

# Neighborhood Improvement Development Corporation (NIDC)

## Community Improvement Project

### 2010 Guidelines and Procedures

Matching \$2,000.00 grants are available for sustainable projects that engage residents and physically enhance a neighborhood. Projects should be limited geographically to maximize impact on a neighborhood, and be easily identified as significant improvements on the appearance of the neighborhood.

#### Project Proposals

Organizations must submit the attached application to NIDC for approval. Applications should, at a minimum, include the following:

- A comprehensive narrative of project goals and neighborhood benefits.
- A detailed budget of expenditures.
- A time line for implementation and completion
- A list of all leveraged funds with commitment letters and project partners.

Projects may not begin without NIDC approval. NIDC will enter into a cooperation agreement with each recipient detailing their project and the eligible use of City funds. At the project's conclusion, a final report with a photo CD of project accomplishments is required.

#### General Guidelines

- No City funds are to be used for project administration.
- NIDC releases funds on a reimbursable basis. In order to receive reimbursement for project costs, original receipts for project expenditures must be submitted. On an exception basis, NIDC may issue third party checks.
- The City of Milwaukee logo should be included on flyers, applications, literature, brochures, letters, and promotional materials relating to all projects.
- Projects must abide by their approved time line, and be completed no later than September 30, 2010.

#### Procedure

1. Submit completed project application to NIDC by May 31, 2010.
2. NIDC staff reviews proposal; NIDC staff meet with organization submitting project.
3. Upon project approval, NIDC will provide notification authorizing project implementation and a cooperation agreement for signature.
4. NIDC will follow all agreed upon payment schedules, issuing reimbursement within 10 working days of receiving original receipts and/or invoices.
5. Upon completion of project, a complete narrative summary of the project accompanied by a photo CD should be submitted to NIDC.
6. NIDC issues final payment upon successful completion of all project guidelines and procedures.