

## DIRECTIONS & CHECKLIST

### Directions to Fill out Forms

Fill out the following:

- **Applicant Information & Documentation**
- **Summary List of Proposed Projects and Budget**

Fill out 1 per project: *(see example at the end of this section)*

- **Detailed Project description**
- **Detailed Project budget**

*Please note: the assumption is a maximum of 10 projects. If you are exceeding 10 projects, contact the NSP Director to review prior to submitting Proposal*

### Directions

#### II.1 Summary List of Proposed Projects & Budget

- One line per Project
- Identify which **Category** the Project is under. Categories can be used on more than one Project  
*See Guidelines for detailed definitions of Categories and Example Activities*
- Start dates can not be prior to executed contract.
- Provide budget for each Project
- Total Budget MUST equal the amount of the Fiscal Year allocation

#### II.2 Detailed Project Description, Each Project

What we intend to do

- Brief description of what the project is

How we intend to do it

- The work plan for the project. The narrative that makes sense of the detailed budget
- Include description of any job position you are hiring for and volunteer responsibilities

How will this benefit our neighborhood?

- What is the purpose? Why are you doing this?

Volunteer hours needed

- Transfer this number to the Summary List of Proposed Project

#### II.3 Detailed Budget, Each Project

- For each Project listed in Summary List, fill in the description of each expense & amount
- The Project totals must equal the amount on the Summary Budget and the totals must not exceed annual NSP allocation
- You may alternatively combine all the detailed project budgets into single sheet (see example below)

## Supplemental Information

Please refer to the following information when completing Proposal Forms

### Categories

Select a Category for each project; Categories can be used across multiple projects

*for more information and examples, see Guidelines*

- Neighborhood Leadership Development Activities
- Communication Projects
- Neighborhood Improvement Activities
- Educational Activities
- Neighborhood Services.
- Problem-Solving Projects
- Other/Quality of Life
- Operations

### **Types of Expenses**

*To aid with project work plan (how) and budget planning, please refer to the following examples and definitions of types of expenses*

- hourly waged
- independent contractor
- professional services
- materials & supplies
- capital expenditure
- printing & copying
- postage & shipping
- special event insurance
- City services / City contract

### Definitions

**hourly waged:** individuals who are paid by the hour. These individuals must submit work report and/or hours for compensation. Work performed is typically under the threshold of \$600 a year (over \$600 per year requires, per IRS, a 1099)

Examples: mowing and/or clean-up of a specific area for one day

**independent contractor:** an individual who is contacted to perform a specific task for a lump sum. Must have a contract.

Example: An individual contracted to do all the mowing for an entire season

**professional services: services from a company who specializes in a field, such as legal or accounting services. Do not receive 1099**

Example: Hiring landscape service

**capital expenditure** – items, including fixed assets or equipment, with a life span of at least 3 years and a minimal cost of \$1500

**Materials & Supplies** – all tangible things needed to complete project that are below the definition of capital expenditure.

Examples include clean-up supplies, tents for events, equipment

**City Services / City contracts** – examples - permits and police for events, landscape and maintenance with Parks, programming with CRC. Please put in the description what the City contract is for

# CHECKLIST for completed Proposal Packet

## Section I: Applicant Information

1. Applicant Information
2. EEO Statement and Information
3. NSP Vote
4. Persons authorized to handle funds
5. Signed Verification
6. Attachments:
  1. Documentation of NSP vote
  2. Any updated organizational information between July and date of submission

## Section II: Proposal Forms

1. Proposed NSP Projects Summary Sheet
2. Detailed Project Description – 1 per project
3. Detailed Project Budget – 1 per project

*(you may use the alternative format to combine all the detailed project budgets into a single sheet)*

## Submission

Send proposal forms and attached documentation to Invest in Neighborhoods' NSP Director **via email** to [NSP@investinneighborhoods.com](mailto:NSP@investinneighborhoods.com) **by 4 pm** the day of the submission deadline.

We will not accept paper versions dropped off or mailed to Invest in Neighborhoods

*If there are technical issues, please reach out to Invest in Neighborhoods PRIOR to the deadline.*



**Example: Alternative Budget: Detailed Budget ALL PROJECTS**

<b>EXPENSES</b>			
#	<b>PROJECT</b>	<b>Line item (description)</b>	<b>\$\$ amount</b>
1	<u>Educational</u>	<i>Plaques to recognize neighborhood student achievement</i>	\$200.00
		<i>Books for Summer Reading Program</i>	\$250.00
		<i>PPE Supplies local schools</i>	\$500.00
		<i>Hyde Park School equipment</i>	\$1,000.00
2	<u>Website</u>	<i>Annual web host fee</i>	\$600.00
		<i>web site development and maintenance</i>	\$600.00
3	<u>Events</u>	<i>Thanksgiving Event food and decorations</i>	\$450.00
		<i>Ault Park Fireworks – Rozzi’s Rip-off Fireworks</i>	\$1,292.00
		<i>Event insurance</i>	\$250
		<i>Police for event</i>	\$250
4	<u>Beautification &amp; business district entry</u>	<i>Wasson Way Bike Trail landscaping</i>	\$750.00
		<i>Hyde Park East Pillars</i>	\$500.00
5	<u>partnerships</u>	<i>Knox Church COVID PPE</i>	\$250.00
		<i>55 North (formerly Hye Park Center for Older Adults)</i>	\$1,000.00
6	<u>Communications</u>	<i>Post office box rent</i>	\$146.00
		<i>Post card mailers, printing</i>	\$50.00
		<i>Post card mailers, mailing</i>	\$50.00
<b>PROJECT TOTAL</b>			<b>\$7,638.00</b>

## Section I: Applicant Information & Documentation

Please fill in (type) the following:

### 1. Applicant Information

<b>Council Name:</b>		<b>Amount Requested:</b>	
<b>Council EIN # (tax ID):</b>		<b>Date of Submission:</b>	

	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE #</b>
<b>NSP Project Manager</b>			

<b>Council's Mailing Address, incl. Zip Code:</b>	
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	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE #</b>
<b>Council President:</b>			

### 2. EEO statement and information

\_\_\_\_\_ (Council Name) does not discriminate against or limit participation of members, volunteers, or hires because of race, religion, color, sex, sexual orientation, gender identity, or national origin.

Please indicate the current composition of your Council's Board:

# of Males \_\_\_\_\_ # of Caucasians \_\_\_\_\_ # of Hispanics \_\_\_\_\_  
 # of Females \_\_\_\_\_ # of African Americans \_\_\_\_\_ # of Asian/Pacific Islanders \_\_\_\_\_

### 3. NSP Proposal as voted on at Council Meeting

When and what was the vote on this NSP Proposal?

<b>Date:</b>		<b># Yeas:</b>		<b># Nays:</b>		<b>Total Attendance:</b>		<b>Quorum? (Y/N)</b>	
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Please **attach** the Minutes & Sign-In Sheets from this Council meeting to your NSP application.

Briefly describe method(s) of advertising meeting purpose, date, and time to residents:

As a reminder – the NSP vote must be open to all residents of your neighborhood, regardless of membership

#### 4. Persons authorized to handle funds

For the 2021 program year, the following persons are authorized to sign NSP documents and receive funds on behalf of the Community Council. The community hereby assures that each person listed below is an elected officer or trustee of the council. **(Minimum 2 individuals)**

*please type*

**NAME** \_\_\_\_\_ **TITLE** NSP Manager \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

#### 5. Verification

I hereby certify that the information contained in this proposal packet is correct

**Name** \_\_\_\_\_

**Title** **President** **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

## 6. DOCUMENTATION: Attachments to Proposal

1. Please attach the following DOCUMENTATION to **all new proposals**:

\_\_\_\_\_ **Meeting Minutes & Sign-In Sheets** from the meeting where the NSP Proposal was introduced, reviewed and voted on by the Neighborhood – including all residents, regardless of Council membership

2. Please attach the following DOCUMENTATION to all new proposals **ONLY IF changed between Jul 31 and the submission due date**: *(check which documents you are attaching)*

\_\_\_\_\_ **Proof of Active Status** with the Ohio Secretary of State

\_\_\_\_\_ **Certificate of Liability Insurance & D&O** (if not part of IIN's Insurance Aggregation Program)

\_\_\_\_\_ **Community Council Bylaws or Constitution**

\_\_\_\_\_ **Council Profile** (new Board members, change of mailing address, meeting location, or time)



## Section II: Proposal Forms

### 1. Summary List of Proposed Projects & Budget

*(please type)*

Council Name: \_\_\_\_\_

	Project Name	<i>(see Guidelines)</i> Category	Start – end dates <i>(mm-mm/yr)</i>	Est VIntr hrs	\$\$ amount
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
	<b>TOTALS</b>				\$

*\* Please remember start date CAN NOT be before contract is executed.*

## Section II: Proposal Forms

### 2. Detailed Project Description – 1 per project

<b>Council Name</b>			
<b>PROJECT #</b>		<b>PROJECT NAME</b>	
<b>WHAT WE INTEND TO DO</b> <i>(brief project description)</i>			
<b>HOW WE INTEND TO DO IT</b> <i>(brief project plan / work plan)</i>			
<b>HOW WILL THIS BENEFIT OUR NEIGHBORHOOD?</b>			

### 3. Detailed Project Budget

#### EXPENSES

Line item (description)	\$\$ amount
<b>TOTAL</b>	