

COMMUNITY BASED INITIATIVES (CBI)

PROGRAM APPLICATION AND GUIDELINES

(FOR THE PROGRAM PERIOD)

July 1, 2009 through June 30, 2010

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



**Community Development & Housing Department
High Point, North Carolina**

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This printed material will be provided in an alternative format upon request.

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Community Based Initiatives (CBI) Program and Mission Statement

Program Description: This program provides matching seed money grants to neighborhood and community organizations. The grants must be used to plan and implement projects that improve the lives of people living in low and moderate-income neighborhoods. In order to receive grant funds, the applicant must provide a 25% match of funds or equitable volunteer labor to be used in conjunction with the proposed grant request. Volunteer labor is valued at \$10.00 per hour per person. The match must be documented and certified at the time of application.

Program Users: Neighborhood organizations, non-profit agencies, civic groups, church groups, or any organization implementing a project designed to improve the lives of residents in low to moderate-income neighborhoods. CBI funds cannot be awarded to individuals for neighborhood projects.

Eligibility Requirements: All activities must meet all Community Development Block Grant (CDBG) guidelines and regulations established by the Department of Housing and Urban Development (HUD), and other local restrictions established by the Citizens Advisory Council (CAC). While churches may use CBI funds to sponsor eligible community activities, the activities may not be religious in nature, directly or indirectly, or be limited to or predominantly for members of specific churches. Community Based Initiatives funding recipients may not discriminate, encourage, or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. Only one grant award per agency.

Funding Source: Federal CDBG Program funds.

**Time Frame of Project Implementation: July 1, 2009 through June 30, 2010.
The application is due Friday, May 1, 2009 at 12:00 noon.**

No project expenses prior to or after the time frame are eligible for reimbursement.

For Application Assistance Call: Cathy Baker Gray, Community Development and Housing Department offices at 883-3689 or 883-3041.

CBI Program Mission Statement

To award grants to organizations which will use the funds within the specified time frame for activities which improve the quality of life in low-income neighborhoods and which discourage adverse conditions such as crime, drug use, violence, vandalism, littering, and social neglect by empowering the community to help renew its neighborhoods through community activism.

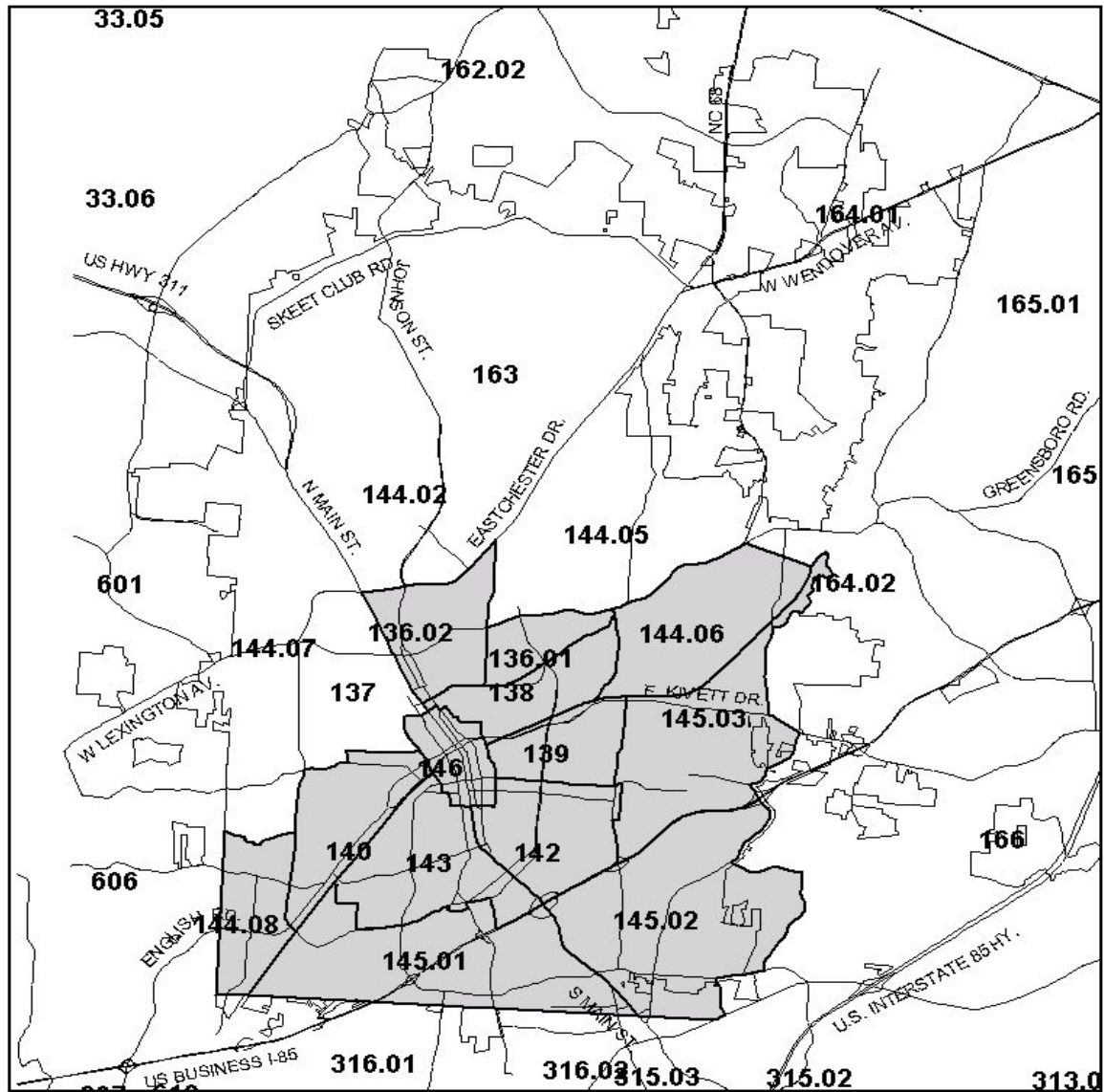
The CBI Community Matching Grants Program is designed to:

- Spur interest and participation in neighborhood associations.
- Provide seed money for a variety of community events, programs, and projects.
- Allow residents to participate in improvements in their own neighborhoods.
- Encourage citizen involvement and leverage resources to revitalize low and moderate income neighborhoods.
- Encourage partnerships between City Hall, residents and other community organizations that will result in projects and activities that benefit a community.
- Instill and foster community pride.
- Promote neighborhood beautification and revitalization.
- Discourage adverse neighborhood activity such as drug use, crime, and vandalism.
- Inspire and support the healthy development of youth, elderly, and other special populations
- Improve the quality of life or enhance affordable housing opportunities in declining neighborhoods.



II. Eligible Neighborhoods and Beneficiaries

Any low to moderate income neighborhood in the city limits of High Point will be eligible. Neighborhoods outside the boundaries designated as low income and which have a median household income below the city median will also be eligible. Participants who benefit from the activities of a funded CBI grant must reside within the city limits of High Point and meet the program income definition as low to moderate income.



Census Tracts for Targeted CDBG Activities

- High Point City Limits
- Eligible Census Tract

High Point GIS
Community Development and Housing Department
June 1999



III. Eligible Organizations

Neighborhood Associations, organizations of residents or businesses, churches, civic groups, and non-profit agencies are eligible. Individuals may apply on behalf of a target audience if they work through a non-profit agency with a 501c3 designation and can show community-wide support. While churches are eligible to apply for CBI funds, the proposed activity must not be religiously oriented. Applicants need to be aware that certain restrictions will apply to religiously oriented organizations. It is recommended that church or religious groups contact the Community Development and Housing office to discuss the restrictions before completing the application.

Community Based Initiatives funding recipients may not discriminate, restrict, encourage or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. (Certain exceptions may apply for protected populations.)

Applications will not be accepted from organizations that have failed to satisfactorily complete the CBI funding application or follow the required format.

Due to limited resources, agencies or applicants may submit only one grant application.

IV. Eligible CBI Projects

- Must use CBI funds as seed money for the purchase of supplies, materials, goods, and services directly related to the implementation of the project.
- Must provide a city-wide or targeted community benefit.
- Must provide and document matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested.
- Activities must be implemented within the city limits of High Point.
- Must involve neighborhood people in the identification, planning, or execution of the proposed activity.
- Must comply with all applicable local and federal health, safety, and legal regulations.
- Projects should be designed to provide assistance to the broader community rather than individuals.
- Cannot duplicate an existing private or public program that is already available to the targeted beneficiaries or community.
- Cannot support existing services or operating budgets of organizations that are already available to the targeted beneficiaries or community.

Neighborhood and Housing Improvement Projects

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and City policies. All neighborhood based activities must be identified on a map at time of application. Please note that organizations proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Contingencies and restrictions apply to projects in this category. If any type of tool is requested, include your plan for storing and maintaining the tool(s). Examples:

- Landscaping and beautification projects
- Tree planting
- Community gardens
- Neighborhood signs
- Shelters or playground improvements
- Murals
- Graffiti removal
- Neighborhood clean-up events
- House painting/fix up repair projects
- Handicap ramps

Neighborhood Organizing and Organizational Development

Neighborhood organizing projects should create new or more broadly representative neighborhood associations. Organizational development projects increase the vitality and effectiveness of existing neighborhood associations. This category includes:

- Organizing a Neighborhood Association
- Leadership training
- Board training
- Goal setting and planning assistance
- Membership recruitment (outreach)
- Technical training to develop project implementation capacity
- Street festivals or block parties (the goal of the street festival must relate to achieving a specific goal such as organizing a neighborhood association.)
- Neighborhood newsletters and fliers

Crime and Public Safety

Projects that reduce crime or increase public safety and awareness are also encouraged. Applicants wanting to post signs must receive prior approval from the City's Transportation Department. Examples of crime and public safety projects include:

- Signs for neighborhood crime watch programs
- Painting house numbers on curbs
- Drug awareness programs
- Fire safety programs
- Removal of sight obstructions
- Anti-crime and anti-violence events
- Projects to discourage loitering

Neighborhood Public Services, Health, Education, Recreation, and Cultural Initiatives

These projects are aimed at enhancing the educational, recreational, and cultural opportunities to all neighborhood residents. Examples include:

- Costs for educational materials; tutoring supplies
- Books, paper products
- Transportation (must be essential to the activity)
- Meeting space
- Advertising
- Workshops or health awareness events

Projects and activities funded under this category must be completed in six months after award unless otherwise agreed upon. If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years. Examples include:

- Increasing the availability of daycare, pre-school and after-school activities.
- Cultural, recreational, and educational activities for youth
- Outdoor activities or environmental awareness
- Tutoring, reading incentive programs, literacy, and mentoring projects
- Parenting and/or life skills training
- Health awareness
- Food banks or food shuttles
- Services to the homeless, elderly, and disadvantaged youth
- Services to special needs populations such as the physically or mentally challenged

Ineligible expenditures, generally includes but is not limited to:

- Salaries or wages, direct or indirect administrative costs
- Professional services or consultant fees
- T-shirts (unless a required part of program, i.e. uniforms)

- Office equipment
- Computers and software
- Field trips as incentives or rewards
- Gas allowance for volunteers
- Stipends or items given away to individuals
- Entertainment
- Activities external to the city limits

The CAC reserves the right to deem ineligible any activity it believes is not appropriate or incongruent for funding under the CBI program.

V. Matching Criteria

Applicant organizations must pledge and then secure and document resources to match the funds requested. A minimum of 25% match of the grant requested is mandatory. For example, a \$4,000 grant request requires a minimum of \$1,000. value match. Matches may include: cash, volunteer labor, donated supplies, equipment, or professional services.

These match elements may be blended together to make the required total match, provided each match element is truly needed to complete the project. To maintain neighborhood involvement, the match resources will ideally come from the targeted community in which the activity will take place.

In the application, the applicant must demonstrate that the match will be under its control at the **start** of the project. Control of the match can be demonstrated in a variety of ways. For example, control of a cash match can be demonstrated by bank statements or signed pledge sheets. Pledge sheets can also be used for volunteers' time commitments. Letters from donors stating their commitment to contribute and the value of the donation can be used. Letters from contributors of professional services stating their commitment to participate and the market value of their services is also acceptable.

Volunteer labor will be valued at \$10 per hour for the purpose of calculating the value match. The value of professional services counted toward the match shall be based upon the reasonable and customary value of the service rendered.

Time devoted to planning the projects, preparing the application, and fund raising will not be considered part of the match. Technical assistance from the City will be available to help applicants prepare their applications and value their match, but may not be counted as part of the matching calculation.

For all elements of the match, the applicant must be prepared to justify that the amount and types of contributions proposed are accurate projections and appropriate to the proposed project. The proposed match elements must be expended during the project's implementation. To be credited as match, all resources provided by the applicant must be expended after award of grant by the City and by the completion date of the project.

Use the match worksheet on page 18 to help you calculate the total required match for your project.

You must include match documentation with your application and in your first or final report, whichever is applicable.

VI. Project Selection Criteria

CBI funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Projects submitted for consideration should aim to achieve measurable results in areas such as physical improvements to housing, community beautification and safety, and other innovative programs that contribute to the enhancement of community life.

VII. Approval Process

There is no minimum grant award. However, the maximum grant award is **\$2,000** in Community Based Initiatives funds. Before applications are submitted to the Citizens Advisory Council (CAC) for review and approval, Community Development staff will make a preliminary determination that the proposed project is eligible and that the application meets the minimum requirements for completeness and timely submission. Applications that are incomplete or are submitted after the deadline for submission **will not be considered for the advertised funding round**. Upon receipt of your application, staff may be in contact with you to request additional information.

The CAC reserves the right to limit or schedule multiple rounds for CBI grant awards. The CAC also reserves the right to designate a portion of CBI funds as contingency funds for special projects it desires to initiate or implement between, during, or after publicized funding rounds. These contingency funds, if designated, may also be used to increase CBI project grants or budgets in emergencies or as deemed necessary and appropriate by the CAC.

The CAC will review proposal applications at their **May 28, 2009** meeting. A project representative will be required to attend the CAC meeting to answer any questions about the proposal. City staff will contact CBI applicants concerning this meeting to establish times for presentation. Awards will be announced by **June 18, 2009** unless otherwise agreed upon by the CAC. The CAC reserves the right to amend its approval schedule as necessary without prior notice.

VIII. Administration

The Community Based Initiative matching grants program will be administered by the Community & Neighborhood Development staff in consultation with the Citizens Advisory Council (CAC). The Community & Neighborhood Development Center is located at 201 Fourth Street, High Point, NC 27260.

Staff will provide **technical assistance** as needed to applicants and grantees of CBI funds. Staff will also assist in publicizing the CBI projects and conducting project evaluations during and at the end of the fiscal year.

IX. Subrecipient Contractual Agreements

Grant recipients, also referred to as Subrecipients, will be required to enter into a contractual agreement with the City of High Point in order to receive a CBI grant award. The Subrecipient contract will contain the federal requirements for receiving a federal grant, such as the CBI program. The contract will also contain the Subrecipient program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into contractual agreements. The signature of the Subrecipient Executive Director and Board Chair will legally obligate the Subrecipient to the terms and conditions of the contract.

No funds will be disbursed until both the organization and the City have signed the contract. No reimbursement for expenses of projects which occur prior to entering into a written contract will be honored. A formal contract is mandatory, regardless of the amount of the CBI grant awarded. Applicants are responsible for knowing and understanding the terms of their contracts and deadlines for submitting documentation and reports. All projects must be completed within by the end of the program year (June 30), unless otherwise agreed upon.

Project Description. The project description is derived from the Subrecipient's CBI application for funds (proposal), along with information provided by Subrecipient during the oral presentation before the CAC. It is the Subrecipient's responsibility to ensure that the project description is accurate and complete.

Scope of Services to Be Performed. The project's intent, general work plan, and scope of services as described in the contract must be the same as that contained in the approved application and/or recommendation by the CAC. Once a grant has been awarded, the Scope of Services or the budget cannot be changed without prior approval by staff or the CAC. However, upon approval by Community Development staff, minor revisions to the specific scope and budget may occur to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Significant project or budget revisions must receive CAC approval. It is the Subrecipient's responsibility to understand the expectation of the Scope of Services to be performed prior to signing the contract.

Timeframe for Completing Project. The services of the Subrecipient and the Project shall commence as soon as possible after the execution of the contract and shall be completed by the agreed completion date or no later than **June 30, 2010**.

Budget. The Subrecipient must implement the CBI project in accordance with the approved budget. The Subrecipient is responsible for expenditures above and beyond the funds approved and described in the contract. Subrecipient may not change budget line without city approval. Approved budget line items may be increased or decreased with prior city approval.

Disbursement of Funds. Funds will be distributed through a voucher reimbursing the Subrecipient for expenses incurred in accordance with the contract's scope of services and budget. Community Development staff will work with the Grantee to determine the best method of awarding funds to accomplish the proposed project. Reimbursement will be made upon the presentation of original receipts and invoices for eligible expenses and a detailed description of expenditures. Reimbursement cannot be approved for ineligible expenditures or eligible expenditures with lost or vague receipts. The City makes the final decision whether a tendered receipt is eligible and valid.

Subrecipients will be expected to spend the grant in a timely manner. Subrecipients who cannot spend all or part of their grant should notify the City so that unneeded funds may be reallocated to other groups. Grant funds are not transferable by the subrecipient to another party. A penalty may be imposed upon grant recipients who are unable to spend grant funds in accordance with their contract and who fail to inform the City in sufficient time to reallocate the funds. Penalties will be decided by the CAC on a case-by-case basis.

Changes in Contract. The Subrecipient may not change the terms or provisions in the Contract or substitute approved budget line item expenditures without prior written approval by the City.

Records and Reports. The Subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the CBI grant, and to make monthly reports to the City describing its activities and accomplishments. The Subrecipient must agree to maintain its CBI records and copies of reports for a minimum of three years. Subrecipients who are late with reports may be suspended from applying for future CDBG funds during the next funding round.

Audits, Inspections, and Monitoring. The City will audit and/or monitor the progress of the Subrecipient via monthly reports, telephone calls, and on-site monitoring visits. The Subrecipient must facilitate monitoring visits and have appropriate records and copies of reports available for inspection upon request by the City and/or HUD. The Subrecipient must provide the City with a copy of its most recent annual audit.

Suspension or Termination of Contract. Suspension or termination may occur if the Subrecipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

Subsequent Grants. Continuous Community Based Initiative grants are not guaranteed and should not be relied upon as sustaining funds. Subrecipients may not be awarded a second grant until the first funded project has been successfully completed and a satisfactory project completion report is filed. ***Subrecipients that have failed to carry out projects satisfactorily will not be eligible to apply again for at least one year from the time of the original application. The CAC will establish penalties for nonperformance on a case-by-case basis.***

Other Requirements. Projects under contract with the City of High Point must be in compliance with all applicable federal, state, and local laws. Projects involving public property must receive the permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission, any permits normally required for particular activities (e.g. street use permits). Permitting Fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

Fiscal Agent. Applicants without the capacity to receive advanced funds for reimbursable activities may be asked to work with a fiscal agent. Examples of potential fiscal agents include churches, local businesses, and non-profit organizations. The applicant may, therefore, be different than the project's contractor for funds.

City Disclaimer: The City reserves the right to revise CBI program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.



IX. Technical Assistance

Community Development staff will gladly assist applicants in the preparation of their CBI application. It is best, however, to make an appointment as early in the planning process as possible. Please do not wait until just days before the deadline to request assistance, as staff may not be able to give you the time necessary to assist you fully.

CBI Grant Workshop: Friday, April 3, 2009, 9:00 a.m.

Staff will host a CBI grant-writing workshops to assist potential applicants with their CBI applications. Staff will review the program guidelines, the proposal review process, the components of the subrecipient grant contract, activity reporting and documentation requirements, and the process for reimbursement for activity expenditures. It is strongly recommended that you attend the workshop scheduled for **Friday, April 3, 2009, 9:00 a.m.** at the **Community & Neighborhood Development Center, 201 Fourth Street, High Point, NC.** The workshop will provide an opportunity to ask questions about the application, the approval and funding process, project eligibility, reporting requirements, and contractual obligations.

While staff will be available to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and all necessary reports related to CBI funding. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear.

**Cathy Baker Gray
City of High Point
Community Development and Housing Department
PO Box 230
201 Fourth Street
High Point, NC 27261
(336) 883-3689 or (336) 883-3041**

FAX NUMBER: (336) 883-3046

TDD NUMBER: (336) 883-8517



or...Visit our Website at www.highpoint.net/cd/CBIGuidelines.pdf



X. CBI APPLICATION GUIDELINES AND FORMAT

Please follow the suggested format for providing project information. Address each question in your written application. Proposals not following this format or lacking requested information will be disqualified.

Churches and religious-based organizations may apply for CBI funds, however, the projects and activities must not be religiously oriented. Certain restrictions will apply.

Reproduce or use the CBI application coversheet as your first page. Type your proposal following the suggested format. Number your pages and staple. Submit one original and one copy. Keep a copy for your records. Do not put your proposal in a binder.

Please submit additional supporting documentation such as brochures, newsletters, or other as an attachment.

All project proposals must comply with all local, state, and federal laws and regulations. Upon approval of funding, you will be required to enter into a contractual agreement that will include all terms of the services to be performed and grant conditions.

All CBI projects may operate from July 1, 2009 through June 30, 2010. Upon grant approval, funds are either advanced prior to the project or reimbursed after the project is completed. Some organizations may not qualify for advanced grant funds and can only be reimbursed after providing adequate documentation. If the payment method is critical to your project, call the City's Community Development and Housing Department at 883-3689 to find out if your organization may receive advanced funds.

The deadline for submission of applications is Friday, May 1, 2009 at 12:00 noon. This means that your application must be *received* by the Community Development and Housing Department by that date and time. The city is not responsible for misdirected, late, or lost applications. It is recommended that applicants submit the funding application before the deadline in the event that additional information is needed.

Submit CBI funding applications to: Cathy Baker. Gray, Community Resource Specialist, Community & Neighborhood Development Center, P.O. Box 230, High Point, North Carolina 27261, or bring to 201 Fourth Street, High Point, NC For further information, please call 883-3689.



Community Based Initiatives (CBI) Project Proposal Funding Application 09-10

AGENCY OR ORGANIZATION INFORMATION

Date of Application:

1. Name of Agency or Organization:
2. *Contact Person(s) and Title(s).*
3. *Mailing Address: (Address for receiving correspondence and grant reimbursement checks)*
4. Telephone Number(s): Cell Phone:
5. Email Address:
6. FAX Number:
7. Briefly describe your organization's mission:
8. Project Name. (Keep it Short)
9. Amount of Funds Requested. (Round to the nearest \$50)
10. Project Description. (your narrative should include who, what, when, where, why, and how)
11. Project Goal(s) and Objective(s): .
12. Time Frame for Beginning and Completing Project.
13. What community need will this project address?
14. How will the community be involved in the implementation of the project?
15. Location of Activities. (State specifically where your project will take place, using boundaries or street addresses. Include a map if possible.)

16. What other agencies or foundations have you applied for funds (or will apply) for this project? List the agencies, amount of funds requested, and the status of your application.

Agency/Foundation	Amount of Funds Requested	Status
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17. List your budget for this project in detail. Show a breakdown of individual items. Show matching funds AND SOURCE where appropriate. (Specify which items are to be funded through CBI grant and identify other funding sources).

Expense/Description	CBI Funds	Matching Funds and Source
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18. Describe How Your Organization Will Supply Required Matching Fund Sources, In-Kind Contributions, and/or Volunteer Component (*Sweat Equity for this project*).

19. Also, describe how the match will be under your control at the *start* of the project. Your match must be documented through letters of commitment or written volunteer commitments.

20. Who Will be Responsible for Project Implementation? Identify who will be in charge of planning, implementing, follow-up, and seeing that the project is completed as planned.

21. What Other Groups, Organizations, or Persons Does (Will) Your Organization Work with to Achieve Your Goals (Include Volunteer Component *in this project*)?

22. Who Will be Responsible for Keeping Appropriate Records and Preparing the Monthly Reports?

23. Describe Your Media and Publicity Plans for Generating Community-wide Recognition *of this project*.

24. Will you implement the project via other sources if grant funds are not available? If so, identify sources.

Applications must be signed by the applicant. Applications submitted by non-profit organizations must contain the signatures of the Executive Director and the board chair. If your signature is not legible, then also write the name(s).

My signature indicates that I have read the program guidelines and am willing and capable of compliance.

Exec. Director or Applicant

Board Chair



MATCH WORKSHEET

Amount of Grant request: \$ _____

\$ _____ x 25% = \$ _____
(Grant Request) (Required Match Value)

Your Matching Funds: \$ _____
(put a zero if not applicable)

Source of funds:

Describe:

Matching Volunteers: **Number:** _____

Each volunteer will work _____ hours per week
Total number of volunteers: _____ x Projected Hours _____ per
week x

_____ x \$10.00 = \$ _____
(projected weeks) (per hr.) (volunteer match value)

List volunteer names and identify what work/function they will perform in
relation to this project.

In-Kind Contributions:

Source of funds: _____

Describe:

Sample Budget

Project: After School Tutoring

<u>Expense/Description</u>	<u>CBI Funds</u>	<u>Matching Funds</u>	<u>Sweat Equity</u>
Reading Flash Cards 4 sets @ \$7.00	28.00-	-0-	
Instructor Educational Booklets 10 @ \$12.50 each	120.00	-0-	
Paper, pens, pencils, files, notebooks, etc.	300.00	50.00 (church donation)	
Office/Project Space In-kind donation from the church, Valued at \$50.00 wk X 15 Weeks or \$750.00	-0-	-0-	
5 Volunteers will work 2 hours for 2 days per week for 15 weeks. Calculated at a value of \$10.00 per hour or \$3,000	-0-	-0-	\$3,000
	\$448.00	\$50.00	\$3,000
Round to:	\$450.00		

Grant request: \$450.00
 Required Match: $450.00 \times 25\% = \$112.50$
 Matching Funds: \$50.00
 Matching volunteer labor: \$3,000
 Matching In-Kind office space: \$750
 Sweat Equity: \$3,000
 Describe the source of matching funds:

APPLICATION CHECKLIST



Submit and use this checklist to ensure that you have included key information in your application.

- Your application is dated.
- You are submitting one original and one copy. Also keep a copy for yourself.
- The person listed as the contact person is knowledgeable about the project and application and is aware that they are listed as the contact person.
- Day and evening telephone numbers are listed.
- You have rounded the funding request to the nearest \$50.00.
- Your project description includes essential information:
 - Who will implement the project
 - What your project will do
 - When it will begin and end
 - Where the activities will take place (address(es))
 - Why the project is needed
 - How the project will address a community need
Project addresses a neighborhood need or problem that has been recognized in a city study, report, neighborhood needs assessment, or, survey neighborhood developed survey, plan, or analysis, or other publicly defined ways.
- A map identifying activity sites is included.
- The value of the match meets or exceeds the minimum 25% match required.
- The match worksheet is completed and included in application.
- The proposed match is documented and ready to expend. Attach.
Examples of documentation include pledge sheets committing volunteer time or a bank statement and a resolution from an organization that it has reserved the designated amount for the proposed project.
- The project involves and describes broad neighborhood participation.
- The project is jointly supported by or involves several organizations working in partnership.
- The project provides benefits to persons of low to moderate income.
- The proposed budget is a reliable projection of the project's expenses and revenue. The budget details how you will spend CBI funds including other sources of funding in connection with this project. Identify sources.
- The application is signed by the submitter and/or, Executive Director and Board Chairperson.