

# NEIGHBORHOOD ENRICHMENT GRANT PROGRAM FY 22/23

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



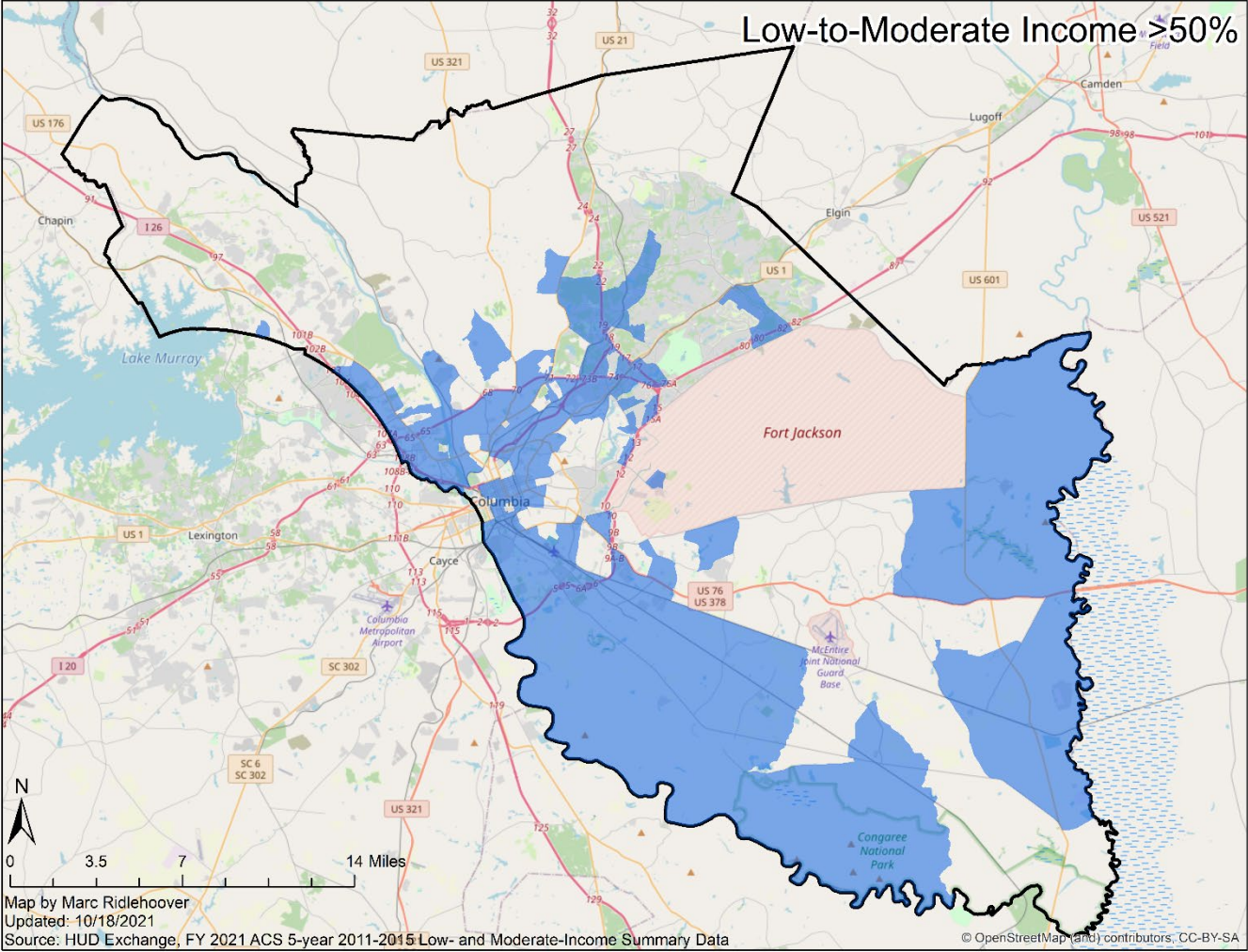
# TIERED FUNDING

- 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 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



# SUCCESSFUL PROJECT EXAMPLES

- Maywood Place
  - Great community involvement
  - Excellent communication with NIP
  - Clear project vision
  - Provided enrichment resources
  - Entertainment
  - Appealing flyer



# 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)
- In-Kind donation letter (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



# APPLICATION SCORING

- Applications are evaluated by NIP staff on a 100-point scale
- Applications must achieve a score of at least 60 to be considered for approval

Scoring Criteria		Points
Project Prerequisites	Is the project eligible?	Yes/no
	Applicant received necessary permissions and/or permits	Yes/no
Project Impact and Need	Does the project provide a substantial and lasting neighborhood benefit?	Up to 10
	<i>Is this a Tier 2 Neighborhood? (Yes/No)</i>	10
	How well does the project address a recognized problem or identified need?	Up to 10
Budget Accuracy	Detail and reasonableness of budget	Up to 10
	<i>Bonus points for collaborating with local businesses (Yes/No)</i>	10
Participation and collaboration	Planning & implementation show evidence of broad-based neighborhood participation	Up to 10
	<i>Bonus points for including collaboration(s), with local non-profits or government agencies (Yes/No)</i>	10
Preparation	Clarity and realism of project	Up to 10
	Explanation of how the project can be maintained or continued	Up to 10
	Proof of neighborhood wide discussion and preparation in regards to the project	Up to 10



# NEGP PROCESS: AWARD PHASE

1. Quick Application Check
2. Staff Review Committee
3. Council Review
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)
  4. Volunteer Hours Form (if applicable)
  5. 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
  - 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, 2021
- Application submittal period: December 1<sup>st</sup>, 2021 – February 6<sup>th</sup>, 2022
- Review Committee: Mid February 2022
- Council Decision: Spring/Summer 2022
- Award/Denial Notice: July 2022
- Request a check: July 1<sup>st</sup>, 2022 – September 1<sup>st</sup>, 2022
- Grant Closeout Report Deadline: June 30<sup>th</sup>, 2023
- (if necessary) return unspent funds by: June 30<sup>th</sup>, 2023



# NIP CONTACT INFO

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

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## Neighborhood Improvement Program Staff

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# **APPLICATION WALKTHROUGH**