



## NEIGHBORHOOD INCENTIVE MATCHING GRANT PROGRAM FY 2020

### Program Overview

*Neighborhood Incentive Matching Grant* is a city grant program designed to promote neighborhood enhancement project funding and to encourage residents to take a more active role in the beautification of our city which aligns with **Support of City Council's Four Big Things** (#4), specifically, *Initiatives to Support Image Enhancement*. Providing neighborhood organizations with the opportunity to fund neighborhood enhancement projects will in turn produce a state of the art environment that includes excellent schools, public facilities, parks, green spaces, gateways and roadway corridors.

The three grant project categories are: **Beautification**, which includes projects enhancing the aesthetic quality of a neighborhood; **Neighborhood Improvement**, which consists of projects improving neighborhood infrastructure; and **Special Community Initiatives** that encompass projects impacting the human element of a neighborhood.

The program awards will range from \$500 to \$5,000 and the time frame for each project completion is a maximum of six months from the awarding date of the grant.

### Match Requirements

A required component of the program is its match provision.

1. The amount and type of match must be appropriate to the needs of the project.
2. There is a match requirement of 25% for each grant, which may consist of any combination of the following:
  - Cash Match
  - In-kind contribution
    - volunteer labor valued at \$15 per hour
    - professional service valued at the reasonable and customary retail value of the product or service, not to exceed \$75
  - Funds from other city of Portsmouth sources *cannot* be counted as the 25% match funds
    - \*\*Community Development Block Grant (CDBG) and city funding to civic organizations to include: Support to Civic and Cultural Organization grants.

### **Who is Eligible to Apply**

To participate in the program, the applicant must be one of the following:

- 1) Civic Leagues registered with the City Clerk's Office
- 2) Neighborhood Watch organization registered with the Portsmouth Police Department.
- 3) Other neighborhood group working in the neighborhood or having an established neighborhood outreach program that is endorsed by the local civic league.

### **How to Apply**

- Complete the Application form with your project idea and submit to the Office of the City Manager.
- Awards will be made on an annual basis. Only one project from a neighborhood is eligible for funding per fiscal year.
- Projects must be endorsed by and have neighborhood or Civic League support.
- All Neighborhood Incentive Matching Grant Program forms and documents will be made available online on the city's website during the public announcement period.

### **FY- 20 Program Timetable**

- ❑ Announcements, Marketing, and Advertising--- August, 2019
- ❑ Applications Process Opens--- August 26 - September 27, 2019
- ❑ Webinar--- September 19, 2019 at 11:00 AM - <https://portsmouthva.gov/nimgp>
- ❑ Selection Committee Review/Notice of Awards---October 1 - 2, 2019
- ❑ Project Work Period Commences--- October 7, 2019-May 31, 2020
- ❑ Semi-Annual Report Due--- January 17, 2020
- ❑ Project Closeout/Final Report--- Due By June 26, 2020