of project activities upon request of the Neighborhood Resources Committee or Executive Committee of the Neighborhood Commission.

**iii. Match Documentation**

Prior to completion of the project, applicants must document fulfillment of their matching requirements. Projects will be considered open until the match requirement documents are submitted and approved.

**iv. Final Reporting**

When the project is completed, the Neighborhood Resources Committee requests that applicants submit a final written report that includes, but is not limited to, the following information:

- Accomplishments (as described in the application);
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- If possible copies of photos, media coverage, fliers, and newsletters highlighting the project and the project participants.

**v. Close-out Documents**

All required documents must be submitted to close out the grant. If a grant is not closed out, current projects cannot proceed or subsequent grants cannot be approved until the documents are submitted.