



Neighborhood Development Fund General Funding Policies

I. Neighborhood Development Fund Program Overview

Since 1995, the Neighborhood Development Fund (NDF) Program consisting of the Community Connections Program (CCP) and the Places and Spaces Program (PSP) has been available as a component of the Hampton Neighborhood Initiative to promote strong partnerships and the healthy development of City of Hampton (the "City" or "Hampton") neighborhoods. Various neighborhood-based organizations throughout the city identify and develop projects and events. The purpose of the NDF is to promote strong partnerships and the healthy development of Hampton neighborhoods. The Program utilizes existing local programs and resources to leverage the participation of other public, private, and non-profit organizations. Consequently, applicants are encouraged to develop proposals that maximize available resources and strengthen partnerships.

The City has reserved funds for neighborhood-based projects and events under the funding program. These funds are made available through a process wherein neighborhood-based and neighborhood-serving organizations submit project proposals for consideration by the Neighborhood Commission.

The Neighborhood Commission may set annual initiative funding priorities. These priorities will provide leadership around funding decisions to achieve strategic objectives, rather than exclude projects. The Neighborhood Commission must review and approve changes to the NDF Program policies.

II. Definitions

A. Hampton Neighborhood Initiative

The Hampton Neighborhood Initiative is a partnership of neighborhood organizations, the Neighborhood Commission, the City of Hampton, area businesses, and non-profits dedicated to improving the quality of life in Hampton's neighborhoods. Any neighborhood participates in the Hampton Neighborhood Initiative; the primary criterion for participation is that the neighborhood is inclusive. In other words, a participating neighborhood organization must demonstrate that it has provided opportunities for all neighborhood members and stakeholders to participate. The vision of the Hampton Neighborhood Initiative is a city where individuals and families, by creating healthy neighborhoods, have the opportunity to succeed in realizing their full potential for a better quality of life.

B.

Neighborhood Organizations:

For the purposes of the NDF funding programs, a neighborhood organization is defined as an inclusive group of neighborhood stakeholders who work to improve their local neighborhood or community. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components.

Organizations take different forms and structures to support change in their community and are

able to distribute information and serve as an inclusive representative organization for residents of a geographically defined area. For purposes of addressing this variety, some of the most common organizations and the expectation for these organizations is defined below:

a. Civic/Block Organizations

These organizations are often voluntarily created by residents who are interested in improving the quality of life in a variety of aspects of their community (i.e., safety, walkability, commercial, beautification, social, leisure, etc.). Membership is most often voluntary and comprised of residents within a defined geographic area. The goals of the organization and activities it pursues are defined by the membership. Civic groups are often guided by a set of by-laws or other founding documents adopted by the membership that define their purpose, mission, and scope.

b. Neighborhood Watch Organizations

Neighborhood Watch organizations are a unique type of civic organization that focuses primarily on block-level engagement of residents to address safety and security concerns within a community. Membership is voluntary and is often led by an Area Coordinator who recruits Block Captains who are then trained by HPD. Groups may serve as subcommittees of larger Civic organizations, or they may serve a broader social purpose beyond reporting safety concerns.

c. Home Owner Associations (HOA's) or Condominium Association

Homeowner's associations are designed to manage common or shared property, perform property maintenance oversight, provide services to residents, and develop a sense of community through social activities and amenities. HOA's generally have compulsory dues for all property owners within the subdivision. They are usually empowered to take enforcement action beyond local codes and ordinances, often in the form of deed restrictions, covenants, or architectural standards.

d. Resident Councils

Resident councils exist primarily in publicly or privately managed housing developments. A resident council is an independent, self-determining group comprised primarily of residents. The council is generally designed to represent the collective voice of residents to the property owner and support activities that create a sense of community.

e. Historical Societies

Neighborhood-based historical societies are generally formed in the interest of preserving and maintaining the places, traditions, and stories of historical importance to a neighborhood to improve the overall quality of life within a geographic area.

f. Civic Leagues/Coalitions

Civic leagues or coalitions most often consist of a collection of organizations within a defined community area with common purposes and goals to improve and the overall quality of life within a broader area. Civic leagues provide broader collective representation and advocacy around issues that benefit the organizations in the area in which they serve. Some leagues and coalitions may work to develop smaller representative groups within under-represented areas or assist with building the capacity of groups that lack organization. The strategies and positions of civic leagues and coalitions are generally determined and driven by the member organizations.

C. Partnerships

Partnerships typically involve networking, cooperation or alliance, coordination, coalition, and/or collaboration with other non-profit organizations, public agencies, government offices, schools, and certain private businesses that are working with neighborhood and community organizations to achieve that organization's goal or mission by providing time and/or resources. For example, a Registered Neighborhood Organization that is not registered as a nonstock corporation with the Virginia State Corporation Commission or recognized as tax exempt by the

Internal Revenue Service may partner with such an entity for the purposes of receiving funding to implement a project.

D. Planning Process

Projects supported with NDF must be one of the neighborhood's highest priorities determined through inclusive and collaborative planning processes. Input should be sought from all citizens, businesses, organizations and agencies affected by the project. The more extensive proposed projects will require a more comprehensive planning process.

E. Public Property

For the purposes of the NDF Program, public property is property owned by a public entity (*i.e.*, City of Hampton, Hampton Redevelopment and Housing Authority) or community-owned property, including common areas, that is accessible and safe to the general public and has a public benefit. The applicant must submit a legal document (deed/plat) to demonstrate that the property is public according to this definition.

III. Places and Spaces Program (PSP) Policies

A. Purpose of the Funds

The purpose of the Places and Spaces Program (PSP) is to support the work of neighborhood groups to implement collaborative efforts to improve the quality of life in their neighborhoods. Funds are reserved for strategic neighborhood priorities as identified through an inclusive neighborhood planning process.

B. Eligible Applicants

Eligible applicants must be registered neighborhood organizations, as previously defined, located in or serving neighborhoods within the City and who have submitted an Intent to Apply form available online. Additionally, eligible applicants must either be registered as a nonstock corporation with the Virginia State Corporation Commission; recognized as tax exempt by the Internal Revenue Service; or partnered with a Virginia nonstock corporation or tax-exempt organization.

C. Eligible Projects

PSP funds are available to support collaborative projects that involve physical improvements on *public property* (See *Public Property Definition in Section II.F*). Funds are reserved for strategic neighborhood priorities as identified through an inclusive planning process. Funds cannot be used for routine maintenance and upkeep of facilities. However, improvements and upgrades to existing facilities are eligible.

The Neighborhood Commission will assess projects to ensure that they:

- Are consistent with the goals and principles of the Hampton Neighborhood Initiative;
- Benefit an entire neighborhood or community located in the City; and
- Represent one of the neighborhood's highest priorities as identified through an inclusive planning process.

Examples of eligible projects include:

Neighborhood Entryway Improvements – Projects that provide a clear sense of place and community pride such as beautification projects, decorative signage, landscaping, lighting, etc.

Safety and Prevention – Projects that enhance residents' sense of safety, include street lighting improvements, traffic calming measures, and crosswalk improvements...

Community Enhancements – Projects that improve aesthetic quality and increase opportunities for community building, *i.e.*, neighborhood parks, playgrounds, walking/biking trails, and community gardens.

Recreational, Educational & Cultural Initiatives – Projects may include outdoor or recreational improvements, school park improvements, or public art projects.

Beautifications, Minor Neighborhood Improvement – Projects that quickly and easily improve the neighborhood's physical appearance, from landscaping, banners, signage, plantings, seating areas, and park enhancements.

D. Eligible Funding

- i. Registered Neighborhood Organizations ("Organizations"), that meet the eligibility criteria described above, may apply for a maximum of **\$100,000** in funds per project. All other funding levels will be established and defined in the Neighborhood Development Fund Procedures.
- ii. Open Project Limit
Organizations may only have one active individual PSP project approved and open at any time. The only exception to the project limit is when an organization is involved in a collaborative project. An organization may have one individual, and one collaborative project approved and open at a time.
- iii. Collaborative Projects
Organizations participating in collaborative projects may apply for separate funding that is collaborative. Collaborative projects involve more than one neighborhood organization and must address common priorities between both organizations. Project leaders of both organizations must be identified in the application. The maximum amount for a collaborative project is **\$100,000** and must follow all practices and procedures of the Neighborhood Resources Committee and the Neighborhood Commission.
- iv. Pre-Approval Funding
While project planning and inquiry may and should take place before the project is approved, any purchases, site-work, or project implementation cannot be funded until after the project is approved by the required bodies including the Neighborhood Resources Committee, the Executive Committee, and/or the Neighborhood Commission. Any costs incurred prior to approval cannot be funded by program funds. These costs are the responsibility of the organization or authorized individual.

E. Matching Requirements

Approved applicant organizations must provide at least 10% in matching resources for each dollar the Commission invests in a project.

- i. The funding match provided must have a direct relationship to the project being undertaken.
- ii. Eligible forms of the match include cash contributions, land donations, donated/volunteer labor, and reductions in cost or donated materials or services.
- iii. Donated or volunteer labor shall be valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for the previous calendar year. The rate shall be adjusted as new rates are published.
- iv. Donated professional services, such as architectural, engineering, construction, etc., will be valued at the full cost of the service provided. Professional services are services a person provides for paid employment that are then offered at a reduced rate; the difference between what the professional normally charges and what they charge the neighborhood may be counted as matching funds. These services must have a direct contribution to the project in order to be counted as a match.
- v. Documented match activities (as described in Section III.E.iv above), that are related directly to the planning, outreach, and development of the project prior to the approval of the funding application, may also be used towards the project's match requirement.
- vi. Match obtained in excess of the requirement may not be "banked" for use on future projects.

F. Additional Funding

Organizations may request up to ten percent (10%) above the previously approved funding amount to cover cost overruns. Written justification for additional funding will be reviewed by the Neighborhood Resources Committee. Requests due to circumstances beyond the control of the neighborhood, such as permitting impacts, contractor overruns, and issues with the availability of materials, will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than ten percent (10%) of the approved funding must be approved by the Neighborhood Commission.

F. Project Inspections & Reporting

All projects are subject to applicable codes and ordinances and must be inspected by City staff for adequate completion of the project.

Applicants will be expected to submit a close out report at the completion of the project outlining the efforts that were undertaken, any challenges, unique approaches, lessons learned, as well as submitting any receipts, invoices, and/or match documentation. Applicants are expected to submit pictures of the area where the improvement will be located that clearly demonstrate the conditions prior to the project. At least one other set of pictures should be submitted after the project is completed demonstrating the full visual impact of the project.

IV. Community Connections Program (CCP) Policies

A. Purpose of the Funds

Community Connections Program (CCP) are intended to stimulate grassroots community efforts and encourage groups to come together to make Hampton's neighborhoods better. The goals of the CCP Program are to improve communication and partnerships within a community, involve new members in activities, and enhance the quality of life. A CCP is considered "seed funding". The term seed suggests that this is an investment, meant to support the project or event initially, in hopes it will generate resources of its own for future continuation and success. It should not be considered as the primary resource for future reoccurring projects or events.

B. Eligible Applicants

The CCP is available to neighborhood-focused organizations for short-term collaborative projects that strengthen the social networks in their communities while creatively addressing their most important concerns. Additionally, eligible applicants must either be registered as a nonstock corporation with the Virginia State Corporation Commission; recognized as tax exempt by the Internal Revenue Service; or partnered with a Virginia nonstock corporation or tax-exempt organization.

City-wide organizations, non-profits with broad charitable purposes, or faith-based organizations are not eligible to apply for CCP funds directly. However, such organizations may establish an active partnership with a related neighborhood organization or community group to plan and implement initiatives that support the efforts of that local group to organize and connect with residents.

C. Eligible Events

CCPs may be used for a wide range of activities. Projects should bring people together to make their neighborhoods a better place to live by using the skills and interests of those who live, work, play, and or do business in the neighborhood. Groups are encouraged to think creatively about what will work in their communities and with whom they might partner to accomplish their work.

Examples of eligible projects include:

Public Safety - Projects that increase the feeling of safety in the neighborhood such as fire safety education, disaster preparedness programs, night out events, police-youth athletic leagues, and neighborhood watch outreach, etc.

Organizational Development – Projects that improve the workings of existing neighborhood organizations such as board training and development, membership recruitment, and outreach tools (brochures, newsletters, resident directories).

Recreational, Educational & Cultural Initiatives – Projects may include inter-generational tutoring programs, senior citizen educational programs, neighborhood music or arts events, parades, fairs, cleanups, and community-based outdoor or recreational activities.

D. Funding Review Criteria

Projects will be assessed to see that they:

- Contribute to the capacity and/or sense of community in a neighborhood;
- Promote the value and importance of healthy neighborhoods and strong neighborhood connections;
- Are consistent with the goals and principles of Hampton Neighborhood Initiative;
- Benefit a neighborhood or community located in the City;
- Are tied to goals set by the neighborhood group and tangibly contribute to those goals;
- Build leadership and partnerships to reduce the dependency on CCP funds over time; and
- Do not substitute CCP funds for activities the neighborhood has funded in the past.

E. Eligible Funding

- i. Maximum Funds: A maximum of \$4,000 in CCP funds may be invested in each project or event.
- ii. Open Funding Limit: Organizations may only have one active CCP project at any time.
- iii. Annual Limit: CCP requests are limited to one per year, per organization.
- iv. Budget Limits: The Neighborhood Commission shall have the right to limit the amount of the funds, especially those used to purchase food, beverages, and individual costs of activities where necessary.
- v. Annual Funding Limits: Funding decisions are also based on available funding in the current fiscal year (between July 1 and June 30).
- vi. Sponsoring Organizations: Funding for events covering multiple sites may be sponsored by separate organizations but must submit one funding submission per organization.
- vii. Funding Restrictions: funds cannot be used to purchase:
 - a. alcoholic beverages,
 - b. give-a-ways / prizes, (*Note that T-Shirts, magnets and other items to promote or enable the event are excluded from this restriction.)
 - c. to pay for activities directly related to fundraising.

F. Matching Requirements

Applicants receiving CCP funds are required to provide equally matching resources for each dollar of CCP funds invested in a project, *i.e.*, 100% of the funds. For example, if the Commission provides \$2,000 funding, the applicant must provide at least \$2,000 in equally valued matching resources (volunteer time, donations, discounts, sponsorships, out of pockets...). The match provided must have a direct relationship with the project being undertaken.

G. Annual Event Reduction

Repeat Neighborhood events/projects that were previously awarded funding by the Neighborhood Commission will, if approved, be eligible to receive up to a 50% reduction of the last funding amount awarded.

Neighborhood Development Fund Program Funding Procedures

I. Neighborhood Commission: Neighborhood Resources Committee

The Neighborhood Resources Committee (the "Committee") of the Hampton Neighborhood Commission (the "Commission") will serve as the administrative body for Neighborhood Commission Funds in the receipt and the processing of applications in accordance with the policies adopted by the Neighborhood Commission. The Committee, in keeping with the adopted standard operating procedures of the Commission and the Committee, will establish funding application procedures and processes.

The Committee reserves the right to adapt their review process to meet the needs and fulfill the goals of the Commission. Any Committee procedural changes require only the approval of the Executive Committee of the Commission. Applicants have the right to appeal any concerns with the process, Committee decisions, or the Committee's policies in writing to the Executive Committee.

A. Neighborhood Resources Committee

For the purpose of reviewing funding application requests, the Committee will be responsible for reviewing funding application packets, meeting with applicants, and either approving, denying or providing recommendations to the Commission. For the purposes of the Committee's funding application review, at least 5 members of the Commission shall constitute a quorum.

II. Places & Spaces Program Application Review Process

A. Intent-to-Apply Form

This online form is to be completed and submitted by the applicant 30 days prior to the submission of the Places & Spaces Program to assist the applicant in understanding what their organization must do to complete their event/ project. It will also be used to inform Neighborhood Commissioners of possible events/projects that may take place in their districts.

B. Application Due Dates

Due dates for the submission of funding applications will be set at the discretion of the Committee and may be obtained from the Community Development Department or the Chair of the Committee. Application Review meetings are held at least quarterly throughout the year. Applications will not be reviewed from June through August due to funding availability. Organizations should plan accordingly by submitting applications no later than May 1.

B. Application Packet Submission

Applicants must submit a Funding Application Packet no later than fourteen (14) days prior to the Committee meeting. Application forms and application descriptions may be obtained from the Community Development Department or the Committee. Complete application packets may include but are not limited to:

- Contact Information
- Project Overview
- Budgeted Costs, Projected Match Activities
- Organizational & Outreach Documentation
- Project Renderings / Site plans / Committee work

Upon receipt and review by staff, all funding applicants will receive an Application Response letter. This letter will either confirm the scheduled funding review date for completed applications, outline the areas of the application that must be completed, or suggest

recommendations of additional information that would be helpful for Committee consideration.

Applicants with incomplete applications will have until the following funding deadline to submit any required documentation. If the additional information is not submitted, then the application will be considered withdrawn; and the applicant will be required to resubmit their completed funding request. Application resubmission will be reviewed and considered at the following Neighborhood Resources Committee meeting.

C. Commissioner & Staff Review

- i. After all Funding Application Packets are submitted, related Community Development staff will:
 - Review the packet for completeness
 - Request any additional information from the organization
- ii. The Community Development staff will then forward the updated application, including their review form to the related Neighborhood District and/or Institutional Commissioner. For districts without representation by an active Commissioner, the Chairperson, or their Commission designee, will review the project. The related Commissioner will then:
 - Review the application to ensure it abides by the guiding principles and policies of the Neighborhood Commission;
 - Contact the organization with any questions or requests for additional information;
 - Connect the organization to other groups doing similar projects;
 - Return the updated application to the assigned staff member for Committee Review; and
 - Attend the Neighborhood Resources Committee meeting to provide background information and community perspective on the submitted application.

D. Application Review

Once the application is reviewed by the related staff and Commissioner, the final application is submitted to the Committee. The Committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns over the planning, scope, or nature of the project. At least one meeting with the Neighborhood Resources Committee will be required as described in the review process in Section II.E below if the funding level requested is above \$20,000. In addition, the Neighborhood Resources Committee may also be able to assist the applicant in identifying challenges that may be faced in the implementation of the project, connecting their organizations to others that are doing similar projects, and identifying other possible resources.

Applicants should be prepared to:

- Provide a brief overview of the project including budgeted activities and match obligation;
- Identify general goals of the project and how they will meet the needs of the neighborhood; and
- Describe the outreach and communication activities with the project and appropriate scope of outreach.

During the review process, the Neighborhood Resources Committee will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the funding; and
- Make recommendations for changes in the match fulfillment and project implementation.

Based on the information provided in the discussion, additional meetings with the applicant may be requested at the discretion of the Neighborhood Resources Committee or the applicant.

E. Approval Process

Requirements for project approval are based on the level of funding requested in the project proposal. Three levels of review exist as described in the table below:

| Project Level | Funding Threshold | Review Requirements |
|---------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Major | \$100,000 | <ol style="list-style-type: none">1. Application Submission2. Application Review Meeting(s) [Neighborhood Resources Committee & Applicant]3. Neighborhood Commission Review |
| Middle | \$50,000 | <ol style="list-style-type: none">1. Application Submission2. Application Review Meeting(s) [Neighborhood Resources Committee & Applicant] |
| Small | \$20,000 | <ol style="list-style-type: none">1. Application Submission2. Application Review [Neighborhood Resources Committee] |

i. Small Level Projects

- a. The Neighborhood Resources Committee will make primary funding decisions regarding the Small Level Funding Applications.
- b. The maximum funding allowed for review as a Small Level project is \$20,000.
- c. The applicant is not required to meet with the Committee for approval of Small Level projects.
- d. The applicant or the Committee may request a meeting or additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

ii. Mid-Level Projects

- a. The Neighborhood Resources Committee will make primary funding decisions regarding the Mid-Level Funding Applications.
- b. The maximum funding allowed for review as a Mid-Level project is \$50,000.
- c. The applicant is required to meet with the Committee for approval of Mid-Level projects.
- d. The applicant or the Committee may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

iii. Major Level Projects

- a. The Neighborhood Resources Committee will make funding recommendations regarding the Major-Level Funding Applications to be forwarded to the entire body of the Neighborhood Commission for final consideration to approve, deny, or defer.
- b. The maximum funding allowed for review as a Major Level project is \$100,000.
- c. The applicant is required to meet with the Committee and the full body of the Neighborhood Commission for approval of Major-Level projects. Applicants must be prepared to give an overview of the project and answer any questions about the project before the entire Commission.
- d. The applicant, the Committee, or the Neighborhood Commission may request additional meetings to discuss the application in further detail or to provide

supplemental or qualitative information on the project.

iv. For all application reviews:

- a. The Neighborhood Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.
- b. Applicants may request a review by the full Neighborhood Commission if the Neighborhood Resources Committee denies their application.
- c. Any deviation from the written funding policy shall be approved by a quorum at a normal Neighborhood Commission meeting.

E. Post-Approval Documentation Requirements

i. Funding Agreement

Upon approval of an application, organizations that meet the eligibility requirements will be required to enter into a funding agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures. In situations where a Registered Neighborhood Organization is partnering with a Virginia nonstock corporation and/or entity recognized as tax exempt by the Internal Revenue Service, both the Registered Neighborhood Organization and the partnering entity will be required to enter into the funding agreement and adhere to its terms and conditions.

ii. Maintenance Agreement

Before any improvements are installed, the organization must also enter into a maintenance agreement with the Neighborhood Commission. This legally binding agreement will specify the expectations between the organization and City Departments for maintaining the improvements to the community, the replacement expectations, and understanding of removal, abatement, or remedy if the improvement is not maintained.

iii. Status Reports to the Commission

Recipients must provide regular reports concerning the status of project activities upon request of the Neighborhood Resources Committee or Executive Committee of the Neighborhood Commission.

iv. Match Documentation

Prior to completion of the project, applicants must document fulfillment of their matching requirements. Projects will be considered open until the match requirement documents are submitted and approved.

v. Final Reporting

When the project is completed, the Neighborhood Resources Committee requests that applicants submit a final written report that includes, but is not limited to, the following information:

- Accomplishments (as described in the application);
- A brief narrative assessment of what worked, what didn't work, what they would do differently next time, and any other feedback on the process in regard to project planning, approval and implementation; and
- If possible, copies of photos, media coverage, fliers, and newsletters highlighting the project and the project participants.

vi. Close-out Documents

All required documents must be submitted to close out the funding. If the funding is not closed out, current projects cannot proceed, or subsequent funding cannot be approved until the required documents are submitted.

III. Community Connections Program (CCP) Application Review Process

A. Application Due Dates

Due dates for the submission of funding applications will be set at the discretion of the Neighborhood Resources Committee and may be obtained from the Community Development Department or the Chair of the Neighborhood Resources Committee. Application Review meetings are held at least quarterly throughout the year. Applications will not typically be reviewed from June through August due to funding availability. Organizations should plan accordingly for projects that occur during these months by submitting applications no later than April 15.

B. Application Packet Submission

Funding applicants must submit a Funding Application Packet no later than fourteen (14) days prior to the Committee meeting. Application forms and application descriptions may be obtained from the Community Development Department or the Neighborhood Resources Committee.

The Resources Review Committee shall determine required contents for the application and promotional tools that may be required. Videos, images, or written narratives may also be required to be submitted with each application at the discretion of the Neighborhood Resources Committee. Complete application packets may include but are not limited to:

- Contact Information;
- Project Overview;
- Budgeted Costs, Planned Match Activities; and
- Organizational and Outreach Documentation.

Upon receipt and review by staff, all funding applicants will receive an Application Response letter. This letter will either confirm the scheduled funding review date for completed applications, outline the areas of the application that must be completed, or suggest recommendations of additional information that would be helpful for Committee consideration.

Applicants with incomplete applications will have until the following funding deadline to submit any required documentation. If the required information is not submitted, then the application will be considered withdrawn; and the applicant will be required to resubmit their completed funding request. Application resubmissions will be reviewed and considered at the following Neighborhood Resources Committee meeting.

C. Commissioner & Staff Review

- i. After all funding application items are submitted, the related Community Development staff will:
 1. Review the packet for completeness; and
 2. Request any additional information from the organization.
- ii. The Community Development staff will then forward the updated application, including their review form to the related Neighborhood District and/or Institutional Commissioner. For districts without representation by an active Commissioner, the Chairperson will assign a Neighborhood Resources Committee Commissioner to review the project.
- iii. The related Commissioner will then:
 1. Review the application to ensure it abides by the guiding principles and policies of the Neighborhood Commission;
 2. Contact the organization with any questions or requests for additional information;
 3. Connect the organization to other groups doing similar projects;

4. Return the updated application to the assigned staff member for Committee Review; and
5. Attend the Neighborhood Resources Committee meeting to provide background information and community perspective on the submitted application.

D. Application Review

Once the application is reviewed by the related staff and the Commissioner, the final application is submitted to the Committee. The Committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns over the planning, scope, or nature of the project. In addition, the Neighborhood Resources Committee may also be able to assist the applicant in identifying challenges that may be faced in the implementation of the project, connecting their organizations to others that are doing similar projects, and identifying other possible resources.

If the Committee meets with the applicant, applicants should be prepared to:

- Provide a brief overview of the project including budgeted activities and match obligation;
- Identify general goals of the project and how they will meet the needs of the neighborhood; and
- Describe the outreach and communication activities with the project.

During review, the Neighborhood Resources Committee may:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the funding; and
- Make recommendations for changes in the match fulfillment and project implementation.

Based on the information provided in the discussion, additional meetings with the applicant may be requested at the discretion of the Neighborhood Resources Committee or the applicant.

E. Approval Process

i. For all application reviews:

- a. The Neighborhood Resources Committee, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.
- b. Applicants may request a review by the full Neighborhood Commission if the Neighborhood Resources Committee denies their application.
- c. Any deviation from the written funding policy shall be approved by a quorum at a normal Neighborhood Commission meeting.

F. Post-Approval Documentation Requirements

i. Funding Agreement

Upon approval of an application, organizations that meet the eligibility requirements will be required to enter into a funding agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures. In situations where the applicant is partnering with a Virginia nonstock corporation and/or entity recognized as tax exempt by the Internal Revenue Service, both the applicant and the partnering entity will be required to enter into the funding agreement and adhere to its terms and conditions.

ii. Status Reports to the Commission

Recipients must provide regular reports concerning the status of project activities upon request of the Neighborhood Resources Committee or Executive Committee of the Neighborhood Commission.

iii. Match Documentation

Prior to completion of the project, applicants must document fulfillment of their matching requirements. Projects will be considered open until the match requirement documents are submitted and approved.

iv. Final Reporting

When the project is completed, the Neighborhood Resources Committee requests that applicants submit a final written report that includes, but is not limited to, the following information:

- Accomplishments (as described in the application);
- A brief narrative assessment of what worked, what didn't work, what they would do differently next time, and any other feedback on the process in regard to project planning, approval and implementation; and
- If possible, copies of photos, media coverage, fliers, and newsletters highlighting the project and the project participants.

v. Close-out Documents

All required documents must be submitted to close out the funding. If funding is not closed out, current projects cannot proceed, or subsequent funding cannot be approved until the documents are submitted.