

Neighborhood Development Fund

General Grant Policies

I. Neighborhood Development Fund Program Overview

Since 1995, the Neighborhood Development Fund (NDF) Program has been available as a component of the Hampton Neighborhood Initiative to promote strong partnerships and the healthy development of our neighborhoods. Projects are identified and developed by various neighborhood-based organizations throughout the city. Currently, the Neighborhood Development Fund Program offers funding for projects in neighborhoods which involve physical improvements to public property. The programs utilize 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 under the grant program. These funds are made available through a process whereby neighborhood-based and neighborhood-serving organizations submit project proposals for consideration by 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 can 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. Registered Neighborhood Organization Program

Registered Neighborhood Organization program is a pledge to participate and be a partner in the Hampton Neighborhood Initiative. In order to register, the neighborhood organization must meet certain criteria regarding their boundaries, organizational purpose and structure, and inclusiveness and outreach. The Registered Neighborhood Organization Program is managed by the Capacity Committee of the Neighborhood Commission and approved by the full body of the Neighborhood Commission.

D. Planning Process

Projects supported with Neighborhood Development Funds 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.

E. Public Property

For the purposes of the Neighborhood Development Fund 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 Grant Policies

A. Purpose of the Funds

The purpose of the Neighborhood Improvement Fund 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 neighborhood organizations, as previously defined, located in or serving neighborhoods within the City of Hampton.

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). Projects funded must be consistent with the Hampton Neighborhood Initiative and benefit an entire neighborhood or community located within Hampton. 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 is 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 of Hampton; 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.

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

D. Eligible Funding

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.

i. 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 can have one individual project and one collaborative project approved and open at a time.

ii. 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 Grant Review Committee and the Neighborhood Commission.

iii. Pre-Approval Funding

While project planning and inquiry can 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 Grant Review 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), 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 Grant Review 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**

Community Action Project 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 are to improve communication and partnerships within a community, involve new members in the community in activities, and enhance the quality of life of Hampton's neighborhoods.

B. Eligible Applicants

Community Action Project (CAP) Grants are available to 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 neighborhood and/or civic organization.

C. Eligible Projects

Community Action Project (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 whom they might partner with 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 of Hampton;
- 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

- a. **Maximum Funds:** A maximum of \$2000 in Community Action Project (CAP) grant funds may be invested in each project or event.
- b. **Open Grant Limit:** Organizations may only have one active CAP project at any time.
- c. **Annual Limit:** CAP grant requests are limited to one per year per organization.
- d. **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.
- e. **Annual Funding Limits:** Funding decisions are also based on available funding in the current fiscal year (Between July 1 and June 30).
- f. **Funding Restrictions:** Grant funds cannot be used to purchase:
 - i. alcoholic beverages,
 - ii. give-a-ways / prizes, or
 - iii. 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 \$2000 grant, the applicant must provide at least \$2000 in equally valued matching resources. The match provided must have a direct relationship to the project being undertaken.

G. Annual Event Reduction

Neighborhood projects and events that are similar in scope and/or purpose from activities previously funded by the Neighborhood Commission must demonstrate a significant change or will receive at least a 50% reduction in the amount requested from previous years.

H. Additional Funding

Neighborhoods may request up to twenty percent (20%) above the previously approved grant amount. Written justification for additional funding will be reviewed by the Grant Review Committee. Requests due to circumstances beyond the control of the neighborhood 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 twenty percent (20%) of the approved grant must be approved by the Neighborhood Commission.

Neighborhood Development Fund Program Grant Procedures

I. Neighborhood Commission Grant Review Committee

The Grant Review Committee of the Hampton Neighborhood 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 Grant Review Committee, in keeping with the adopted standard operating procedures of the Commission and the Committee, will establish grant application procedures and processes.

The Resources 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 Neighborhood 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. Grant Review Committee

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

II. Neighborhood Improvement Fund Application Review Process

A. Application Due Dates

Due dates for the submission of grant applications will be set at the discretion of the Grant Review Committee and can be obtained from the Community Development Department or the Chair of the Grant Review 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 can be obtained from the Community Development Department or the Grant Review 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 information is not submitted, then the application will be

consider withdrawn and the applicant will be required to resubmit their completed grant request. Application resubmission will be reviewed and considered at the following Grant Review 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 Grant Review 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 Grant Committee Review
 - Attend the Grant Review 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 & Commissioner, the final application is submitted to the Review 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 Grant Review Committee will be required as described in the review process in Section II.E if the funding level requested is above \$20,000. In addition, the Grant Review 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 an 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;
- Describe the outreach and communication activities with the project and appropriate scope of outreach

During the review process, the Grant Review Committee will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the grant funding; &
- 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 Grant Review 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:

Project Level	Funding Threshold	Review Requirements
Major	\$100,000	<ol style="list-style-type: none"> 1. Application Submission 2. Application Review Meeting(s) [Grant Review Committee & Applicant] 3. Neighborhood Commission Review
Middle	\$50,000	<ol style="list-style-type: none"> 1. Application Submission 2. Application Review Meeting(s) [Grant Review Committee & Applicant]
Small	\$20,000	<ol style="list-style-type: none"> 1. Application Submission 2. Application Review [Grant Review Committee]

i. Small Level Projects

- a. The Grant Review 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 Grant Review 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 Grant Review 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 Review 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 Review 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 Grant Review 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 Grant Review Committee denies their application.

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 Grant Review 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 Grant Review 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 documents are required to close out the grant. If a grant is not closed out, current projects cannot proceed or subsequent grants cannot not be approved until the 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 Grant Review Committee and can be obtained from the Community Development Department or

the Chair of the Grant Review 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 can be obtained from the Community Development Department or the Grant Review Committee. Complete application packets may include but are not limited to:

- Contact Information
- Project Overview
- Budgeted Costs, Planned Match Activities
- Organizational & 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 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 Grant Review Committee meeting.

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C. Commissioner & Staff Review

- i. After all grant application items are submitted, the related Community Development staff will:
 1. Review the packet for completeness
 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 Grant Review Chairperson will assign a Grant Review 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 Grant Committee Review
 5. Attend the Grant Review 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 & Commissioner, the final application is submitted to the Review 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 Grant Review Committee will be required as described in the review process in Section III.E if the funding level requested is above \$1,000. In addition, the Grant Review 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;
- Describe the outreach and communication activities with the project

During the review process, the Grant Review Committee will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the grant funding; &
- 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 Grant Review 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 2. Application Review Meeting(s) [Review Committee & Applicant]
Small	\$1000	1. Application Submission 2. Application Review [Review Committee]

i. Small Level Projects

- a. The Grant Review 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 \$1000.
- 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 Grant Review 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 Grant Review 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 Grant Review Committee denies their application.

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