

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

EXAMPLE: Section II: Proposal Forms

1. Summary List of Proposed Projects & Budget

(please type)

Council Name: Awesome Community Council

	Project Name	(see Guidelines) Category	Est VIntr hrs	\$\$ amount
1	Supporting Neighborhood Schools	<i>Quality of Life</i>	23	\$ 1950
2	Website	<i>Communications</i>	10	\$ 1200
3	Annual Neighborhood Events	<i>Quality of Life</i>	175	\$ 1742
4	Beautification & Bus District Entry	<i>Improvements</i>	325	\$1250
5	Partnerships Neighborhood Orgs	<i>Quality of Life</i>	18	\$1250
6	Outreach publications	<i>Communications</i>	27	\$100
7	Annual operations	<i>Operations</i>	425	\$146
8				\$
9				\$
10				\$
		TOTALS		\$7638

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

EXAMPLE Section II: Proposal Forms

2. Detailed Project Description – 1 per project

Council Name	Awesome Community Council		
PROJECT #	1	PROJECT NAME	Supporting neighborhood schools
WHAT WE INTEND TO DO <i>(brief project description)</i>			
To support students in our neighborhood through partnership with our local elementary school to enhance and extend programs			
HOW WE INTEND TO DO IT <i>(brief project plan / work plan)</i>			
<ul style="list-style-type: none"> - give plaques to publicly recognize student achievement - provide additional materials (books) for Summer reading program - provide additional PPE supplies to local schools - contribute to the purchase of additional school equipment 			
HOW WILL THIS BENEFIT OUR NEIGHBORHOOD?			
Partnering with the school to enhance and extend programs helps the children in our neighborhood by giving more kids the chance to participate in educational opportunities, which also supports families in the neighborhood by taking some of the cost of programs off them			

3. Detailed Project Budget

EXPENSES

Line item (description)	\$\$ amount
<i>Plaques to recognize neighborhood student achievement</i>	\$200.00
<i>Summer Reading Program</i>	\$250.00
<i>PPE Supplies local schools</i>	\$500.00
<i>School equipment</i>	\$1,000.00
TOTAL	\$1950

Example: Alternative Budget: Detailed Budget ALL PROJECTS

Council Name:

EXPENSES

PROJECT	Line item (description)	\$\$ amount
1 Supporting Neighborhood Schools	<i>Plaques to recongize neighborhood student achievem</i>	\$200.00
	<i>Summer Reading Program</i>	\$250.00
	<i>PPE Supplies local schools</i>	\$500.00
	<i>Hyde Park School equipment</i>	\$1,000.00
2 Website	<i>web host fee</i>	\$600.00
	<i>web site development and maintenance</i>	\$600.00
3 Annual Neighborhood Events	<i>Halloween Event</i>	\$450.00
	<i>Ault Park Fireworks</i>	\$1,292.00
4 Beautification & business district en	<i>Wasson Way Bike Trail landscaping</i>	\$750.00
	<i>Hyde Park East Pillars</i>	\$500.00
5 parnterships neighbohrood orgs	<i>Knox Church COVID PPE</i>	\$250.00
	<i>55 North (formerly Hye Park Center for Older Adults)</i>	\$1,000.00
6 Outreach publications	<i>mailers</i>	\$100.00
7 Annual Operations	<i>Post office box rent</i>	\$146.00
TOTAL		\$7,638.00

Section I: Applicant Information & Documentation

Please fill in (type) the following:

1. Applicant Information

Council Name:		Amount Requested:	
Council EIN # (tax ID):		Date of Submission:	

	NAME	EMAIL	PHONE #
NSP Project Manager			

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

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?

Date:		# Yeas:		# Nays:		Total Attendance:		Quorum? (Y/N)	
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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	Est Vlntr hrs	\$\$ amount
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
			TOTALS	\$

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

Section II: Proposal Forms

2. Detailed Project Description – 1 per project

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

3. Detailed Project Budget

EXPENSES

Line item (description)	\$\$ amount
TOTAL	