



NIDC Community Improvement Project Grant 2016 Application Guidelines



**Neighborhood Improvement
Development Corporation**
In partnership with the 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 2016. 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/goods may be counted as match in-kind contributions. A form to value any donation and acknowledgement from donor is required.
- Resident volunteer participation in a CIP project **does not** count as in-kind contribution.
- Projects that involve any display of political associations, religion, or derogatory references will not be supported by NIDC.
- All documents submitted to NIDC are subject to open records requests.
- All in-kind labor and soft cost services such as planning, design and consultation are capped at 20% of the total project cost.
- Costs to the grantee for salaries/benefits/overhead for their own staff are **not eligible** project costs.
- 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.
- 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.
- Any changes made to project scope or budget must be submitted to NIDC for review and approval prior to occurring.
- 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.



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

5. Provide a budget for your project	
Expense Item	TOTAL COST
Artist Fee	1,000.00
Printing	\$200.00
Supplies (paint, gloves, brushes)	\$300.00
Food for Celebration	\$200.00
TOTALS:	\$ 1,700.00

6. Funding Sources	
Source	Amount
NIDC	850.00
Resident financial Contributions	150.00
XYZ Bank Grant	700.00
TOTALS:	\$ 1,700.00



Approval and Reporting Process

Applications are due every 1st and 3rd Wednesday of the month. Applications must be submitted by **5:00pm Wednesday afternoon** to be considered for review during that grant cycle.

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. Grantees are responsible for attending a reporting session.
5. The report should include all project expenses (including original receipts*/paid invoices and copies of canceled checks) and a narrative describing the outcomes of the project, including documentation of donated goods and/or services. **Cash purchases are not reimbursable*
6. The report should include photos of project activities and transferable in electronic format acceptable to NIDC (including photo CD, USB drive or email), 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) 286-5682 • CommunityOutreach@milwaukee.gov

www.milwaukee.gov/CIPs