



# City of Lansing Neighborhood Grants Grant Application Guidelines

## Types of Grants Available

- Mini Grants (\$200)
- Neighborhood Grant (\$201 - \$5000)

## Eligibility

- Registered Lansing Civic Organizations may apply for both grants
  - If your civic organization is not registered, apply at <https://bit.ly/2waQ9xA>
- Neighborhood Watches
  - Must be active with a number assigned through the Lansing Police Department. Contact LPD Community Service Officer at 517-483-4469 or e-mail [lpdcsu@lansingmi.gov](mailto:lpdcsu@lansingmi.gov) to verify.
    - \$200 grant – Eligible without a partner
    - \$201-\$5000 – Eligible with a civic organization as a partner
- Project(s) must be located within the City of Lansing
- Project(s) should build community engagement within a neighborhood
- If applying for more than one grant, a separate grant application must be completed for each project
  - Applicants must indicate which project is their top priority on their application.

## Timeline/Process

Application Open	<b>Saturday, October 23, 2021</b>
October Neighborhood Advisory Board Meeting	<b>Thursday October 21, 2021</b>
Grant Feedback Session 1	<b>Thursday, November 18, 2021</b>
Grant Feedback Session 2	<b>Thursday, January 20, 2022</b>
Grant Applications Due	<b>Friday, February 4, 2022 @ 5pm</b>
All Grant Applicants will be notified	<b>Week of April 11-15 2022</b>
Check Distribution	<b>TBD</b>
All Checks must be picked up or forfeited	<b>Friday, April 29, 2022</b>
LOVE Lansing Event	<b>TBD May 2022</b>
Grant Extension Request Deadline	<b>Friday, August 12, 2022</b>
Project must be completed	<b>Friday, September 16, 2022</b>
Grant Reports Due	<b>Friday, September 23, 2022</b>

## Limitations

- Funds cannot be spent on commercial, private, or rental properties; gift cards; political, religious, or satanic items; alcohol, tobacco, fireworks, marijuana, illegal substances, or firearms.
- Funds should not be spent on labor. Labor consists of, but is not limited to, wages for labor, entertainment fees, honorarium, or travel. Neighborhood volunteer and in-kind contributions should be sought for projects. Some exceptions may be considered.

## Grant Application Documents (not necessary for \$200 Grants)

- For items costing \$250 or more, three estimates\* must be submitted
- For items costing less than \$250, one estimate\* must be submitted

- Map of proposed project area and surrounding neighborhood, if applicable (Hand-drawn is acceptable)
- Project timeline
- Letters of support from civic organizations and/or community partners
- Letter of agreement allowing the use of the property, if applicable

\*An estimate should be from a reputable business. Funds spent locally are preferred. A screen shot from the internet is acceptable.

### Fund Disbursal

Civic organizations must list a Fiduciary or serve as their own. Neighborhood Watches will receive their funds directly from the **Neighborhood Watch Advisory Board**. Possible fiduciary options include Allen Neighborhood Center, NorthWest Initiative, South Lansing Community Development Association, or others. All funds must be picked up by **Friday, April 29, 2022** by 5pm or they will be forfeited.

**\*A fiduciary is an organization that acts on behalf of another organization to manage assets. The Fiduciary will accept the Grant Funds to disburse to the organization. The fiduciary and organization must have their own agreement for disbursement vs reimbursement \***

### Grant Report Requirements

The Grant Final Report is due by **Friday, September 23, 2022** by 5pm to the Department of Neighborhoods and Citizen Engagement. The form can be submitted electronically as well.

- A list of all items purchased with receipts
- The signed Grant Final Report
- Any unspent funds must accompany report in the form of a check payable to North West Initiative

### Extensions

Groups may request an extension by completing the Grant Extension Request form by Friday, **August 12, 2022**.

### Tips

- Civic organizations may additionally apply for a \$200 Grant
- Electronic applications are preferred.

### Grant Resources

- Feedback Workshops (Highly Encouraged) - Key City departments and community partners will be in attendance
- Neighborhood Advisory Board
- The Department of Neighborhoods and Citizen Engagement will preview grant applications, if requested, until Friday, January 28 2022.