

Neighborhood Grant Program 2016

The City of Mission is committed to the preservation and renewal of Mission neighborhoods. The Neighborhood Grant Program provides up to \$500 in reimbursements to *resident-based* groups for programs and activities that improve Mission resident participation and neighborhood conditions.

Program Information

- Grants are awarded on a first-come, first-served basis.
- All applications must be submitted before December 1st of the application year.
- All approved grant funds must be expended, reimbursement form, and receipts turned in by December 31 of the application year.
- Groups hosting one event in the application year will be granted up to \$300 for reimbursement expenses.
- Groups hosting two or more events in an application year will be granted up to \$500 for reimbursement expenses.
- In some cases, those groups hosting only one event with a larger resident base could be allotted up to \$500. This determination will be made by Neighborhood Services staff and is based on fund availability, and the group's reasons to expect higher than average attendance.

Eligibility

1. Applicants must be representatives of an existing neighborhood organization, homeowners association, or a group of individuals who are organizing a neighborhood organization. Informal neighborhood groups may also be eligible if their grant proposal builds community and enhances the neighborhood. Each application must have a minimum of two project team members. Individuals, businesses, fraternal or religious groups, universities, and public agencies are not eligible to apply.
2. Projects must be initiated by residents living within the neighborhood seeking grant approval.
3. Projects must be aimed at improving communication and participation among Mission residents in the neighborhood, or improving physical conditions within the neighborhood.
4. Neighborhood grants must be used for activities and programs that are open to all households within defined neighborhood boundaries. Grant funds cannot be used to directly benefit individuals and their families.
5. Neighborhood Services staff will attend neighborhood gatherings when possible.
6. Please refer to the list below for example of eligible and ineligible expenditures.

City of Mission Neighborhood Services
6090 Woodson Mission, KS, 66202
(TEL) 913-676-8358, (FAX) 913-722-1415



Eligible Grant Expenditures

- Mission resident neighborhood block parties, picnics, ice cream socials, holiday parties, breakfast gatherings
- Mission neighborhood organization formation activities
- Mission resident guide or directory printing costs
- Mission neighborhood cleanup expenses
- Mission neighborhood watch expenses
- Research/Historical archives for Mission neighborhood history
- Mission neighborhood newsletters
- Mission neighborhood web pages hosting or design costs
- Advertisements for Mission neighborhood events
- Mission neighborhood homeowner organization/ incorporation

Ineligible Activities & Purchases

- Political campaigns
- Regular neighborhood organization meeting supplies/equipment
- Improvements that directly benefit a particular household
- Equipment that could be primarily used by individuals rather than for the benefit of the neighborhood at large such as portable barbecue grills, propane tanks, reusable dishware, etc.
- Alcoholic beverages
- Landscape maintenance
- Neighborhood markers or monument signs
- Personal family gatherings

Application Process

To apply for the program, completely fill out the attached application pages and submit to:
Nilo Fanska | City of Mission | 6090 Woodson | Mission, KS 66202

Or email: nfanska@missionks.org

- Neighborhood Services staff will review your application to ensure that the proposed program meets the stated goals of the Neighborhood Grant.
- If your application is approved, you will receive an approval letter with a reimbursement form and the award amount.
- After each event or project is finished, complete the reimbursement form and return it along with copies of your receipts to Neighborhood Services.
- **At the time of purchase, separate any personal items from items intended for grant reimbursement.**
- Please do not black out or cover tax information or total amounts due on the receipt.
- Staff may deem certain purchases as ineligible and not supportive of the goals of the neighborhood grant.
- Staff will review the requested reimbursements and reimburse the primary project contact for eligible expenditures up to the stated award amount.

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Neighborhood Grant Application

Please return this form to:

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Or email: nfanska@missionks.org

Project Contact

1. Neighborhood Group Name/Neighborhood Boundaries: _____

2. Primary Project Contact Name: _____

3. Mailing Address: _____

4. Telephone Number: _____

5. Email Address: _____

Project Description

1. Provide a brief description of the project or activity:

2. Please list the event date(s) or expected project timeline:

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3. Please provide the number of households in your neighborhood organization.

4. Please estimate the number of people either attending your event(s) or benefitting directly from your proposed project.

5. How will neighbors/volunteers be involved in the planning and implementation of this project or activity?

6. How will the project promote participation, communication, and generally improve your neighborhood?

7. What sustainable and intergenerational practices will be supported by this project/activity?

Additional Comments/Information:

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