



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



**Neighborhood Institute Fall 2023**  
**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

# 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
- Project must be for a public purpose.
- Grant must be to a 501(c)3 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](#)

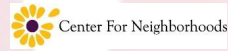
10. [NDF030116A](#) [NA](#) \$1,500 TOTAL FROM THE 25TH AND 13TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUNDS, THROUGH THE OFFICE OF MANAGEMENT AND BUDGET, TO AUBURNDALE NEIGHBORHOOD ASSOCIATION, INC. FOR ANA PICNIC AND HOLIDAY COMMUNITY PARTY.

**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](#)

# Ineligible for NDF

Ineligible grant expenditures include but are not limited to the following:

- Direct appropriations to improve private property
- Personal gifts
- Alcoholic beverages
- Mileage reimbursement paid to local staff or volunteers
- Membership dues or subscriptions for periodicals
- Out of town staff training including travel
- Sales tax for 501(c)(3) applicants
- Capital improvements to faith based organizations or schools
- Funding to another taxing district for its statutorily required expenditures
- Employee bonuses or severance pay
- Rent or depreciation for property owned by the organization
- Cash payments/incentives (excluding de minimis) to individuals
- Indirect cost (Facilities & Administrative cost) rate
- Acceptance of fees are determined on a case by case basis



# NDF Grant Application

## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 1 – APPLICANT INFORMATION

**Legal Name of Applicant Organization:** Irish Hill Neighborhood Association, Inc.  
(as listed on: <http://www.sas.ky.gov/business/records>)

**Main Office Street & Mailing Address:** 1305 Lexington Road, Louisville KY 40204

**Website:** <http://www.irishhillneighbors.org/>

<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

**Organization's Representative who attended NDF Training:** John Hawkins

### GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED

**Program Facility Location(s):** E. Liberty Street between Baxter Ave. and Cooper Street.

**Council District(s):** Districts 4 and 9      **Zip Code(s):** 40204

### SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION

**PROGRAM/PROJECT NAME:** Planting Trees in the E. Liberty Street Traffic Island

**Total Request: (\$)** \$2371.70      **Total Metro Award (this program) in previous year: (\$)** \$0

**Purpose of Request (check all that apply):**

- Operating Funds (generally cannot exceed 33% of agency's total operating budget)
- Programming/services/events for direct benefit to community or qualified individuals
- Capital Project of the organization (equipment, furnishing, building, etc)

**The Following are Required Attachments:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> IRS Exempt Status Determination Letter</li> <li><input checked="" type="checkbox"/> Current Year Projected Budget</li> <li><input checked="" type="checkbox"/> List of Board of Directors (include term &amp; term limits)</li> <li><input checked="" type="checkbox"/> Current financial statement</li> <li><input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H</li> <li><input checked="" type="checkbox"/> Articles of Incorporation</li> <li><input checked="" type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed lease if rent costs are being requested</li> <li><input checked="" type="checkbox"/> IRS Form W9</li> <li><input type="checkbox"/> Evaluation forms if used in the proposed program</li> <li><input type="checkbox"/> Annual audit (if required by organization)</li> <li><input type="checkbox"/> Faith Based Organization Certification Form, if required</li> <li><input type="checkbox"/> Staff including the 3 highest paid staff</li> </ul> |
|---|--|

**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.





# Fiscal Sponsorship

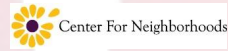
## **What is fiscal sponsorship?**

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.



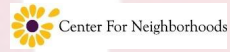
# Crowdfunding

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>

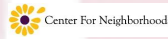
This is where I am ...	My project plan is solid!	My project plan is a bit mushy ...	My project plan is iffy at best ...
Success is ... <b>A</b> ---->	I know exactly what will be different when the project is successfully completed.	It is based on a single idea but I'm still undecided about a single path 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

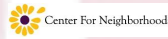






# Barn Raising Prep

- 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!