



Virg Bernero, Mayor

**City of Lansing, Michigan  
23<sup>rd</sup> Annual Mayor's  
Neighborhood Advisory Board  
2016-2017 Grant Program  
Funding Request**



Virg Bernero, Mayor

Twenty thousand (\$20,000.00) has been included in the **2016-2017** Grant Program Budget to be used by neighborhood groups for improvement projects that enhance their neighborhoods which there is no other funding. The Mayor's Neighborhood Advisory Board's (NAB) responsibility is to oversee the process and recommend to the Mayor projects benefiting neighborhoods and the amounts to be granted.

**NOTE: Amount requested per grant for a single project cannot exceed \$650.00. A grant amount up to \$3,000 will be considered for a single project but cannot be joined with another project and/or group.**

**TIMETABLE**

Mayor's grant kickoff meeting 6 p.m. at Foster Community Center Room 211, Lansing, MI 48912	Thursday, <b>October 20, 2016</b>
Preview of application, 6 p.m. Foster Community Center, Room 211	Thursday, <b>December 15, 2016</b>
Deadline for application submitted by <b>5 p.m. Andi Crawford, Neighborhood Resource Coordinator, at the Neighborhood Empowerment Center, 600 West Maple, Lansing, MI 48906</b>	Friday, <b>January 13, 2017</b>
NAB Board meeting: Deliberation of grant applications, 6 p.m. Foster Community Center	Thursday, <b>January 19, 2017</b> Thursday, <b>February 16, 2017</b>
Announcement of grants & funds available at 6 p.m. Foster Community Center, Room 211, Lansing, MI 48912	Thursday, <b>April 20, 2017</b>
Last date funds are available for pickup or forfeited by <b>5 p.m. at Andi's office (address above)</b>	Thursday, <b>May 18, 2017</b>
Funds expended, project completed & final report submitted to Andi Crawford	Thursday, <b>September 21, 2017</b>

**Application Availability**

You are invited to attend the grant kickoff and pickup an application on Thursday, **October 20, 2016** or visit <http://www.cityoflansingmi.com> to download an application. Application will also be available at the Lansing City Hall Information Desk.

**Who Qualifies to Apply**

A neighborhood is any organized group of residents who live within a defined geographical area in the City of Lansing. Membership is committed to the general welfare of the neighborhood and operates according to democratic principles. Qualifying groups include neighborhoods or watch groups.

This may also include other groups as long as they work through a neighborhood group in the same ward and their boundaries are connected or, the NAB will help find a partner. Contact a NAB Member. **See Page B**

**All applications must be completed successfully. Applicants must follow all instructions and guidelines, or grants may be denied.**

**If you are not sure about the application, contact a NAB Board Member. See Page B.**

**IMPORTANT INSTRUCTIONS (READ CAREFULLY)**

	INSTRUCTIONS	CHECK
1.	Complete application and submit to: <b>Email:</b> <a href="mailto:andi.crawford@lansingmi.gov">andi.crawford@lansingmi.gov</a> <b>Mail:</b> Mayor's Neighborhood Advisory Board, c/o Andi Crawford Neighborhood Resource Coordinator, Neighborhood Empowerment Center 600 West Maple, Lansing, Michigan 48906 <b>FAX: 517-372-1930 no later than 5 p.m. on Friday, January 13, 2017.</b>  1. ELECTRONIC APPLICATIONS WILL BE ACCEPTED 2. LATE APPLICATIONS <b>WILL NOT</b> BE ACCEPTED 3. <b>DO NOT</b> TURN APPLICATIONS INTO THE MAYOR'S OFFICE 4. Fax the Signature Page (if necessary) (See Page 4)	
1.	Creative and innovative new projects are encouraged. Any portion of an identical project will not be funded for more than three years and groups should explore other funding sources.	
2.	Computer generated applications are preferred, <b>DO NOT alter the form.</b>	
3.	All questions and requested information must be provided for a valid application. Use the checklist <b>(Page C) and attach it to the front of the completed application.</b>	
4.	Attach a copy of bylaws, a set of minutes from your last meeting, & list of current officers.	
5.	Must submit all permits <b>and/or</b> approvals required and attach to the application. <b>Checks will not be issued without proper documentation.</b>	
6.	Donated or volunteer labor and materials, including in-kind contributions are expected.	
7.	Obtaining any monetary help or other gifts are expected.	
8.	Applications must be signed by a current elected officer of the organization. A maximum of two applications will be accepted. If applying for more than one grant, prioritize them.	
9.	A maximum of two applications will be accepted. If applying for more than one grant, prioritize them.	
10.	A separate grant application is required for each single proposed project.	
11.	If applying for a joint application/projects will not exceed \$1,300 total	
12.	<b>A single \$3,000 grant is not eligible for joint applications</b>	
13.	A bank account is required to receive funds. Make arrangements with Andi Crawford if the group does not have one. Checks <b>will not</b> be issued to an individual on behalf of a group.	
14.	Grant applications can be pre-reviewed by the NAB, <b>email to: <u>Andi Crawford,</u></b> <a href="mailto:andi.crawford@lansingmi.gov">andi.crawford@lansingmi.gov</a> by Thursday, <b>December 15, 2016</b> , or contact a NAB Member with questions. Should contact a NAB member to begin the communication line	
15.	Last date grant funds awarded must be picked up at the Neighborhood Empowerment Center, by Thursday, <b>May 18, 2017, 5 p.m. or the funds will be forfeited.</b>	
16.	Funds must be spent, final reports completed, and any extension needed, by Thursday <b>September 21, 2017</b> to be eligible for future grants.	
18.	A commitment to work together on all projects completed by neighborhood partners and their members which may attract people to Lansing and build partnerships among all groups involved.	
19.	Each group is also eligible to apply for one \$100 Stipend	

--A--

## Guidelines

This is the 23<sup>rd</sup> Annual Mayor's Neighborhood Grant Program the NAB has set the following guidelines.  
**PLEASE READ CAREFULLY.**

This program gives higher priority and supports active neighborhood and watch groups in their development and goals, projects, and encourage partnerships that benefit the community, family, youth, aging adults, churches, and schools.

1. Three bids or written estimates are required for item(s) costing more than \$250. One bid or written estimate is required for item(s) costing less than \$250. **Original receipts** and a list of all items purchased are required in the final report at the conclusion of the project.
2. Final reports are due by Thursday, **September 21, 2017.**
3. Funds **cannot** be spent on labor costs which are considered as in-kind donations and must be spent on supplies. Labor costs consist of but not limited to: wages for labor, hiring services, entertainment fees or travel.
4. Funds cannot be spent on commercial, private or rental properties, gift cards, and/or political, religious or satanic items; alcohol, tobacco, fireworks, or any marijuana products.
5. Unspent funds must be approved by the Neighborhood Advisory Board.
6. \$150 spending limit on food purchases for events. Other in-kind donations must be obtained.
7. Projects that require special equipment licensed operation services will be considered.
8. Primary grant project must be within the neighborhood boundaries.
9. Paying expenses for transportation is prohibited unless special transportation is required.
10. Traveling outside the corporate boundaries of Lansing shall be considered if it is specific to the participant's needs. (blind, physically challenged, etc.)
11. If there is a joint project and it exceeds the \$650.00 limit, each group must complete a separate application for partial funding and signatures are required from both groups on each application.
12. If you are not a neighborhood group you must partner with one closest to your boundaries.
13. All funds must be spent within the City of Lansing corporate boundaries.

### NEIGHBORHOOD ADVISORY BOARD MEMBERS

Ward 1		Ward 2	
Name	Telephone # - Email	Name	Telephone # - Email
Lisa Levandowski	372-7802	Susan Curtis	256-8776
Nancy Mahlow	372-3249 – <a href="mailto:nmahlow2012@gmail.com">nmahlow2012@gmail.com</a>	Rick Kibbey	485-1154
Ward 3		Ward 4	
Name	Telephone # - Email	Name	Telephone - Email
Rosalinda Hernandez	887-7116, 230-3431	Susan Dougherty	372-6946
Andi Crawford	410-3904	Rock Hudson	974-9809 - <a href="mailto:rastaimp@aol.com">rastaimp@aol.com</a>
Kathy Tobe	<a href="mailto:ktobe07@gmail.com">ktobe07@gmail.com</a>	Monica Zuchowski	<a href="mailto:monicazuchowski@yahoo.com">monicazuchowski@yahoo.com</a>
		Amanda Attipoe	402-5850
<b>Staff:</b>	Joe McDonald	517-702-4754 (office)	



Virg Bernero, Mayor

**City of Lansing, Michigan  
23<sup>rd</sup> Annual Mayor's  
Neighborhood Advisory Board  
2016-2017 Grant Program  
Funding Request Checklist**



Virg Bernero, Mayor

**Organization Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**THIS CHECKLIST MUST BE ATTACHED TO THE FRONT OF EACH GRANT APPLICATION**

**Before submission, please check to make sure the following is included:**

- \_\_\_\_\_ 1. Submit a complete application and must be signed by a current organization officer
- \_\_\_\_\_ 2. Provide a complete list of names, titles, and contact information of the group's current officers.
- \_\_\_\_\_ 3. Attach one copy of the group's bylaws or an explanation of the group and a set of minutes from the last meeting.
- \_\_\_\_\_ 4. Copies of permits and/or letter of agreement as required for this project.
- \_\_\_\_\_ 5. Itemized list of material. Item(s) costing less than \$250 require one bid or written estimate.
- \_\_\_\_\_ 6. Each item \$250 or more requires three bids or written estimates.
- \_\_\_\_\_ 7. Original receipts are required for all final reports.
- \_\_\_\_\_ 8. All applications and Signature Page should be submitted by email if possible to [andi.crawford@lansingmi.gov](mailto:andi.crawford@lansingmi.gov) or fax: 517-372-1930 or mail to: Andi Crawford, Neighborhood Resource Coordinator, Neighborhood Empowerment Center, 600 West Maple, Lansing, Michigan 48906 **on or before 5 p.m., Friday, January 13, 2017.**
- \_\_\_\_\_ 9. When submitting more than one application, please prioritize and **See Page 1.**
- \_\_\_\_\_ 10. If applicable, you may submit a stipend request.
- \_\_\_\_\_ 11. Contact a NAB Member prior to any changes in expenditures.

This information is required to assist the NAB to evaluate the proposal. If you have any questions, please contact one of the NAB members for assistance. **See Page B**

--C--



Virg Bernero, Mayor

**City of Lansing, Michigan  
23<sup>rd</sup> Annual Mayor's  
Neighborhood Advisory Board  
2016-2017 Grant Program  
Funding Request**



Virg Bernero, Mayor

**Organization:** \_\_\_\_\_

**Ward #** \_\_\_\_\_

**1. Project:** \_\_\_\_\_

**2. Grant amount requested from calculations (Page 2):**

\$ \_\_\_\_\_

**3. Prioritize if submitting more than one application (circle one) 1 or 2**

**4. Complete Contact Information is required on both individuals**

<b>(Contact Person Submitting the Request)</b>	<b>(Contact Person Administering the Project)</b>
Name/Title: _____	Name/Title: _____
Address: _____	Address: _____
Phone # and best time to call: _____	Phone # and best time to call: _____
E-mail Address: _____	E-mail Address: _____

**PROJECT INFORMATION**

**1. Proposed Projects**

- a. In a sentence or two, describe your project and its purpose.
- b. What specific benefit will the community or neighborhood gain by this project?
- c. Is this a joint project with another organization? Yes\_\_\_ No\_\_\_ If yes, which?

**2. Project Location and/or Information**

- a. Provide address or location in the neighborhood.
- b. Who owns this property and is there a letter of agreement allowing this use? (attach)
- c. If a permanent structure is built, who will assume ownership and maintain it?
- d. If purchasing equipment, who will assume ownership, maintain, and/or store it?
- e. Is project currently in existence, in process or successfully completed anywhere in the area?  
Yes\_\_\_ No\_\_\_\_. If so, how does this complement the existing project?

**DESCRIPTION OF YOUR ORGANIZATION PAGE 2 OF 4**

**NOTE: TO HAVE A VALID APPLICATION ALL QUESTIONS AND PROPER DOCUMENTATION IS REQUIRED. Attach extra sheets if necessary.**

1. List the street boundaries of the organization:
  
2. Does the organization have a checking or savings account for deposit? Yes \_\_\_ No \_\_\_
  
3. If no, please check whether funds will be handled by  
    \_\_\_ **FIDUCIARY**

4. Check information is required for processing and should be made payable to:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and best time to call: \_\_\_\_\_

Contact Person: \_\_\_\_\_

5.  Check if the project **will not** be completed by Thursday, **September 21, 2017** deadline and provide a reason the report will be late and date completed:

**NOTE: Check(s) must be payable to an organization, not to an individual and no funds may be deposited in a personal account.**

**DESCRIPTION OF PAST ACTIVITIES**

1. Briefly list the organization's accomplishments in the past two years.
  
2. Which activities were most effective?
  
3. How has the organization's activities improved the neighborhood?
  
4. Has the organization received other NAB grants within the last five years, and which had the biggest impact on the neighborhood or organization and why?

**2016-2017 PROJECT BUDGET PAGE 3 OF 4**

**Project Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Complete the project budget chart and amounts:**

Items to Purchase	Mayor's Grant Portion	Donated Portion
1.	\$ _____	\$ _____
2.	\$ _____	\$ _____
3.	\$ _____	\$ _____
4.	\$ _____	\$ _____
5.	\$ _____	\$ _____
6.	\$ _____	\$ _____
7.	\$ _____	\$ _____
8.	\$ _____	\$ _____
<b>TOTALS:</b>	<b>\$ _____</b>	<b>\$ _____</b>

**GRANT TOTAL:** \$ \_\_\_\_\_

**DONATION TOTAL:** \$ \_\_\_\_\_

**PROJECT COST TOTAL:** \$ \_\_\_\_\_

**Has other project funding been applied and/or submitted?**

---



---

**\*NOTE: When applying for the \$3,000 grant you can also apply for the additional \$100 stipend.**

**Attach links of any Webpages for bids email them along with your Signature Page.**

- 1.
- 2.
- 3.

**Page 4 of 4**  
**Signature Page**

Your signature represents that all information provided on the application and Stipend Page is accurate to the best of your knowledge. You may email this page to: **Andi Crawford, at [andi.crawford@lansingmi.gov](mailto:andi.crawford@lansingmi.gov); or mail to: Andi Crawford, Neighborhood Resource Coordinator, 600 West Maple, Lansing, MI 48906; or fax to: 372-1930** and it will be scanned and attached to your electronic grant application and/or Stipend Page.

The reason for scanning the Signature Page is for those who may not have the ability to provide an electronic signature. If for some reason you cannot send electronic signature you may send an email stating your signature represents that all information is accurate to the best of your knowledge.

We certify the information provided on the **2016-2017** Mayor's Neighborhood Grant application is correct.

\_\_\_\_\_  
Signature of Organization Officer

\_\_\_\_\_  
Co-Signature (if joint project)

Date: \_\_\_\_\_

Date: \_\_\_\_\_





Virg Bernero, Mayor

**City of Lansing, Michigan  
23<sup>rd</sup> Annual Mayor's  
Neighborhood Advisory Board  
2016-2017 Grant Program  
STIPEND Request**



Virg Bernero, Mayor

Request for a \$100 Stipend can be used for a single event.

All original receipts for purchases must be submitted with the Final Report to:

**Andi Crawford, Neighborhood Resource Coordinator, Neighborhood Empowerment Center,  
600 West Maple, Lansing, Michigan 48906**, one week after the event or the extension date on  
on the grant or the full Stipend.

**FINAL STIPEND REPORTS ARE DUE ON THURSDAY, September 21, 2017.**

**Ward #:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Responsible Person:** \_\_\_\_\_  
(Please Print)

**Address:** \_\_\_\_\_

**Telephone and best time to call:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Place/Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Benefit to the Neighborhood:**  
\_\_\_\_\_  
\_\_\_\_\_

Check if the project will not be completed by **Thursday, September 21, 2017** deadline,  
and provide a reason and date the report will be completed:

\_\_\_\_\_.

Please make check payable to: \_\_\_\_\_

**NOTE: All checks must be payable to an organization, not to an individual. Funds may not  
be deposited in a personal account.**



Virg Bernero, Mayor

**City of Lansing, Michigan  
23<sup>rd</sup> Annual Mayor's  
Neighborhood Advisory Board  
2016-2017 Grant Program  
FINAL REPORT**



Virg Bernero, Mayor

**DUE AT THE END OF THE PROJECT/EVENT**

A Final Report showing all expenditures is due by **Thursday, September 21, 2017**, or at the end of the extension date which should include **all original** receipts showing expenses.

**ORGANIZATION:**

**WARD:**

**PROJECT:**

**Complete contact information is required for both individuals**

Contact Person Submitting the Request	Contact Person Administering the Project
<b>Name/Title:</b>	<b>Name/Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone # and best time to call:</b>	<b>Phone # and best time to call:</b>
<b>Email:</b>	<b>Email:</b>

**GRANT AMOUNT:**

**STIPEND:**

**AMOUNT EXPENDED:**

1. Date and location the project/event was held?
2. Number of participants and attendees:
3. Brief description of the project and/or event, any measurable outcomes, or organization growth:
4. Send Final Report and all original receipts to: Andi Crawford, NRC, Neighborhood Empowerment Center, 600 West Maple, Lansing, MI 48906.
5. Unspent funds must be approved by the Neighborhood Advisory Board.

**ATTACH ALL THAT APPLY:**

1. **Include ALL original receipts for all purchases and/or services received.**
2. Copies of permits are necessary for the project (if applicable).
3. Photos of the project or activity if possible.

\_\_\_\_\_  
**SIGNATURE OF ORG OFFICER**

\_\_\_\_\_  
**DATE**

**NOTE:** It is the responsibility of the grant recipient to complete this report. An organization or group will not be eligible for future grants if a final report is not completed on time. Contact a NAB Member prior to any changes in expenditures.