



# **Hampton Neighborhood Commission Places and Spaces Grant**

## **Application**



HOUSING & NEIGHBORHOODS

# Neighborhood Development Fund Program

## Places and Spaces Grant Application

Date Submitted: \_\_\_\_\_

### Applicant Information

Please indicate the President/Leader of the organization and a contact person. The contact person should be able to answer specific questions regarding the project and application.

Name of Applicant / Organization: \_\_\_\_\_

President/Executive Director: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone: \_\_\_\_\_  
Day

\_\_\_\_\_ Evening

Fax: \_\_\_\_\_

### Project Information

The organization's President, Vice-President, Leader, Chairperson or Executive Director must sign this document as the authorizing official.

Physical Location: \_\_\_\_\_

Community / Neighborhood: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

(Must be same amount under Grant Funds on budget forms)

Estimated Project Start Date: \_\_\_\_\_

Project Length: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorizing Official*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

## Budgeted Costs

**Proposed Budget**

	<i>Funding Source</i>			
<b>Budget Item (A)</b>	<b>Grant Funds (B)</b>	<b>Other Sources (C)</b>	<b>Total (B+C)</b>	<b>Specify Other Sources (State, City, Federal, Donations, etc.)</b>
<b>TOTALS:</b>				
	(Will be the same as indicated in Section II of the application.)			

**Budget Narrative**

<b>Budget Item (A)</b>	<b>Explanation</b>



## Neighborhood Development Fund Program

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### Places and Spaces Grant Application

## Project Narrative

Please provide information on the following:

### I. Description of the Project

Provide an overview of the entire project. Share any relevant information about the project (such as, time, location, scope, target audience, planned activities, resources, partnerships...etc) including how it is connected to any previous projects done by the group. Describe any cooperative efforts or partnerships related to the project.

### II. Applicant Experience

First-time applicants must provide a brief description of your organization (structure, goals, purpose, mission statement, etc.). Indicate your group's level of experience in doing neighborhood-serving projects, ability to plan, design and implement the project, as well as, the ability to meet your projected match obligation in a timely manner.

### III. Goals of the Project

Describe your primary goals of the project and explain how they will meet the needs of the neighborhood. Your goals should identify how the project will benefit the neighborhood and contribute to the sense of community in the neighborhood.

### IV. Planning Process

Explain the process you used to plan the project. It should be inclusive and outreach to all citizens, organizations, and groups (including businesses, non-profit agencies, etc.). Remember the scope of the project determines the scope of the outreach, therefore, each project is different.

You must provide documentation that shows an appropriate level of input was obtained in planning the physical project. You should include letters of support from organizations involved in the project, minutes from board or organizational meetings where votes were taken or discussions were held concerning the project. It is extremely important that you provide copies of fliers, emails, or letters demonstrating that *all* citizens, organizations, and groups who will be affected by the physical improvement were given ample opportunities to participate in the planning process.

### V. Match Requirements

Describe the matching resources you have identified to support 10% of the project. You must be able to provide the dollar value of matching resources for the project. Your match provided must have a direct relationship to the project.

Eligible match may include cash contributions, donated materials or services, volunteer labor, and reductions in cost.

- Donated or volunteer labor is valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for Virginia in the last published calendar year.
- Donated or discounted 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 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.
- For reductions in cost, donated materials and services price quotes must be obtained from multiple vendors to substantiate the value of the match. Similarly, for donations of land, assessment information needs to be gathered to estimate the value of the contribution.

You should realize that the projects most likely to receive approval are those which plan to utilize grant funds along with other resources from their neighborhood. Therefore, you may wish to aggressively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the project.

#### **VI. Participation in the Hampton Neighborhood Initiative**

Identify in a positive and pro-active manner how your neighborhood or organization intends to promote your partnership with the Hampton Neighborhood Initiative through the funded project. Be sure to describe your connection and work with the District Commissioner on the project planning

#### **VII. Budget and Budget Narrative**

Please complete an operating budget for each activity and describe the budget in narrative form. The budget and budget narrative should give a total picture of your project and the resources available to it. All related costs must be covered in the budget. You may not be aware of all the costs associated with the budget, but should estimate all costs to the best of your ability.

You are required to identify the source of funding for each line item. The value and type of any in-kind contributions should be thoroughly explained. It is important that your budget figures clearly relate to what is proposed in the project description.

#### **NOTE: Application Deadlines**

Applications are to be received the 4:30pm deadlines of March 31, June 30, Sept 30, or Dec 31 by hand-delivering, mailing, faxing or emailing. All applications that are turned in after the deadline will be forwarded to the next round of grant funding in the following quarter. To ensure timely processing of your application please ensure to adhere to this date.



# Neighborhood Improvement Fund

## Application Checklist

This checklist is to help you prepare your application and serves as a suggested guide to planning your project. Please call the Community Development Department at 727-6140 if you need assistance.

You should...

- Contact** your Neighborhood District Commissioner to discuss your project idea and the grant process. For more information on your area’s District Commissioner, please contact the Community Development Department at 757-727-6140 or [neighbor@hampton.gov](mailto:neighbor@hampton.gov).
- Plan** the project; establishing a committee or group. (The names and telephone numbers of those involved in planning the project should be attached in the application.)
- Provide** opportunity for all key stakeholders to give input and participate in the project. Document your outreach for the opportunity.
- Seek** other resources besides the grant funds to support or supplement the project.
- Identify** resources to meet the 10% match requirements and indicate the planned match clearly in the budget and budget narrative.
- Complete** all sections of the application including the signature of an authorizing official.
- Submit** your application before the 4:30pm deadlines of March 31, June 30, Sept 30, or Dec 31 by hand-delivering, mailing, faxing or emailing to the following:  
 Community Development Department’s Housing & Neighborhood Services  
 22 Lincoln Street, 5<sup>th</sup> floor  
 Hampton, Virginia 23669  
 O: 757-727-6140  
 F: 757-728-2449  
 E: [neighbor@hampton.gov](mailto:neighbor@hampton.gov)
- Attend** the meetings required for processing of your project:

Project Level	Project Value	Review Requirements
Small	Up to \$19,999	1. Application Submission 2. Application Review [Resources Committee] a. Meeting Optional or By Request
Middle	\$20,000 - \$49,999	1. Application Submission 2. Application Review Meeting(s) [Resources Committee & Applicant]

Major	\$50,000 - \$100,000	<ol style="list-style-type: none"><li>1. Application Submission</li><li>2. Application Review Meeting(s) [Resources Committee &amp; Applicant]</li><li>3. Neighborhood Commission Review</li></ol>
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