



## CITY OF HAMPTON NEIGHBORHOOD COMMISSION

c/o Neighborhood & Housing Services Division

22 Lincoln St – Hampton – Virginia - 23669

TEL 757-727-6140 FAX 757-728-2449

<http://www.hampton.gov/2110/Neighborhood-Grants>

### HAMPTON NEIGHBORHOOD COMMISSION NEIGHBORHOOD IMPROVEMENT FUND PROPOSAL INSTRUCTIONS AND APPLICATION FORM

The Hampton Neighborhood Commission **Neighborhood Improvement Fund (NIF) Grant** stimulates grassroots community efforts and encourages groups to come together to make Hampton's neighborhoods better places to live, work, and play. The goals of the NIF Grant is to improve communication and partnerships within the community while accomplishing physical improvements involving new members in community activities and enhancing the quality of life of Hampton's neighborhoods. **The maximum grant amount is \$100,000 per project.**

**Hampton neighborhood organizations and neighborhood-serving organizations with a tax identification number (EIN Number) are eligible to apply. If you don't have an EIN, it is very easy to obtain one, please visit <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> and follow the instructions. If you have any issues obtaining an EIN, please contact us (See contact information below).**

**Eligible projects may include, but not limited to:**

- **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.

Once the project is complete the **grant recipient must complete a close-out report form 30 days after project is complete and this report must be submitted it before reapplying for any additional funding. Also it is strongly recommended you review the Neighborhood Development Fund Policy available on our website, <http://www.hampton.gov/1103/Programs-for-Neighborhoods>, or you may contact our office directly (See contact information below).**

**Application Submission:** Be sure to submit by April 15th (Must be postmarked prior to the date) or you may not receive funding in time for your event. Applications are accepted from Oct to May although activities may occur throughout the year.

**You May Submit Your Application by Mail, Fax, Email, or in Person to:**

City of Hampton Neighborhood Commission

C/O Jasmine Bryson

Housing & Neighborhood Services Division

Community Development Department

22 Lincoln St., 5th Floor - Hampton, VA 23669

Phone: (757) 727-6140 - Fax: (757) 728-2449 Email: [jbryson@hampton.gov](mailto:jbryson@hampton.gov)

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**NEIGHBORHOOD IMPROVEMENT FUND GRANT  
APPLICATION FORM**

**Submission Date:** \_\_\_\_\_

**Tax Identification Number (EIN):** \_\_\_\_\_

Neighborhood Serving  
Organization/Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_, Email: \_\_\_\_\_

Planning Committee Members (Please list the members of your planning team for your project):

\_\_\_\_\_

\_\_\_\_\_

***Project Category – Type of Project (✓ to select all that may apply)***

- \_\_\_\_\_ Monument Sign, small entryway sign, historic marker
- \_\_\_\_\_ Public Art,
- \_\_\_\_\_ New Median, speed table, traffic circle, etc.
- \_\_\_\_\_ Youth Projects
- \_\_\_\_\_ Other

**Project Information (Add attachments if necessary)**

1. *Summary of Project: A.) Write a clear description of your project you are planning. B.) What do you wish to accomplish with this project? C.) Describe how this project will benefit the neighborhood? D.) Have you got consensus from your neighborhood (See outreach guide for help)? E.) Provide a picture of the existing location of the site, cost estimate and/or quotes of your physical improvement, and site plan of the location (most quotes will include this):*

**Activities & Milestones**

2. *Please list activities and milestones to complete your physical community improvement project. Attach any proof of this planning, such as meeting minutes and emails. You may have to obtain a right-of-way and/or easement permit. Please visit this link for more details of what you might need, <http://www.hampton.gov/442/Development-Services-Center-Permits>:*

**Project Budget**

3. Please fill out the Budget Table accordingly. **This grant requires a 10% match** - Eligible match may include cash contributions, donated materials/services, volunteer labor or a combination there of (Visit [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) for the current rate for volunteer time). Also donated or discounted professional services, such as architectural, engineering, construction, etc., will be valued at the full cost of the service provided:

<b>Funding Sources &amp; Totals</b> (This grant requires a 100% match)					
<i>Budget Item</i>	<i>Budget Item Cost (A)</i>	<i>NIF Grant Funds (B)</i>	<i>Other Resources (C)</i>	<i>Total (B + C = A)</i>	<i>Identify Resources for Matching Requirement (i.e volunteer hours, professional services, materials, etc.)</i>
<b>TOTAL</b>					

**Budget Narrative**

Budget Item	Explanation

**Partnerships**

4. We value partnerships - Please identify the partners with whom you are working with. Please provide letters of support from your partners (Attach to application):

<b>Name of Partner &amp; Organization (If Applicable)</b>	<b>How Are They Contributing to the Project and/or What is Their Role in the Project (Examples: Making the fliers, Volunteer time, Donate items for/to project, etc.)</b>

\_\_\_\_\_  
Authorized Signature of Organization Chair/President

\_\_\_\_\_  
Date