

# Neighborhood Support Program (NSP)

## General Training FY26

Elizabeth Bartley

Invest in Neighborhoods

[bartley@investinneighborhoods.com](mailto:bartley@investinneighborhoods.com)

513-200-9782

Sam Carmine, NSP coordinator

[nsp@investinneighborhoods.com](mailto:nsp@investinneighborhoods.com)

Submissions: [nsp@investinneighborhoods.com](mailto:nsp@investinneighborhoods.com)

Website with all information, forms etc: <https://www.investinneighborhoods.org/nsp/>



**INVEST IN**  
neighborhoods

# Neighborhood Support Program (NSP)



## General Training:

### 1. Overview

- FY26 Distribution Info
- Purpose
- NSP Program Qualifying Criteria

### 2. Requirements of Councils

- NSP Review Committee
- NSP Manager

### 3. Conditions & Limitations

- Program Conditions; Ineligible & Limitations on Expenses
- Eligible Categories

### 4. Proposal Packet

- Applicant Information
- Attachments
- Proposal Forms Directions
- Amendments

### 5. Getting your money

### 6. Ongoing management

- Documentation
- Financial Management

# Neighborhood Support Program (NSP)

---



## Overview

# Overview



## *FY26 Distribution Info:*

*Note: cannot submit proposal unless previous year has been submitted and APPROVED*

**Distribution FY26 \$9,666 per Council**

### Schedule for FY26

#### Proposals

- Submissions **Mar – June 2026**
- Submissions **MUST** be received by **4 pm**

**Expenditures – through Nov 15, 2026**

*All spending/payments completed by Nov 15*

**Final Report – Dec 15, 2026**

<b>Submission Deadline Date</b>	<b>Review Committee Date</b>
<i>(1<sup>st</sup> Fri of the month)</i>	
Friday, <b>March 6</b>	Tuesday, <b>March 17**</b>
Friday, <b>April 3</b>	Tuesday, <b>April 14</b>
Friday, <b>May 1</b>	Tuesday, <b>May 12</b>
Friday, <b>June 5</b>	Tuesday, <b>June 16</b>

#### Quarterly Interim reports (online)

<b>Qtr</b>	<b><u>Reporting Period:</u></b> <i>(cumulative)</i>	<b><u>Interim Report Due date:</u></b>
1	Jan 1 through Mar 31	April 7 <sup>th</sup>
2	through Jun 30	July 7 <sup>th</sup>
3	through Sep 30	October 6 <sup>th</sup>

# Overview

---



## *Purpose:*

- **Goal:** to enhance the quality of life in each Cincinnati community; to build leadership in the neighborhoods
- **Purpose:** to fund resident-controlled projects, improve the leadership capacity of Community Councils, and recruit, train, and increase the productivity of volunteers
- Recognizes local neighborhood leadership is best to determine what needs to be done in the neighborhood

# Overview



## *Qualifying Criteria: Eligible*

- All NSP-funded neighborhoods shall operate in accordance with the **City of Cincinnati Ordinance #20-1989\***
- Public Good Purpose
- Members—(minimally) residents 18 years and older within the neighborhood
- Description of territorial boundaries, if not already on file, or in the individual by-laws of the Community Councils
- EEO statement and information (non-discrimination)

\*Other specific requirements that are needed to be in your bylaws includes “NSP must be open vote to all residents (not just members)”

## *Qualifying Criteria: Active*

- All Councils must submit annually (July) proof of active status
  - Active Status with State of Ohio
  - Proof of liability insurance (if not part of Insurance Aggregation Program)
  - Update bylaws (Bylaws must be in compliance with ORD 220-1989 & ORC 1702))
  - Current Board Profile (must have minimum 3 Board Members)

# Neighborhood Support Program (NSP)

---



## Requirements of Councils

# Requirements of Councils



## *Review Committee FY26 Requirements*

The Review Committee works as a **Peer Review System**

- 9 to 10 neighborhoods, rotation every 5 years, **REQUIRED** participation or lose funding
- **Have a back-up:** not having Council representation at review committee meetings can **make you ineligible** for the following year's funding

---

Avondale Community Council

Mt. Auburn Community Council

California Community Council

Mt. Lookout Community Council

Camp Washington Community Council

Pleasant Ridge Community Council

Lower Price Hill Community Council

Roselawn Community Council

Mt. Adams Civic Association

Villages of Roll Hill

# Requirements of Councils



## *Review Committee Requirements:*

### **Review Committee Process for Submissions**

- Submissions sent to IIN 1<sup>st</sup> Friday of month
- IIN will work with Council NSP Manager to fix errors
- PRIOR to the Review Committee meeting, corrected submissions sent to RC
- RC reviews and prepares questions (form provided for guidance)
- At Review Committee meeting, submissions are presented. RC discusses and votes

**Formal Amendments:** ongoing until the end of the spending deadline (Nov 15)  
Review Committee reviews and approves Formal Amendments. No meeting required, form provided

# Requirements of Councils

---



## *NSP Manager:*

### **Duties of the NSP Manager -- You are the project manager**

- Facilitate eligibility and meeting participation requirements
  - Work with CC to plan projects/budgets
  - Submit interim reports (Qtrly: **Apr, Jul, Oct\***) and final reports
  - Make sure projects and NSP program adhere to Guidelines
  - Submit and/or retain all required NSP documentation and financial support materials by stated deadlines
  
- Keep on top of the NSP program and projects throughout the year!!
  - Including financial tracking each month

\*<https://www.investinneighborhoods.org/nsp-interim-report/>

# Neighborhood Support Program (NSP)

---



## Conditions and Limitations

<https://www.investinneighborhoods.org/nsp-guidelines/>

# Conditions and Limitations



## *NSP Program Conditions:*

**NSP is gov't \$\$ for a public good.**

### **NOT permissible**

- All direct social services such as emergency food, housing assistance and distribution of products or gifts is not permissible
- Direct cash awards to individuals or groups which include gift cards and gift certificates (think “bonus” or “reward”)
- Advertising that appears in NSP-subsidized publications, with the exception of locally owned neighborhood businesses
- Entertainment, events and activities not for public purpose

# Conditions and Limitations



## *NSP Program Conditions:*

### **NOT permissible (cont.)**

- Payments to Board members, NSP manager, and/or their families, with the exception of minors participating in group activities
- Activities that duplicate government services which are currently available within the neighborhood.
- Use of NSP funds to endorse or promote political candidates or their activities.
- Activities that fail to serve any public purpose.
- Legal Fees to contest any City rulings.
- Improvement to Private Property.
- Activities Prohibited by City, County, State and Federal Law.

# Conditions and Limitations

---

## *Eligible Categories:*

- **Neighborhood Leadership Development Activities** - that strengthen, improve, and develop neighborhoods through *human development* activities
- **Communication Projects** - specific or general activities that seek to inform, educate, and publicize the work of the Community Council, special activities, or events
- **Neighborhood Improvement Activities** - that focus on cleanup and beautification, recreation area development, conservation, capital improvements (not private property), and the acquisition of fixed assets.
- **Educational Activities** - which seek to enhance existing programs or opportunities, inform residents of new neighborhood initiatives such as environmental or development issues, or to create new programming that will fill an education void for youth, teenagers, adults, or senior citizens.

# Conditions and Limitations

---

## *Eligible Categories:*

- **Neighborhood Services** - designed to aid law enforcement, develop or enhance recreation opportunities, stimulate economic or commercial development, or manage, study, or promote environmental issues.
- **Problem-Solving Projects** - to investigate problems or conditions in an effort to develop a comprehensive plan to improve or alter situations communities deem a priority.
- **Quality of Life** - projects or activities which will improve the quality of life and serve public needs that are consistent with the NSP Guidelines.
  -
- **Council Business/Administrative/Operations**—costs which are not direct project costs, but necessary for the work of the Community Councils

*See [Guidelines](#) for more information and example activities*

# Conditions and Limitations

## *Tips:*

“Quality of Life” – this includes partnerships with schools, rec centers, arts orgs, parks, food pantries etc, - *but separate types into separate projects- EG separate events from collaborative partnerships*

“Educational Activities” does NOT include partnerships with school – it’s for programs outside of that

“Direct Program Costs” vs “Council business / Administrative / Operations

### **This stuff could be program specific**

- Storage for cleanups or whatnot (but TOOLBANK!!!!)
- Supplies
- Computer/printer
- Web services (eg hosting, maintenance, digital storage)

### **Operating expenses allowed, but limitations (see conditions and limitations)**

- PO Box
- Utilities
- Rent
- Financial reviews/bookkeeping/audit

# Conditions and Limitations



## *NSP Program Conditions:*

### **Limitations on expenses:**

- Routine operating expenses, which are not direct project expenses of the Community Council, such as rent, utilities, phone service, and post office box, annual taxes, building maintenance and repair, and equipment rental, not to exceed **\$1,500** per contract year
- Food expenses limited to **\$2000** per contract year for community/public purposes
- Fundraising in support of NSP-eligible activities is allowed, however, expenditures for prizes **may not exceed \$500** per contract per year. Community Council officers and their families may not be recipients of awards or prizes

# Conditions and Limitations



## *NSP Program Conditions:*

### **Limitations on expenses (con't)**

- All NSP- funded publications **shall be limited to \$3000** per contract year unless the Community Council distributes at least one issue to every residence in its neighborhood, in which case the Community Council is eligible for **\$4000** per contract year
- Preparation of Annual audits and/or financial reports should **not exceed \$1000** of NSP-funds
- Capital assets\*\*, equipment, and/or cleanup supplies, tools, etc., **shall be made available to the neighborhood for NSP projects.**

*\*\*capital assets= items having a useful life of three years or more where cost exceeds \$1500*

# Conditions and Limitations



## *Reminders & Tips:*

Yes, you can pay for food for community meetings & events – only limitation is on annual amount

Yes, you can pay minors of Board members for group activity work (e.g \$20 for clean-up day)

Yes, NSP covers taxes on purchases. You DO NOT have to remove that amount from your expenditures

No, you can't pay for anything outside of the spending dates (**from signing contract through Nov 15**)

- You can “upfront” pay on certain things – e.g. Don't pay monthly on your zoom – pay the annual fee, within the contract dates (it's also cheaper); same with storage units if it is annual

“cash awards” (which includes gift certificates or gift cards) does NOT mean prizes at events or fundraisers. It is to prevent selective giving of \$\$ to individuals – which is in the universe of “social services”

- e.g you can give gift cards as door prizes for first 20 people that show up or as raffle draws
- You CANNOT buy individual families food or books or whatnot, but you can partner with an agency that does distribute food (eg food pantry) or your local school. THEY then are doing the direct giving

# Neighborhood Support Program (NSP)

---



## Proposal Packet

- Directions & Checklist (*plus example*)
- Sec I: Applicant Information & Documentation Form
- Section II: Proposal Forms

Available online: <https://www.investinneighborhoods.org/nsp-proposal-packet/>

Full packet has example proposal (it's the pdf that has directions etc )

<https://www.investinneighborhoods.org/wp-content/uploads/2025/02/NSP-Proposal-Packet-2-2025.pdf>

# Proposal Packet



## *NSP Proposal Packet:*

## **Directions & Checklist --- Read This in full & Review Example**

### **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, then add another line*

<https://www.investinneighborhoods.org/nsp-proposal-packet/>

# Proposal Packet

## NSP Proposal Packet:

Fill this out:

### Section I: Applicant Information & Documentation

1. Application Information
2. EEO Statement and Information
3. NSP Vote
4. Persons authorized to handle funds (min 2)
5. Signed Verification (President)
6. Council Profile & Board
7. **Attachments:**
  1. Documentation of NSP Vote
  2. Any updated organization information between July and date of submission



### NSP Proposal Packet

#### Section I: Applicant Information & Documentation

Please fill in (type) the following:

##### 1. Applicant Information

Council Name:	Awesome Community Council	Amount Requested:	\$9666
Council EIN # (tax ID):	31-9568214	Date of Submission:	3/17/2026
	NAME	EMAIL	PHONE #
NSP Project Manager	John Smith	<a href="mailto:johnsmith@awesomeCC.com">johnsmith@awesomeCC.com</a>	513-789-8564
Council's Mailing Address, incl. Zip Code:	PO Box 1234, Cincinnati OH 45206		
	NAME	EMAIL	PHONE #
Council President:	Jane Smith	<a href="mailto:pres@awesomeCC.com">pres@awesomeCC.com</a>	513-321-6549

##### 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	3	# of Caucasians	3	# of Hispanics	2
# of Females	6	# of African Americans	3	# of Asian/Pacific Islanders	1

Total Membership:

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

When and what was the vote on this NSP Proposal?

Date:	3/1/2026	# Yeas:	44	# Nays:	8	Total Attendance:	52	Quorum? (Y/N)	y
-------	----------	---------	----	---------	---	-------------------	----	---------------	---

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:

Social media (Facebook, Instagram, Nextdoor); flyers at library and barber shop; [email](#); word of mouth

# Proposal Packet



## *Attachments*

- **All proposals** will require **Meeting Minutes & Sign-In Sheets** from the meetings where NSP Proposal was introduced, **reviewed and voted on** by the Neighborhood—including all residents, regardless of Council membership
- The following documentation should be attached **only if changed between Jul 31** and the submission due date:
  - **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**

# Proposal Packet

---



## *NSP Proposal Packet:*

### **Section II: Proposal Forms**

1. Proposed NSP Project Summary Sheet

And for **each project**

1. Detailed Project Information—Narrative
2. Detailed Project Budget

### **Forms:**

*For budgets, you may use either the Word form, or the Excel spreadsheet. If using the spreadsheet, simply attach to the email with the other forms, you do not need to convert it*

# Proposal Packet



## Proposal Forms Directions:

## Summary List of Proposed Projects & Budget

- **Summary List of Proposed Projects:**  
*one line per project*
- **Summary Budget:**
  - Identify which **Category** the Project is under. Categories can have more than one Project
  - Type in the name of the Project and the budget for that project
  - Fill in the total budget of all projects. This amount **MUST** equal the amount of the Fiscal Year Allocation

### NSP Proposal Packet

#### Section II: Proposal Forms

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

*(please type)*

Council Name:     Awesome Community Council    

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

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

# Proposal Packet



## *Proposal Forms Directions:*

### **For EACH Project:**

- **Detailed Project Description:**

- What we intend to do – *brief description of what the project is*
- How we intend to do it—*project plan /work plan that makes sense of the budget*
- 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

- **Detailed Project Budget**

- Describe expense and amount
- Project Total is transferred to the Summary Budget



# Proposal Packet

---



## *Important Notes:*

- All proposals MUST be electronically sent to [NSP@investinneighborhoods.com](mailto:NSP@investinneighborhoods.com) file must be labeled “**Awesome CC** FY26 NSP Proposal”
- [Invest in Neighborhoods](#) website has been updated with the latest information pertaining to the [NSP Guidelines and Proposal Packet](#)
  - Please, refer back to the website for continued updates
- NSP Link: <https://www.investinneighborhoods.org/nsp/>

# Neighborhood Support Program (NSP)



## *Amendments:*

### 1. Formal Amendment

- If you are adding a completely new project that was not in your original proposal
- Formal amendments may not be submitted more than **2x per contract year**
- Submit to IIN, RC reviews, must receive approval
- Latest: 2 weeks PRIOR to SPENDING DEADLINE

### 2. Informal Amendment

- Informal Amendments are project revisions which do not alter the contract. They are used to shift significant funds from one project to another

*Note: Your Final Report Expenditures are the final numbers. You do not need to submit an informal amendment with the exact amount prior to submitting final report*

Download amendment forms here: <https://www.investinneighborhoods.org/nsp-proposal-packet/>

# Neighborhood Support Program (NSP)

---



## Getting Your Money

# Getting Your Money



## *Getting your money:*

- 2 authorized signatories for contract in person day of presentation\*\* - receive check on the spot
- Yes, checks
- Lump sum upfront payment – must sign grant agreement as well to receive

Or, we send it to you electronically for second signature and then:

- Two options—mail check, or pick it up during allotted dates/times

***Don't forget: expenditure date starts with date of last signature on contract***

*Triple check your mailing address we have is correct*

*\*\*March 17 - might not be able to get check in hand that day b/c of City getting \$\$ over to Invest, however, can still submit, sign contract and then contract signed date is execution date – so all spending made from **execution date** can be reimbursed from NSP account to General Funds account*

# Neighborhood Support Program (NSP)

---



## Ongoing Management

# Ongoing Management

---



**Staying on top of things along the way**

**Documentation**

**Financial Management**

# Ongoing Management



## *DOCUMENTATION - ONGOING*

Invoices / contracts / communications that show agreement of work or services

Receipts – physical receipts – take picture or make copy; online orders/receipts

Expense reports/requests for reimbursement

NOTE: do not pay reimbursements without receiving receipts

Receipts/payments and workers log/time sheets for payments to individual contractors. Don't forget you have to get a receipt for cash payments to workers!!

Volunteer hours, tracked by project

*Collect / have submitted on monthly basis!!!*

# Ongoing Management



## *DOCUMENTATION - ONGOING*

Documentation of NSP project the CC retains but DOES NOT TURN IN with Final Report

### **Volunteer records**

- Individual Volunteer Waivers \*\*
- Individual Volunteer Time Sheet
- Project Volunteer Tracking Log

### **Hourly paid worker records**

- Individual Paid Worker Waivers\*\*
- Individual Paid Worker Time Sheet
- Project Paid Worker Tracking Log
  
- W-2s for all workers paid over \$600
- (and any 1099s issued for them)

\*\* REALLY important for youth volunteers and youth workers!

# Ongoing Management



## *DOCUMENTATION & FINANCIAL - ONGOING*

*Basic understanding of rules: for every expense you have to prove:*

***Front end*** – request for payment or receipts (what/need)

***Back end*** – proof that amount came out of your bank account

There is nothing that is being requested that is not something you should be doing anyway for every transaction in and out of your Council. This is what you would have to provide if you are ever audited, by anyone

Retention Policy: **ALL** NSP votes/minutes, reports, records, and documentation, including financial records – **retain for 5 years**

# Ongoing Management



## FINANCIAL MANAGEMENT - ONGOING

### Monthly financial tracking

Spreadsheet or accounting software that records:

**When, to whom, what, how much, how, which project**

DATE	PAYEE	DESCRIPTION	TYPE OF PAYMENT	AMOUNT	PROJECT
				\$	

**EVERY MONTH** – *Get bank statement from Treasurer/work with Treasurer, review all receipts, etc and match to bank statement, add records to spreadsheet*

# Ongoing Management



## FINANCIAL MANAGEMENT - ONGOING

### Track ongoing project totals:

*Per project total to date is required for Interim Reports*

### Tracking additional non-NSP funds used for a project

*This is required reporting in Final Report*

	NSP Approved Project Name	\$\$ NSP Amount	\$\$ Other Sources	Source of other funds*	Total Project \$\$
1	Awesome Beautification Series	\$1500.00	\$10,000	Safe & Clean Grant	\$15,000.00
2	Community Events	\$3000.00	\$500.00	NAF Grant	\$3,500.00
3	Awesome Communications	\$3,138.00	\$1000	General funds	\$4,138.00
	<b>TOTALS</b>	<b>\$7,638.00</b>	<b>\$12,250.00</b>		<b>\$19,888.00</b>

# Neighborhood Support Program (NSP)



## Questions?