



# NEIGHBORHOOD MATCHING GRANT APPLICATION

IMPORTANT: Please review the Neighborhood Matching Grant guidebook before completing this application <http://www.cedarhilltx.com/neighborhoods/grant>

Neighborhood Group Name

Project Name:

## Neighborhood Matching Grant Summary

### Grant Request

Cash Match +

Additional Match +

**Total Project Cost**

*These fields will auto-calculate based on the Budget Worksheet on page 4*

**Cash Match Provided (minimum 10%)**

**Additional Match Provided (minimum 10%)**

**Total Match Provided (minimum 20%)**

## Funding Level

### Community Engagement

Projects could include but not limited to:

- Block Party
- National Night Out
- Neighborhood Signage
- Crime Watch Programs
- After school activities
- Beautification
- Clean Up Activities

**Max award: \$500**

**(All items required for all applications)**

- The project serves a public purpose.
- The project has support from the neighborhood.
- The project has permission from all affected property owners.
- The project improves neighborhood vitality and participation.
- The project has a detailed budget with all costs and match sources.
- The project meets all applicable codes and all required permits have been identified.
- The project is not inside a gated community.
- The project is not for private community amenities.
- The Neighborhood Group is registered with the City, with information updated within the past year.
- The Neighborhood Group or Fiscal Agent has an Employer Identification Number (EIN).
- The Neighborhood Group or Fiscal Agent has a bank account.

### Capital Improvement

Projects could include but not limited to:

- Landscaping or irrigation equipment
- Park development/improvement
- Entrance/Features

**Max award: \$2,500**

- The Neighborhood Group or Fiscal Agent is a non-profit registered with the IRS.
- The project has a detailed and achievable timeline, and can generally be completed within 180 days.
- The project has a plan for long-term maintenance.
- Be visible, accessible and beneficial to the neighborhood diversity and surrounding community.
- Be considerate of neighborhood diversity and adhere to ADA requirements where applicable
- Not conflict with, but may supplement, existing and/or proposed public improvement projects.

## Applicant Signature

By providing this grant application, I certify that I am an authorized official of the applicant, am authorized to submit this application, and that the information in this application is true and correct to the best of my knowledge. Signatory further declares that applicant, if previously funded by the City of Cedar Hill, has successfully fulfilled all prior Grant contract obligations. If the project is approved, I understand that the City will enter into a contract with the applicant Neighborhood Group to ensure completion of the project as described in the application.

Project Team Leader Signature:

Date:

Printed Name:

Title with Organization:

Fiscal Agent Authorized Official Signature:

Date:

Printed Name:

Title with Organization:

## Neighborhood Information

Neighborhood Group Name:

Organization Type:

Other:

501(c)3, 501(c)4, or IRC 528 Status?

Yes

No

Briefly describe your neighborhood and neighborhood group activities:

## Project Team Leader Information

Project Team Leader:

Street Address:

City/State/ZIP:

Email Address:

Phone Number:

Did you attend a NMG Information Session?

Yes

No

If yes, which one? *(where/when)*

## Fiscal Agent Information *(if applicable)*

Fiscal Agent Group Name:

501(c)3, 501(c)4, or IRC 528 Status?

Yes

No

Fiscal Agent Contact Name:

Street Address:

City/State/ZIP:

Email Address:

Phone Number:

## Group or Fiscal Agent Information

EIN:

Bank Name:

## Project Information

Project Name:

Project Description and Purpose:

Explain how your project serves a public purpose:

Project location:

Will your project require the approval of a permit from the City of Cedar Hill?

Yes

No

If yes, please explain, including any preliminary conversations with City staff, including staff names and departments:

**Project Information** *(continued)*

Describe how the project builds neighborhood cooperation. How were properties notified? Is the neighborhood in support? Were there any concerns or opposition?

Project schedule:

Describe any partners in this plan, financially or otherwise:

Describe the long-term plan for maintaining and/or repairing any improvements made through this project:

How will you evaluate success of the project?

If the neighborhood has an approved neighborhood plan, how does this project fit within the goals of that plan?

## Budget Instructions

1. Enter each expense item on a new line. For each item, enter all fields in a blue box:
  - a. Enter the Expense Description and Unit Type (each, hour, etc)
  - b. Enter the Quantity and Cost per Unit. The Total Cost column will auto-calculate.
  - c. If any portion of that expense will be donated in the form of services, materials, or cash, enter the value donated in the appropriate column. The Grant Portion column will auto-calculate using these values.
  - d. *Note: No field should be red (negative). If anything is red, please check the math for each line. The sum of Donated Services, Donated Materials, and Donated Cash Match cannot be more than the Total Cost.*
2. On the Volunteer Labor line, enter the total number of volunteer hours pledged towards this project. The volunteer labor rate is set at \$10/hour.
3. The Grant Summary below will auto-calculate based on the expenses entered. Ensure the match percents meet the minimum requirements.

## Budget Worksheet

Expense Description	Unit Type	Quantity	Cost per Unit	Total Cost	Donated Services Value	Donated Materials Value	Donated Cash Match	Grant Portion
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
			x	=	=	+	+	+
Volunteer Labor	hours		x	=	=	+	+	+
<b>Totals</b>					=	+	+	+

## Grant Summary

Neighborhood Matching Grant Request	
Cash Match	+
Additional Match	+
<b>Total Project Cost</b>	
	<b>Cash Match Provided (minimum 10%)</b>
	<b>Additional Match Provided (minimum 10%)</b>
	<b>Total Match Provided (minimum 20%)</b>

## Budget Information

Budget Narrative: Describe how you arrived at the budget estimates.

Describe how you will meet your match:

## Submittal Instructions

1. Ensure the application form and budget worksheet are completely filled out.
2. Print the first page of the application, and obtain signatures from the Team Leader and Fiscal Agent Authorized Official, if applicable. Scan the page and include it with all other required documents.
3. Ensure all Required Documents listed below are scanned if needed and ready to be sent.
4. Save the application and attach it to an email to be sent to [neighborhoods@cedarhilltx.com](mailto:neighborhoods@cedarhilltx.com), or click the red button to the right to automatically attach it.
5. Attach all required documents to the same email. Please note that the maximum attachment size is 25 MB. If you need to send any documents in an additional email, ensure the email includes the Neighborhood Group name and the Project Name.
6. If technical issues prevent emailing the required documents, supporting documents can be either:
  - a. brought into the Government Center on the second floor of City Hall at 285 Uptown Blvd., or
  - b. mailed to:  
Neighborhood Matching Grant  
Neighborhood Services  
285 Uptown Blvd. Bldg #100  
Cedar Hill, TX 75104

Please note that the completed PDF application **must** be emailed to [neighborhoods@cedarhilltx.com](mailto:neighborhoods@cedarhilltx.com)

## Required Documents

Completed application

Signed and scanned copy of Page 1 of application

IRS Employer Identification Number (EIN) notice

Proof of bank account with cash match (ie. bank statement)

Proof of non-profit status, if applicable

Photographs, as applicable

Map of project location

Plans and drawings for project

Examples of expected results

Proof of support from Neighborhood Group (ie. letter or meeting minutes)

Documentation of Match for Professional Services or Donated Materials

Neighborhood Support Petition Forms *[if applicable]*

Private Property Approval Forms (for any improvements on private property) *[if applicable]*

## NEIGHBORHOOD SUPPORT PETITION

Use this petition to gauge support of neighborhood residents for the project. Make sure that those signing clearly understand the details of your project. Be sure to include owners and renters.

Project Name:

Project Description:

**The following residents of the Neighborhood fully understand the aforementioned project and support the pursuit of a Neighborhood Matching Grant to implement it.**

Name	Address	Signature
1		
2		
3		
4		
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20		

## PRIVATE PROPERTY APPROVAL FORM

Neighborhood Group Name:

Project Name:

Project Description:

**I certify that I am the owner of the property named below. I hereby grant my approval for the above named neighborhood group to undertake the project, named and described above, along or adjacent to my property.**

Property Street Address:

Property Owner Printed Name:

Property Owner Signature:

Date: