

Neighborhood Investment Fund

2018 Program Guidelines

Program Purpose

The purpose of the Neighborhood Investment Fund (the “NIF”) is to provide support to community organizations and small businesses seeking to positively impact the Greater Hazelwood communities of Hazelwood, Glen Hazel, and Hays. The goal of the fund is to support stakeholders who are working to benefit the Greater Hazelwood community socially, economically, and environmentally.

Up to a total of \$20,100 will be disbursed through the Micro-grant Fund and Macro-grant Fund in 2017. There is an additional \$3,000 that will be used by Hazelwood Initiative, Inc. to support its community programs, such as the National Night Out and Light Up Night.

Macro-grant Fund:	\$20,100
Micro-grant Fund:	\$ 3,400
Hazelwood Initiative:	<u>\$ 3,000</u>
Total 2018 Funds Available:	\$26,500

The NIF guidelines and budget will be reviewed and evaluated at least once during the year, and may be revised to better meet the goals of the program.

Guidelines

Micro-grant Fund

1. Grant awards may not exceed \$200.
2. Applicants must explain how the grant will be used for the benefit of Greater Hazelwood.
3. Applications for micro-grants will be accepted on a rolling basis.
4. Grantees must provide a signed IRS Form W9
5. Grantees must provide documentation that the grant funds were used for the proposed purpose and describe how the expected benefit was achieved. Documentation could include pictures, news articles, invoices, cost estimates, etc.
6. Applicants may be awarded micro-grants a maximum of four times per year.
7. Documentation must be provided within 2 weeks after the proposed event or grant use.
8. Grantees who do not provide acceptable documentation that a grant was used for the proposed purpose will not be eligible to receive future micro-grants up-front. Applications for future micro-grant awards will be accepted and must be received prior to the proposed use; however, if the application is approved, the funds will only be available to provide reimbursement to the grantee.

Macro-grant Fund

1. Grant awards will be between \$1000 and \$2000.
2. Applicants must be:
 - a. a small business owner, who must provide a signed IRS Form W9, or
 - b. a non-profit organization, which must provide a W9 and proof of 501(c)3 status, or
 - c. a group (e.g., a block club) based in Greater Hazelwood that has an agreement with a non-profit for the non-profit to serve as the group’s fiduciary agent. Hazelwood Initiative will not serve as fiduciary agent for any grantees.

3. Applications for 2018 macro-grants must be received by the dates noted below:

- a. **Friday, March 9**
- b. **Friday, May 4**
- c. **Friday, July 6**
- d. **Friday, Sept 7**
- e. **Friday, November 2**

Grant checks will be available to awardees within 45 days of the application due dates.

4. Applicants must explain how the grant will be used for the benefit of Greater Hazelwood; grants must have a significant positive impact on the community.
5. Grantees must provide documentation that the grant funds were used for the proposed purpose and describe how the expected benefit was achieved. Documentation must include an impact statement, detailing the benefit of the grant to the community.
6. Documentation must be provided within 2 weeks of the proposed event or grant use.
7. Grantees who do not provide acceptable documentation that a grant was used for the proposed purpose will not be eligible to receive future macro-grants.
8. Applicants whose grant applications are not funded may request a one-time reevaluation of the grant request by the Application Review Committee. Once reevaluation is complete, the Committee's decision will be final.
9. Applicants may be awarded macro-grants only once per year.

Restrictions on Micro-grant and Macro-grant Funds

1. Individuals may not receive funds solely for personal use or benefit.
2. Grant applications will not be considered for rent or mortgage payments, building or vehicle purchases, political fundraisers, or to improve the cash flow of a small business.
3. Hazelwood Initiative, Inc. cannot be a grantee.
4. Hazelwood Initiative, Inc. cannot serve as a fiduciary agent for applicants.
5. Applicants that are small businesses or entrepreneurs must contribute 10% of the projected budget in personal funds (e.g., if the projected budget for the requested activity is \$3000, the applicant must provide at least \$300 for the activity him/herself.)

Application Review Committee

The Application Review Committee will be made up of 1 board member of Hazelwood Initiative and at least 2 community members, plus one community member who will serve as an alternate. A staff member of Hazelwood Initiative will provide administrative support to the committee.

Public Notice of Grant Awards

After notification is made to applicants, those applicants who are awarded grants and the purpose of those grants may be publicized in print and social media as well as at various community meetings.

Contact Hazelwood Initiative at 412.421.7234 for more information or an application!

Neighborhood Investment Fund 2018 Program Application

ORGANIZATIONAL INFORMATION

Your Name: _____

Name of Your Group or Organization: _____

Address: _____

Phone: _____ Email: _____

Current annual budget for your organization _____

GRANT REQUEST

Due dates: Micro-grant requests must be received at least one month before your event date in order to allow time for application review and check processing. Macro-grant requests are due by 4:00pm on the dates listed in the guidelines.

Grant requests may be dropped off or mailed to the HI office:

Mailing Address | 5344 Second Avenue, Pittsburgh, PA 15207

Physical Address | 5125 Second Avenue, Pittsburgh, PA 15207

Amount: Micro-grant Fund requests cannot exceed \$200. Macro-grant Fund requests must be between \$1,000 and \$2,000.

Grant Amount Requested: \$ _____

EVENT DETAILS

1. **When is the event?** ____/____/____ at ____:____ A.M./P.M.

2. **Do you have a location confirmed? If yes, list where.**

Yes _____ No

3. What kind of event is this? Explain.

Seasonal/Holiday: _____

Information/Outreach: _____

Workshop/Education: _____

Clean-up/Build out: _____

Celebration: _____

Other, please explain: _____

4. Who is the event for? Circle below.

Youth/Families

Seniors

All ages

5. How many people do you expect? Circle below.

10-30

50

100

150

200

250+

6. What is the total budget for the event? Circle below.

\$200

\$500

\$1000

\$1,500

\$2,000

\$2,500

7. How will you spend the grant? Please list specifically where it applies AND the amount for each use.

Food/drinks: _____

Decorations: _____

Space rental: _____

Toys/Prizes/Giveaways: _____

Clothes: _____

Other, please explain: _____

8. How will this event benefit Greater Hazelwood? Please add additional pages, if necessary.

