

BUILDING OUR NEIGHBORHOODS for DEVELOPMENT and SUCCESS



Grant Procedures 2009-2010

BONDS GRANTS

Grant Process:

- Grant applications are made available June 17th and available at June's GON meeting, available on-line- www.mgmbonds.org, and advertised in newsletters.
- Applications must be returned by **Friday, August 7th by 5:00PM** (late applications will **NOT** be accepted)
- Initial site visits will be completed by September 2009
- Grant determinations are made in early September (dates vary annually) by the BONDS Advisory Committee
- The announcement of the grants is made at the Annual BONDS Banquet
- The associations receiving a BONDS grant must attend 8 training sessions hosted by BONDS, with the option to attend an outside session that benefits the association with prior approval.
- The funds are distributed before beginning the project, but receipts to justify expenses will be required at the close of the project/program.
- If you need to make adjustments to your project/program including extending the time frame to complete the project/program, please contact a member of the BONDS staff for guidance. That will have to be submitted to the Advisory Committee for approval **before** making the adjustment
- Current projects must be completed before applying for funds for the next grant cycle unless you have been granted special permission from the BONDS Advisory Committee or staff.
- All projects must be completed by November 12th unless you have been granted an extension. Letters requesting an extension must be received at least 30 days prior to the deadline.

Prerequisites for funding:

- ❖ Each neighborhood must already be an established neighborhood association. Documentation as evidence of this includes a copy of bylaws (operating rules), established boundaries, evidence of ongoing meetings, and the election of officers. The officers must consist of at minimum a President, Vice President, and a Secretary/Treasurer.

(It is strongly suggested that proof of meeting notification is evident, and that meetings and membership is open to ALL residents and businesses within the specified boundaries)

- ❖ A record of a meeting where the neighborhood association agreed to request funding from BONDS.
- ❖ A signed pre-commitment from a minimum of eight (8) neighborhood members to meet all requirements for BONDS funding (i.e. training sessions). ***See appendix- commitment form***
- ❖ Attendance at grant orientation session hosted by BONDS. Applications will be available at the session.
- ❖ Each neighborhood must complete an end of the grant report, recapping the project/program to include outcome measures. Did the project/program address the initial problem?
- ❖ Have bylaws for your neighborhood association which will be requested at the time of the site visit.

- ❖ A letter of intent (needs to include your reason for the request, the problem your association is planning to address, needs you have identified, interest in project from neighbors).

How Funds may be used:

Organizations may use grant funds in a variety of ways including but not limited to:

- ❖ Youth Programs/ projects
- ❖ Health and Wellness Programs/projects
- ❖ Senior issues
- ❖ Beautification/ Enhancement projects
- ❖ Other_____

Funds may not be used for projects that improve individual standings, such as improvements to property not owned by the association and not being used by the entire association.

We intend to establish relationships with applicants in order to learn how grant funds can be used most effectively to meet both the applicants' needs and the Program's goals.

Will not fund:

Any activity that is not consistent with BONDS' Mission Statement: BONDS develops and equips neighborhood and homeowners' association leaders by providing training, resources, networking opportunities and financial assistance, so that leaders can facilitate the development of stronger neighborhood and homeowners' associations that can improve the quality of life throughout the City and County of Montgomery.

- ❖ ***Service Providers***
(associations can not hire a service provider to provide an ongoing program/ project; associations can hire a trainer to train association members to increase the likelihood of a sustainable program/project)
- ❖ ***Re-granting to affiliates in the form of monetary means***
(associations will not be able to donate money to other charitable organizations with funding received from BONDS; associations may support entities within an association such as schools with items, not money)
- ❖ ***Legal fees***
(funding may not be used to secure an attorney; BONDS can make referrals as requested)
- ❖ ***Building and land acquisitions***
(BONDS will not pay the cost of obtaining any property)
- ❖ ***Activities of a political nature***
(campaign signs, banners, donations to the campaign, supplies to supplement a campaign...)
- ❖ ***Social gathering for personal/ private benefit***
(food for committee)

No business ventures for individual gain

Prerequisites for Grant Disbursements:

Once a neighborhood has been selected to receive a grant, the following must be completed in order for grant funds to be disbursed:

- ❖ Completion of six (6) mandatory training sessions. All training courses must be completed before being eligible to apply for funding for the next grant cycle.
- ❖ An initial site visit will be conducted by the BONDS Advisory Committee. (subsequent visits will take place during the project/program)
- ❖ All programs/ projects must be completed and receipts submitted by the close of business November 12, 2010 unless an extension has been granted.

GRANT AWARDS:

Maximum Grant Award: \$5,000.00

Average Grant Award: \$1,600.00

APPLICATION DEADLINE: close of business Friday, August 7, 2009.

Grant Forfeiture:

Grants can be forfeited for the following reasons:

- ❖ Not completing training sessions
- ❖ Projects not beginning within two months of the reported project start date.
- ❖ If BONDS Grants Committee or staff believes money is being used for something other than project request.

Money is to be returned to the BONDS Office within 30 days of notification. (434 N. McDonough Street, Montgomery, AL 36104)



Neighborhood Grant Application 2009-2010

*Please complete every question. Applications that are not legible will not be processed.
Add additional pages as needed.*

Name of neighborhood/homeowner association:

Number of homes associated with your neighborhood association: _____

Location, day & time of meetings _____

Mailing address _____

Year organized? _____ Telephone: _____ Fax: _____

Grant area:

- _____ Youth Program
- _____ Health & Wellness
- _____ Senior Issues
- _____ Beautification/Enhancement
- _____ Other _____

- ❖ Provide a list of association officers, positions, term of office, address + zip, and phone numbers. (there must be at least 3 officers)
- ❖ Complete the commitment form from eight (8) different association members that agree to work towards completion of all requirements of the grant contract, including the training sessions. (See appendix-A)
- ❖ Provide a description of your request for funds.
Include outcome measures, an outline, identify other organizations or foundations from which financial support is being requested for this same project/program and include letters of support/partnerships on appropriate letterhead. Also include the time frame for beginning and ending the program/project and its importance to the neighborhood. In your description, please provide a history of your neighborhood and the origin of your association.
- ❖ A work plan should be included highlighting expenses associated with each stage of the program/project (see example-Appendix-B).

BUDGET

Please tell us how you will spend the grant that you are requesting and what other funds or in-kind services you plan to use. (Volunteer in-kind hours are valued at \$18.00/ hour)

PROJECT EXPENSE

Type of Expense	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
TOTAL PROJECT EXPENSES:	\$ _____
Amount Requested From BONDS	\$ _____
Matching Funds (may be cash or in-kind services- must be 10% of requested amount)	\$ _____
Other revenues	\$ _____
TOTAL PROJECT REVENUES:	\$ _____

(Note: Each grant requires a 10% match that may include in-kind services from the association)

Provide a copy of your neighborhood association’s minutes, which references your association’s vote to seek a grant from BONDS for this project/program, and include the attendance roster from the same meeting.

Complete the form requiring you to reference BONDS when hosting programs/projects funded by BONDS in any print material or other media advertising outlets. (see attached media statement form- See appendix C)

Complete the agreement form if there is an active Neighborhood Watch and Homeowners/Neighborhood association in your area that is both applicable for BONDS funding. (See attached watch/association agreement form- Appendix D)

Provide a photocopy of a cancelled or voided check from your neighborhood association’s account.

Is your association a 501(c)(3) charitable organization? Yes _____ No _____

Has your association received a grant from BONDS in the past? Yes _____ No _____
If so, how many? _____ What type of project? _____

Please provide a brief summary of the last project/program you completed with funding from BONDS including date and location. (provide information on a separate sheet)

Person(s) to contact regarding this application:

Name _____ Day Phone # _____ Alternate phone # _____

For Office Use Only

Application submitted by: _____ Date: _____ Time: _____

BONDS Grants

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Any activity that is not consistent with BONDS' Mission Statement: *BONDS develops and equips neighborhood and homeowners' association leaders by providing training, resources, networking opportunities and financial assistance, so that leaders can facilitate the development of stronger neighborhood and homeowners' associations that can improve the quality of life throughout the City and County of Montgomery.*

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(food for committee)
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Sample Project Expense Table					
Project Title	Project Description	Begin- End	Projected Cost	BONDS Request	Other Funds
Total Project Revenues					

Sample Project Expense Table					
Project Title	Project Description	Begin- End	Projected Cost	BONDS Request	
School Supplies	<p>This project is extremely important to the families with school age children. This project will provide [redacted] sets of school supplies to school students.</p> <p>One hundred dollars will be provided from the [redacted] Neighborhood Association treasury.</p>	6/1/2007-5/31/2008	\$1100.00	\$1000.00	\$100.00
Neighborhood Beautification	<p>This project is extremely important to the subdivision as a viable and productive neighborhood. These funds will be used to beautify and maintain the entrance, and common areas of the neighborhood. This project will increase the attractiveness of [redacted] throughout as a desirable neighborhood location.</p> <p>One hundred dollars will be provided from the [redacted] neighborhood Association Treasury</p>	6/1/2007-5/31/2008	\$1100.00	\$1000.00	\$100.00
Total Project Revenues			\$2200.00	\$2000.00	\$200.00

Marketing/ Media Statement:

_____ neighborhood/ homeowners association does hereby commit to reference BONDS in any print material or other media outlets advertising the program(s)/project(s) they are funding or supporting. The BONDS logo may be used with permission from the staff. This will allow the general public to see the impact BONDS has on the overall community by the number of people it touches.

This is a requirement!

Association Officer

Date

Association PR/Media/ Newsletter Coordinator

Date

You may use the statement below:

This project was funded in part by **BONDS**.

Association/ Watch Agreement for BONDS Funding:

I am aware that _____ has an active
(please insert organization's name here)
 Neighborhood Watch and an active Neighborhood Association/ Homeowners Association. Both
 are eligible for BONDS funding; however BONDS will not fund both entities. We are
 submitting this agreement to BONDS to indicate _____'s intent
(please insert organization's name here)
 to apply for funding for the 2009-2010 grant year and _____ will
(please insert organization's name here)
not seek funding during this grant cycle.

My signature below signifies that I am aware of the request for funding from BONDS by the

(please insert organization's name here)

**Neighborhood Association/
Homeowner Association Officer**

Neighborhood Watch Coordinator

3. Describe in detail the affects training had on the leadership of the association? (Please list specific sessions or topics in this description).

PART II: FINANCIAL INFORMATION (please indicate the expenses associated with your neighborhood project. **Include receipts if you have not ALREADY submitted those to the program.**)

PROJECT EXPENSE(S) STATEMENT:

Neighborhood: _____

ITEM	DESCRIPTION	EXPENDITURE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

ATTACH RECEIPTS

Mail or Email completed report to:

BONDS

**Attn: Regina R. Berry
434 N. McDonough Street
Montgomery, AL 36104**

bondsprogram@bellsouth.net

263-6225 Fax

PART II: FINANCIAL INFORMATION (please indicate the expenses associated with your neighborhood project. **Include receipts if you have not ALREADY submitted those to the program.**)

PROJECT EXPENSE(S):

<u>Type of Expense</u>	<u>Amount</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
Total Project Expense (*)	\$ _____
<i>Amount Requested from BONDS</i>	\$ _____
<i>Matching funds (may be in-kind services)</i>	\$ _____
<i>Other Revenue</i>	\$ _____
Total Project Revenues (*)	\$ _____

*** Total Project Revenue should equal or exceed Total Project Expense**

Report submitted by: _____ **Date:** _____