NIDC Community Improvement Project Grant

2015 Application Guidelines

Neighborhood Improvement Development Corporation
In partnership with the City of Milwaukee

City of Milwaukee

The Neighborhood Improvement Development Corporation (NIDC) is an affiliate of the City of Milwaukee Department of City Development. NIDC works with City departments, community agencies, and residents to improve Milwaukee neighborhoods.

What is a CIP ?

NIDC offers Community Improvement Project (CIP) grants to support community projects that **engage community members** and **physically improve neighborhoods** in Milwaukee. The CIP grants are reimbursable grants that require a dollar-for-dollar match from non-City funding sources.

The maximum CIP grant request available for a project is $4,000 in 2015. CIP grants should be limited to a specific area to maximize the impact they can have on a neighborhood. There are specific guidelines to follow when applying for a CIP grant. Please review these guidelines thoroughly before submitting an application.

Important things to know when applying for a CIP

- CIP grants are **reimbursable** matching grants and must be funded upfront by applicants **after** NIDC approval. With advance approval from NIDC, NIDC may agree to distribute CIP grant funds via 3rd party check directly to a vendor at the conclusion of a project. This should be requested in the CIP application.
- Only expenses on or after the date of NIDC grant approval will be considered eligible project expenses.
- Donated materials/hard goods may be counted as match contributions.
- Resident volunteer participation in a CIP project does not count as in-kind contribution.
- Matching credit for professional in-kind services ("soft costs" such as planning, design, consultation, etc.) are capped at 20% of NIDC grant funds requested.

- City dollars cannot be used to reimburse the purchase of large removable equipment, tools, food or entertainment. However, if your group purchases these items, they may be considered part of your match contributions.
- Costs to the grantee for salaries/benefits/ overhead for their own staff are not eligible project costs.
- Applicants planning to hire a contractor or vendor (e.g. construction work, electrical services, professional printing, landscaping, etc.) to complete work on a CIP are required to submit at least two written estimates/bids for the proposed work with the CIP application if the cost of services is more than $1,000.
- Applicants must obtain permission (in writing) for land use and/or project implementation.
- Whenever possible applicants should use neighborhood based or City of Milwaukee based vendors and/or contractors.
- Projects are expected to follow approved timelines.
- NIDC and City of Milwaukee support should be acknowledged on all flyers, applications, brochures and promotional materials relating to the Project.
- Grantees are expected to advise NIDC directly of project opening celebration, launch, press and media events related to CIP projects.

How to Apply

Interested residents, groups and organizations **are required to attend a CIP Orientation session before applying**. Applicants **must use NIDC application form,** in order for it to be reviewed. Completed applications may be submitted to NIDC via U.S. Mail, email or in person delivery.
Complete applications should include:

- ❑ A concise description of what the NIDC grant will be used to build, create or implement (application items #1-3).
- ❑ A timeline of project implementation and completion (application item #4).
- ❑ A detailed budget of expected expenses (application item #5; see example below).
- ❑ A list of project funds, including matching funds (application item #6; see example below).
- ❑ You may handwrite your application instead of typing it.
- ❑ The form may not save your changes, it's designed for you to complete the information, print it, sign it and submit.

Example below of how to correctly complete application items #5 and #6.

5. Provide a budget for your project	
Expense Item	**TOTAL COST**
Soil	1,000.00
Plants/Flowers	800.00
Lumber for raised beds	1,500.00
Water hook up	100.00
Permit	100.00
TOTALS:	$ 3,500.00

6. Funding Sources	
Source	**Amount**
NIDC	1,750.00
ABC Foundation Grant	650.00
XYZ Bank Grant	1,100.00
TOTALS:	$ 3,500.00

Approval and Reporting Process

Applications are accepted on an ongoing basis and presented to the NIDC Administrative Review Committee (ARC). Applications must be must be submitted by **9:00am Wednesday morning** to be considered for presentation to ARC within 10 business days. Only completed applications will be presented.

1. NIDC Community Outreach Liaison will review the CIP application and contact the primary contact listed on the application with clarifying questions or to request additional supporting documentation.
2. ARC will review the proposal and grant request.
3. If the project is approved, NIDC will provide a Memo of Understanding to the grantee for signature.
4. When the project is completed a final report and reimbursement request must be submitted using forms provided by NIDC no later than 30 calendar days after the Project Completion Date.
5. The report should include all project expenses (including copies of receipts/paid invoices and canceled checks) and a narrative describing the outcomes of the project, including documentation of donated goods and/or services.
6. The report should include photos of project activities and implementation in electronic format acceptable to NIDC (including photo CD, USB drive or email) with photos, all expenses and receipts must be submitted once the project is completed.
7. Reimbursements will be processed once the reimbursement request is reviewed and approved.

For assistance applying for an NIDC CIP grant or for more information contact:
NIDC ● (414) 286-5901 ● CommunityOutreach@milwaukee.gov

www.milwaukee.gov/CIPs

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