



# Neighborhood Matching Grant Application **SAMPLE** FY 2021-2022

**Due February 5<sup>th</sup>, 2021 at 5:00 pm**

**APPLICATION CHECKLIST** *A complete application packet includes the items:*

- One (1) completed and signed application
- Official vendor quotes for each project
- Copy of most recent neighborhood association’s bank statement
- One (1) Set of neighborhood by-laws
- One (1) Latest IRS W-9 Form (available at [www.irs.gov](http://www.irs.gov))
- In-kind Donation Letter (if applicable)

### ELIGIBILITY

- Must be a neighborhood organization in Richland County, SC (includes all cities and towns)
- Project(s) must provide a public benefit to the entire community and be achievable by June 30, 2022

### APPLICANT INFORMATION

Organization Name: **Brooks Neighborhood Association** | County Council District: **5**

Neighborhood Association Boundaries : **The Brooks Subdivision – Huger St, Blossom St, Gervais St, Congaree River (see attached map)**

	<b>NEIGHBORHOOD PRESIDENT/CHAIR</b>	<b>PROJECT CONTACT PERSON</b>
Name	<b>Neighbor Name One</b>	<b>Neighbor Name Two</b>
Address	<b>2020 Hampton Street</b>	<b>2020 Hampton Street</b>
City/Zip	<b>Columbia 29201</b>	<b>Columbia 29201</b>
Phone	<b>803-576-2194</b>	<b>803-576-2194</b>
Email	<b>NIP@richlandcountysc.gov</b>	<b>NIP@richlandcountysc.gov</b>

### GRANT AMOUNT REQUESTED : **\$1,500.00**

The grant funding amount is a maximum of \$1,500.

**PRESIDENT/CHAIR SIGNATURE** | **PLEASE SIGN**

## 1) PROJECT DESCRIPTION

Answer each question in each box and provide as much description as possible.

**NAME OF PROJECT #1** | **BACK TO SCHOOL BASH**

**PROJECT CATEGORY:** Education  Recreation  Safety  Organizational Development

<p><b>Project Summary</b>  <i>-How does the project relate to the category above?</i>  <i>-What do you plan to do?</i>  <i>-How will you make this happen?</i></p>	<p>Our project relates to education, recreation, and safety in that we provide school supplies to the students in the area. Recreational and fun activities are also provided for the youth. The sheriff's and fire department are on hand to provide sessions on fire safety and personal and home security information. The DARE officers will give out information about the hazards of illegal use of drugs and other substances. The firemen will allow the children to take tours of the fire truck and provide useful information about the duties &amp; responsibilities of a fireman. Guest groups will provide music &amp; other entertainment.</p>
<p><b>Benefits to community</b>  <i>-Who will be served?</i>  <i>-How many will be there?</i>  <i>-Why does this project need to happen?</i>  <i>-What will happen if you do not do this project?</i></p>	<p>This festival serves all school age children in the Brooks community, however no child will be turned away.                  We expect approximately 1,000 people to attend the Back to School Bash. These are very tough economic times and a large number of persons in this area are unemployed. This school supply give away, relieves some of the financial burden off of the parents. This activity also lends itself to community bonding because it provides an opportunity for families to meet &amp; mingle. People who know each other are more willing to make sure that everyone in the community is safe and remains that way.                  If we do not do this project, it is a strong possibility that there will be a large number of children in this and surrounding communities that will be unprepared for school.</p>
<p><b>What type of enrichment resources will the project provide?</b> <i>(example - library resources, medical info, voter registration, etc.)</i></p>	<p>Several Community Groups and Health &amp; Civic Organizations are invited including:</p> <ul style="list-style-type: none"> <li>• Palmetto Richland Hospital</li> <li>• Healthy Columbia</li> <li>• Fire Department</li> <li>• Sherriff's Department (DARE)</li> </ul>
<p><b>How will you match this project?</b></p>	<p>Volunteer Hours, In-Kind Donations, Neighborhood Cash</p>
<p><b>Project Completion Date</b></p>	<p>June 30, 2022</p>

## 2) PROJECT DESCRIPTION

Please complete if requesting funding for more than one project. Answer each question in each box and provide as much description as possible.

**NAME OF PROJECT #2** | \_\_\_\_\_

**PROJECT CATEGORY:** Education  Recreation  Safety  Organizational Development

<p><b>Project Summary</b>  <i>-How does the project relate to the category above?</i>   <i>-What do you plan to do?</i>   <i>-How will you make this happen?</i></p>	
<p><b>Benefits to community</b>  <i>-Who will be served?</i>   <i>-How many will be there?</i>   <i>-Why does this project need to happen?</i>   <i>-What will happen if you do not do this project?</i></p>	
<p><b>What type of enrichment resources will the project provide?</b> <i>(example - library resources, medical info, voter registration, etc.)</i></p>	
<p><b>How will you match this project?</b></p>	
<p><b>Project Completion Date</b></p>	

### 3) PROJECT DESCRIPTION

Please complete if requesting funding for more than one project. Answer each question in each box and provide as much description as possible.

**NAME OF PROJECT #3** | \_\_\_\_\_

**PROJECT CATEGORY:** Education  Recreation  Safety  Organizational Development

<p><b>Project Summary</b>  <i>-How does the project relate to the category above?</i>   <i>-What do you plan to do?</i>   <i>-How will you make this happen?</i></p>	
<p><b>Benefits to community</b>  <i>-Who will be served?</i>   <i>-How many will be there?</i>   <i>-Why does this project need to happen?</i>   <i>-What will happen if you do not do this project?</i></p>	
<p><b>What type of enrichment resources will the project provide?</b> <i>(example - library resources, medical info, voter registration, etc.)</i></p>	
<p><b>How will you match this project?</b></p>	
<p><b>Project Completion Date</b></p>	

## BUDGET PART 1: PROJECT BUDGET SHEET

NAME OF PROJECT AND ITEM	GRANT AMOUNT REQUESTED	MATCH AMOUNT	MATCH SOURCE VOLUNTEER HOURS NEIGHBORHOOD CASH ANOTHER GRANT IN-KIND MONIES
EXAMPLE: National Night Out, Food	\$100.00	\$100.00	VOLUNTEER HOURS + IN-KIND MONIES
1. Back to School Bash/School Supplies & Food	\$1,500.00	\$1,500.00	VOLUNTEER HOURS, IN-KIND & NEIGHBORHOOD CASH
2.	\$	\$	
3.	\$	\$	
4.	\$	\$	
5.	\$	\$	
6.	\$	\$	
7.	\$	\$	
8.	\$	\$	
9.	\$	\$	
10.	\$	\$	
11.	\$	\$	
12.	\$	\$	
<b>TOTALS</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	

<b>Grant Amount Requested</b>	<b>\$1,500.00</b>
<b>Match Breakdown</b>	
1. Hours of volunteer ( 50 ) x \$10 per hour	\$500.00
2. Neighborhood Funds	\$500.00
3. In-kind donations, other sources	\$500.00
<b>Match Total</b>	<b>\$1,500.00</b>

**\*\*\*\* Must submit vendor quotes for all project purchases with Project Budget\*\*\*\***

**BUDGET PART 2: IN-KIND DONATION**

**Explanation of In-Kind Donation**

*(Give explanations on how you calculated the Professional Services (In-Kind) line items, if applicable)*

Please note: If you have in-kind donations as a match, submit a letter of intent from the donor

Our DJ donated his services that are valued at \$500.00.

**BUDGET PART 3: INCOME SOURCES**

List the income sources for your neighborhood below. Include the amount requested in this application.

Richland County Neighborhood Matching Grant Summary of Income Sources		
Income Source*	Amount	Pending or Received
Neighborhood Dues (current)	\$500.00	Received
FY 21-22 Neighborhood Matching Grant	\$1,500.00	Pending
Fundraisers	\$0	N/A
Other Grants	\$0	N/A
	\$	
	\$	
Totals	<u>\$2,000.00</u>	
Submitted By: _____		
Title: _____		
Date: _____		
<b>Please do not leave form blank.</b>		
*An income source includes any organization(s) or individual(s) that provided funds to an organization for a program or project		

Thank you for applying to the Richland County Neighborhood Improvement Program's Matching Grant.

**KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS.**

Applicants may submit applications via mail, fax (803)-576-2182, email (NIP@richlandcountysc.gov), or in-person.

*Applications must be received by 5:00 pm on February 5, 2021.*

**Applications submitted after the deadline will not be accepted.**

**Physical Address:**

Richland County Planning Services Division  
Neighborhood Improvement Program, 1st Floor  
2020 Hampton Street, Columbia SC 29204

**Mailing Address:**

Richland County Planning Services Division  
Neighborhood Improvement Program  
P.O. Box 192  
Columbia, SC 29202

Questions may be directed to 803.576.2194 or [NIP@richlandcountysc.gov](mailto:NIP@richlandcountysc.gov)

For additional information, please refer to the Matching Grant Guidelines.

