

# NEIGHBORHOOD ENRICHMENT GRANT PROGRAM FY 25/26

Neighborhood Improvement Program  
Community Planning & Development



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# ABOUT

- The Neighborhood Enrichment Grant Program is a competitive grant available for neighborhood organizations to use on projects that improve quality of life for all residents within the neighborhood.



# WHO MAY APPLY?



- Eligible applicants:
  - Neighborhood Associations
  - Homeowners' Associations
  - Property Owners Associations
  - Other like neighborhood-based associations and related groups



# WHO MAY NOT APPLY?

- Ineligible applicants:
  - Religious organizations
  - Apartment management companies
  - Businesses
  - Umbrella organizations
  - County wide organizations
  - College/University Greek Organizations
  - Colleges and Universities
  - Political groups
  - Public agencies

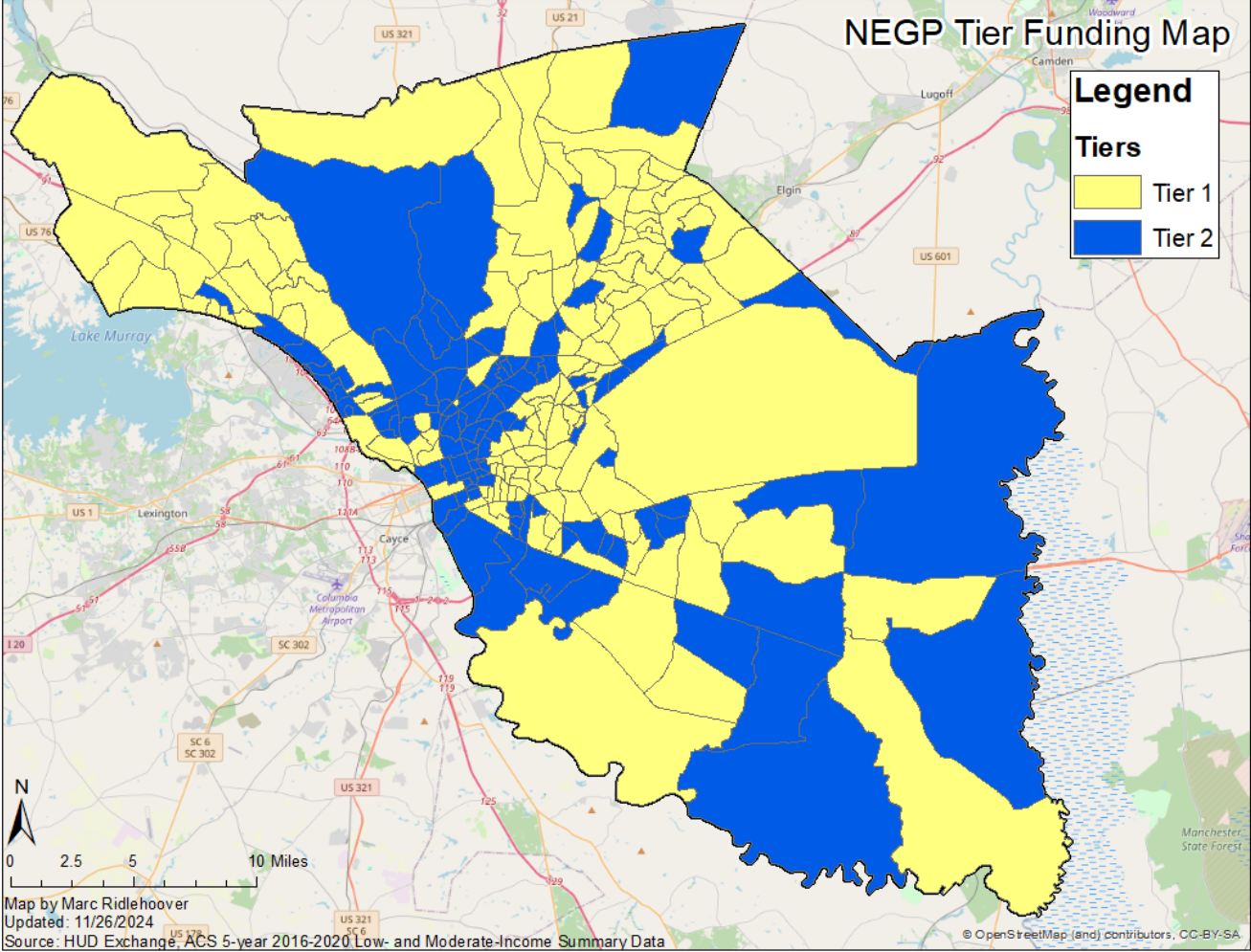


# TIERED FUNDING

- Tiers intended to support disadvantaged communities, determined by the presence of low-to-moderate income census block groups as defined by HUD.
- Qualified block groups contain at least 50% of households that are low-to-moderate income
- Tier 1
  - \$1,500 max
  - Neighborhood boundaries do not include any low-to-moderate income areas
- Tier 2
  - \$2,500 max
  - A significant amount (at least 25%) of low-to-moderate income areas are within neighborhood boundaries



# ARE YOU ELIGIBLE FOR TIER 2 FUNDING?



# ELIGIBLE PROJECTS

- **Neighborhood Beautification** - *Projects that improve the overall aesthetic of the neighborhood*
  - Clean ups
  - Bush/flower planting
  - Placemaking markers/monuments
- **Community Engagement** - *Projects that bring the community together*
  - Membership drive
  - Newsletters & websites
  - Back to school drive
- **Safety & Health** - *Projects that improve the safety and health of everyone in the neighborhood*
  - Surveillance cameras
  - Emergency preparedness giveaway
  - Traffic calming
- **Leisure** - *Projects that are just for fun*
  - National Night Out
  - Block Party
  - Little Free Library





# INELIGIBLE PROJECTS

- Major infrastructure improvements (*i.e. sidewalk improvements*)
- Property purchases
- Travel and travel expenses
- Personal equipment
- Alcohol, weapons or drugs
- Plants more than 4' tall
- Awards/gift cards/coupons/prizes/raffles
- Consulting, workshop, and speaker fees
- Operating expenses (*rent, utilities, insurance, etc.*)
- Fundraising or scholarships
- Plants more than 4 feet tall at maturity
- Equipment for businesses, schools, or government departments
- Funding towards savings accounts
- City of Columbia property
- Funding towards schools, public agencies, and other non-profits
- Expenses incurred prior to the grant award date
- Personal computers, software, and personal computer supplies
- Salaries/honorariums
- Mailboxes
- Reoccurring maintenance expenses
- Home repairs for personal property



\*Please include NIP logo on any signs, flyers, etc.



# APPLICATION OVERVIEW

## Required

- Copy of most recent neighborhood organization's bank statement
- Official vendor quote/estimate for every proposed project expense. All quotes must include vendor letterhead. Quotes must be no more than 30 days old upon application submittal.
- Copy of neighborhood organization's by-laws
- Completed latest version of IRS W-9 Form
- Proof of permissions/permits (if applicable)

## Optional

- Map of neighborhood boundaries
- Organization meeting minutes\*



# NEGP PROCESS: APPLICATION PHASE

1. Review Grant Guidelines
2. Check if your organization is eligible
3. Check if you are eligible for Tier 1 or 2
4. Decide on projects
5. Check if projects are eligible
6. Determine project dates
7. Determine project budget
8. Acquire any necessary permissions/permits
9. Fill out application form
10. Double-check application for accuracy
11. Keep a copy of your application for reference
12. Submit application
13. Wait for response from NIP



If submitting application by email, please use  
the subject line:  
"NEGP Application"



# PROJECT SCORING

- Projects are evaluated by County staff (NOT NIP) on a 100-point scale
- Projects must achieve a score of at least **70** to be considered for approval

Under our county guidelines, any single item costing \$1,500 or more requires having 3 quotes submitted to compare pricing. Additionally, if you are purchasing multiple units of the same item that together total \$1,500 or more, 3 quotes are also required.

Scoring Criteria		Points
Impact and Need	Project's ability to provide a substantial and lasting neighborhood benefit. Project addresses a recognized problem or identified need.	25
Budget Accuracy	Detail and reasonableness of budget.	25
Neighborhood Participation	Planning and implementation show evidence of broad-based neighborhood participation. Proof of neighborhood wide discussion in regards to the project.	25
Preparation	Clarity and realism of project. Explanation of how the project can be maintained or continued.	25
Bonus points	<i>Does this project target an underserved population?</i>	5
	<i>Does this project involve collaborating with local businesses?</i>	5
	<i>Does this project involve collaborating, with local non-profits or government agencies?</i>	5



# NEGP PROCESS: AWARD PHASE

1. Quick Application Check
2. Send A Confirmation Email When We Receive An Application
3. Review Process By Staff And County Council
4. Receive Your Award Packet Or Denial Letter
5. Sign And Submit Grant Agreement & Check Request Form
6. Pick Up Check



# NEGP PROCESS: CLOSEOUT

1. Implement your project(s)
2. Spend grant funds on eligible expenses
3. Prepare and submit Grant Closeout Report
  1. Expenditure Form
  2. Receipts
  3. Project proof (i.e. pictures, flyers, sign in sheets, etc.)
  4. Post-implementation Review (optional)





# SPECIAL SCENARIOS

- Grantee is awarded but did not request the check
  - Grantee must submit a Termination of Grant letter
- Grantee is awarded and did not cash the check
  - Grantee must submit a Termination of Grant letter and return the check to NIP Staff.
- Grantee is awarded and did cash the check, but did not spend funds
  - Grantee must submit a Termination of Grant letter and return all awarded grant funds to NIP Staff via check. Check must be made to Richland County Finance Department.
- Grantee is awarded, cashed the check, and spent partial award funds
  - Grantee must submit a Termination of Grant letter and return remaining awarded grant funds to NIP Staff via check. Check must be made to Richland County Finance Department. Grant closeout Report is still required and must be submitted.



# GRANT DELINQUENCY !

- If the Grantee has used NEGP funds on ineligible expenses, they must refund the amount spent on said expenses to Richland County Finance via check.
- If the Grantee has broken rules as outlined in the NEGP Guidelines, the grantee's organization will be unable to apply for funding in the future. Certain situations can allow the organization to receive funding again.



# TIMELINE

- Grant opening announcement: November, 2024
- Application submittal period: December 2<sup>nd</sup>, 2023 – February 2<sup>nd</sup>, 2024
- Review Process: February 2<sup>nd</sup> – June 30<sup>th</sup>, 2025
- Award/Denial Notice: July 15<sup>th</sup>, 2025
- Request a check: July 1<sup>st</sup> – September 30<sup>th</sup>, 2025
- Grant Closeout Report Deadline: June 30<sup>th</sup>, 2026
- (if necessary) return unspent funds by: June 30<sup>th</sup>, 2026



# REMINDER

- If submitting physical documents in-person or by mail, please do **NOT** use staples.
- This also applies to the close out report.



# NIP CONTACT INFO

Email: [NIP@richlandcountysc.gov](mailto:NIP@richlandcountysc.gov)

Phone: 803-576-2166

Fax: 803-576-2182

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# **APPLICATION WALKTHROUGH**