



2018 Hi-Fest: "Rally Your Neighborhood" 2018-2019 Contest Guidelines



On Saturday, September 8th, the City of High Point's Human Relations Division presents Hi-Fest, a multi-cultural fall festival in downtown High Point. As an incentive to encourage community engagement and unity, the "Rally Your Neighborhood" Contest, will award funding towards a neighborhood project to the registered neighborhood organization that brings out the most people to "Rally Your Neighborhood" at the event. Bring out your neighbors and help make a difference in your neighborhood!

Who is eligible?

You are eligible to enter if you are an officially organized neighborhood group. This may include:

- Neighborhood Associations
- Neighborhood Watch Groups
- Homeowners' Associations
- Resident Councils
- Special Neighborhood Interest Group

Organized neighborhood groups must be within the city of High Point. Documentation must be provided to show regular meetings, officers, and bylaws if established. Eligible groups must also have a bank account in the organization's name.

How do I enter?

Neighborhood groups interested in participating should complete the Hi-Fest: "Rally Your Neighborhood" Contest Registration Form and return it to the Community and Neighborhood Development Division of the City of High Point. **Pre-registration is required prior to the event.**

The registration form can be found at www.highpointnc.gov/NeighborhoodContest and hard copies are available at the Community & Neighborhood Development Center – 201 Fourth St. High Point, NC.

Completed registration forms must be submitted by in-person to the Community & Neighborhood Development Center, 201 Fourth St, by 4:00pm on Friday, August 31st. Registration forms that are incomplete or are submitted after the deadline will not be considered for contest participation. Upon receipt of your registration form, Community & Neighborhood Development Division staff may be in contact with you to request additional information.



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Types of projects may include:

Neighborhood and Housing Improvement Projects

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. 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 of eligible activities in this category include:

- 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 represented neighborhood associations. Organizational development projects increase the vitality and effectiveness of existing neighborhood associations. Examples of eligible activities in this category include:

- Leadership training
- Board training
- 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, marketing items, website fees

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 eligible crime and public safety projects include:

- Signs for neighborhood crime watch programs



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- 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 of eligible activities in this category include:

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

If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years. Examples of eligible activities in this category include:

- Increasing the availability of daycare, pre-school and after-school activities
- Cultural, recreational, and educational activities for youth including field trips
- 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

Are there any restrictions on how grant funds may be used?

Ineligible expenditures generally include but are not limited to:

- Activities external to the city limits
- Salaries or stipends for employees
- All political activities including fundraising and lobbying



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- Any inherently religious activities that restrict participation to only those belonging to a particular religion

Winner Selection Process:

On Saturday, September 8th, have all residents in your neighborhood as well as family and friends attend the Hi-Fest event from 9:00am – 4:00pm at the Mendenhall Transportation Terminal. To ensure every person is counted from your neighborhood, be sure to tell your guests to check-in at the **BLUE** neighborhood registration table at the event and advise the representative as to which neighborhood group they represent.

Final count will be at 3:00pm and everyone participating will need to check in prior to that time. Each person may only check in once and will receive a corresponding wristband representing each registered neighborhood group. Winners will be announced on stage at the event.

Funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Project proposals submitted for consideration should aim to achieve measurable results in areas such as educational programs, community beautification, increasing public safety and awareness, and other innovative programs that contribute to the enhancement of community life.

Approval Process:

Winners will be invited to submit a project proposal detailing the project that will be implemented with these funds. The project proposal should include an in-depth description of the project. The project description must include a line item budget and timeframe for implementing the project.

A "Rally Your Neighborhood" contest committee will review project proposals to ensure compliance with contest guidelines. Winners will be notified once the project has been approved. The Community & Neighborhood Development Division will provide technical assistance to winners as needed.

Contractual Agreements

Winners may be required to enter into a contractual agreement with the City of High Point in order to receive a grant award. The grantee contract will contain requirements for receiving the grant. The contract will also contain the program description, timeframe, budget, scope of services, reporting requirements, and outline other requirements. The signature page will contain the signatures of persons



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authorized to enter into contractual agreements. The signature of the President and/or selected Officer will legally obligate the grantee to the terms and conditions of the contract.

The grantee is responsible for expenditures above and beyond the funds approved and described in the contract. The grantee may not change budget line items without prior review by Community & Neighborhood Development staff.

Timeframe for Completing Project:

The awarded projects must be completed by the agreed completion date or no later than **August 31st, 2019**.

Disbursement of Funds:

Community & Neighborhood Development Division 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 project expenses. Reimbursement cannot be approved for expenditures with lost or vague receipts. Winners should be sure to keep all receipts and invoices and are responsible for any expenses incurred above and beyond the amount of the grant award.

The grantee will be expected to spend the contest funds in a timely manner. Grantees who cannot spend all or part of their grant, should notify Community & Neighborhood Development staff as soon as possible. Grant funds are not transferable by the grantee to another party.

Completion Report and Other Requirements:

Grantees are also required to complete a Project Completion Report upon project completion or by the end of the grant term. This Report will provide a detailed description of the project implemented including how the contest funds were used.

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 winning neighborhood organization to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). All permit fees may be incorporated into the budget at the time of project proposal.



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

Prize Structure:

One (1) Grand Prize Neighborhood Winner will receive \$1,500, video chronicles of project progress, 50 free project t-shirts, WGHP highlight interviews.

One (1) Second Place Winner will receive \$750.00;

One (1) Third Place Winner will receive \$250.00;

Disclaimer:

The program guidelines and eligibility criteria can change as deem necessary and appropriate and to correct written errors without prior notice. Total value of all prizes: \$2,500 sponsored by the High Point Regional Association of Realtors. Contest prizes are not transferable, except at the sole discretion of the Communications and Public Engagement Department. This Department reserves the right in its sole and absolute discretion, to substitute any prize or prize component with a prize or prize component of equal or greater value. Limit one Project Winner or Honorable Mention Winner prize per Neighborhood. All taxes and other expenses, if any, are the sole responsibility of the winners. This contest is void where prohibited or otherwise regulated. All federal, state, and local laws apply.

Technical Assistance

Community & Neighborhood Development Division staff will gladly assist winners in the preparation of their project proposal. 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.

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