



**Center For Neighborhoods**  
**The Lucille Leggett  
Neighborhood Institute**



Neighborhood Institute Fall 2022  
Week 9

# Welcome to Week 9

House Keeping

Project Proposal & Budget

Fundraising/NDF Grants

Fiscal Sponsorship

Project Practice Activity



# Fundraising

- Neighborhood Development Fund
- Fiscal Sponsorship
- Crowdfunding



# 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

# Microgrant Application

## **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
<b>Total:</b>	

**Funding:** Please list all secured or anticipated funding

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

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

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

# Microgrant Application

**Project Narrative**

*Describe Project in two sentences:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Detailed Project Description (up to 250 words):*

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# Microgrant Application

*What need will your project fill in the community?* \_\_\_\_\_

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*How will this project bring people together to create community?* \_\_\_\_\_

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*How will evaluate the success of you project?* \_\_\_\_\_

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*How long will your project take to complete?* \_\_\_\_\_

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# 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			
<b>Legal Name of Applicant Organization:</b>		Irish Hill Neighborhood Association, Inc.	
<i>(as listed on: <a href="http://www.sos.ky.gov/business/records">http://www.sos.ky.gov/business/records</a>)</i>			
<b>Main Office Street &amp; Mailing Address:</b> 1305 Lexington Road, Louisville KY 40204			
<b>Website:</b> <a href="http://www.irishhillneighbors.org/">http://www.irishhillneighbors.org/</a>			
<b>Applicant Contact:</b>	John Hawkins	<b>Title:</b>	Treasurer
<b>Phone:</b>	502-777-0546	<b>Email:</b>	jhawkins01@me.com
<b>Financial Contact:</b>	John Hawkins	<b>Title:</b>	Treasurer
<b>Phone:</b>	502-777-0546	<b>Email:</b>	jhawkins01@me.com
<b>Organization's Representative who attended NDF Training:</b> John Hawkins			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
<b>Program Facility Location(s):</b>	E. Liberty Street between Baxter Ave. and Cooper Street.		
<b>Council District(s):</b>	Districts 4 and 9	<b>Zip Code(s):</b>	40204
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
<b>PROGRAM/PROJECT NAME:</b> Planting Trees in the E. Liberty Street Traffic Island			
<b>Total Request: (\$)</b>	\$2371.70	<b>Total Metro Award (this program) in previous year: (\$)</b>	\$0
<b>Purpose of Request (check all that apply):</b>			
<input type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency's total operating budget)			
<input type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals			
<input checked="" type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
<b>The Following are Required Attachments:</b>			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current Year Projected Budget <input checked="" type="checkbox"/> List of Board of Directors (include term & term limits) <input checked="" type="checkbox"/> Current financial statement <input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H <input checked="" type="checkbox"/> Articles of Incorporation <input checked="" type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if required <input type="checkbox"/> Staff including the 3 highest paid staff	
<b>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:</b>			

# 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 (i.e. Rent, Office Supplies, Personnel)	<u>Invoice</u> <u>Amount</u>	<u>Invoice</u> <u>Date</u>	Payment/Reconciliation Documentation (i.e. Cancelled Check, Bank Statement)	Metro Portion : (should equal the invoice total, or amount assigned to the NDF grant)
				<b>TOTAL:</b>

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....

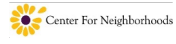
- Kickstarter
- GoFundMe
- IndieGoGo
- IOBY (In Our Back Yard)
- CrowdRise

Anyone know of other  
platforms/resources?



# Office Hours

- By appointment
- Call or email to schedule



**Break!**



# Project Statement



## **Project Statement Worksheet**

**Student Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

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# 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?)
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<b>This is where I am ...</b>	<b>My project plan is solid!</b>	<b>My project plan is a bit mushy ...</b>	<b>My project plan is iffy at best ...</b>
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?)
<b>1</b>	<b>2</b>	<b>3</b>

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 ... <b>A</b> ---->	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 ... <b>B</b> ---->	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 ... <b>C</b> ---->	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 ... <b>D</b> ---->	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!



# Homework:

Follow up on resources  
you discovered during  
the Barn Raising!