

NIDC Community Improvement Project Guidelines and Procedures

Matching grants of up to \$2,000.00 are available for sustainable projects that physically enhance a neighborhood and increase resident camaraderie. Projects should be limited geographically to maximize impact on a neighborhood, and be easily recognized as a significant improvement on the appearance of the neighborhood.

Project Proposals

Organizations must submit the attached application to NIDC for approval. An organization may propose more than one project – as long as the City's funding of \$2,000, combined with funds being leveraged from other sources, are sufficient to implement them. 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 and project partners.

All project proposals are due no later than August 31, 2009.

Projects should not begin without NIDC approval. NIDC will enter into a simple cooperation agreement with each recipient detailing their projects and the use of City funds. At the project's conclusion, a narrative summary with a photo CD of project accomplishments will be submitted to NIDC.

General Guidelines

- No City funds are to be used for administrating proposed projects.
- In general, NIDC will release funds on a reimbursable basis. In order to receive reimbursement for project costs, original receipts for project expenditures must be submitted. NIDC will consider issuing third party checks for the payment of project expenditures for organizations that don't have the capacity to work on a reimbursement basis, and when proper invoice and documentation is provided.
- 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 December 30, 2009. *Extensions will be considered on a case by case basis.*

Procedure

1. Submit completed project application to NIDC by August 31, 2009.
2. NIDC staff reviews proposal.
3. Upon project approval, NIDC will provide formal notification authorizing project implementation and a cooperation agreement for signature.
4. NIDC will follow all agreed upon payment schedules, issuing reimbursement within 15 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.