



Neighborhood Mini-Grants | Program Guidelines

Purpose

City of Holland *Neighborhood Mini-Grants* are intended to support neighborhood initiatives by providing grants up to \$1,500 to eligible organizations that accomplish one or more of the following:

- Foster neighborhood pride and sense of belonging
- Improve the quality of life for residents
- Increase neighborhood capacity, opportunity, and leadership
- Develop stronger relationships among neighbors and neighborhood groups
- Build capacity for long-term change built by neighbors working together

Who can apply?

Eligible grantees include non-profit organizations such as neighborhood-based community groups and faith-based groups located or operating within the City of Holland. Groups of neighbors who wish to apply must find a host organization willing to sponsor the project and act as the project fiduciary.

Applicants must demonstrate that their group:

- Is composed of multiple people who live and/or work in the neighborhood.
- Gathered the wider neighborhood's support for the project. To encourage greater community engagement, preference will be given to groups which demonstrate in their application that they have gone above the minimum engagement requirements.
- Has a project budget outlining how they propose to fund the entire project and have addressed any applicable project lifecycle issues of ongoing maintenance and cost.
- Agrees to report back upon completion of the project, including an accounting of all revenues, expenses and proof of purchases.

It is recommended that prospective applicants consult with the Community Development Coordinator at the City of Holland as they begin the process of defining the project and preparing an application in order to ensure funding availability and to identify key issues that will need to be considered during the process.

Project criteria

Applicants must demonstrate that the project:

- Will occur within Holland city limits and be geographically defined within a neighborhood. Acceptable locations may include:
 - City of Holland land, right of ways, parks, trails, greenways, boulevards, parking areas, alleys, etc.
 - Private land that is accessible to the general public and not owned by a business (e.g. parking lots, green space around faith/cultural buildings, not-for-profit organizations, etc.)
- The project contributes to neighborhood identity.
- The project encourages diverse neighborhood involvement and participation of residents, community members and volunteers in the project planning and process. Preference will be given to projects that provide more opportunities for residents based on their age, culture, disability, ethnicity, gender, generation, language, region and socio-economic status.

Projects occurring on non-city land will be considered only if they have received advanced permission from the landowner and meet all other established criteria.

Priority will be given to applications showing a substantial level of either/both other cash donations or contributions of volunteer labor or other forms of in-kind support.

Capital projects are eligible for this grant.

Project Examples:

- Community garden enhancements
- Neighborhood gathering space
- Community pathway
- Community art display
- Neighborhood branding initiative
- Interpretive signage
- Community lending installation
- Playground enhancement
- Educational community program
- Temporary site transformation

Funding requests

a) Applicants may request amounts up to \$1,500.

b) Applications must demonstrate a level of matching financial and/or other forms of support that is appropriate to the needs of the proposed project; these forms of support may include:

- Cash donations.
- Ongoing volunteer labor/time (valued at \$15 per hour).
- Donated professional or contractor services, including services from artists and arts organizations (valued at the reasonable retail value of the product/service).
- Donated materials and supplies (valued at retail prices).
- Borrowed equipment (valued at the cost necessary if it were to be rented).

c) Groups that do not complete their project as proposed, or have leftover funds, will be required to return the funds. Plans and timelines may be adjusted if you experience challenges during project implementation. Please communicate these changes to City staff.

d) This is a one-time grant not intended to provide financial support on a recurring basis. *Please note that this grant is not intended for ongoing maintenance costs.*

e) Once a grant has been approved, funds will be issued on a reimbursement basis. Receipts of all expenses will be required prior to payment.

Examples of eligible expenses:

- Materials (paint, equipment, plants, etc)
- Equipment rental
- Professional labor
- Insurance fees

Examples of ineligible expenses:

- Fundraising costs
- Direct financial assistance to individuals or families
- Ongoing programming costs
- Commercial activities and related costs
- Projects on private property (other than exceptions described above)
- Purchase of land or buildings
- Travel and accommodation expenses

How to apply

Application will be accepted at any time throughout the year.

Complete applications should include:

- Completed cover page from Mini-Grant Application Form.
- Responses to questions 1 – 6 found on the application form. Please number and organize responses accordingly. You are encouraged to keep your responses brief.
- Attachment A: a form showing donations of funding, volunteer hours, and other resources. See guidance above for accounting for donated labor.
- Attachment B: project budget, including all anticipated cash revenues, and all anticipated expenses.
- Optional (but recommended) design attachments, such as photos, drawings, site map.
- Completed Declaration Page (see Mini-Grant Application Form).

Submit application packets by email to m.kornelis@cityofholland.com, or by surface mail (or hand deliver) to City of Holland, Community & Neighborhood Services, attn: Community Development Coordinator, 270 S. River Ave., Holland, MI 49423.

Please contact the Community Development Coordinator if you need any assistance or accommodation with completion of the application.

Selection process

- All grant requests will be reviewed and evaluated by the Mini-Grant Selection Committee. The committee consists of City of Holland staff and members of the Neighborhood Improvement Committee.
- The selection committee will seek to begin reviewing submitted applications within one month of the submission date.
- Groups will be notified of the outcome of their application as soon as possible, but typically within six weeks of application submission. This will give City staff time to navigate internal processes and departments on your behalf and determine the next steps to make approved projects a reality.
- Funding will be limited annually to the amount approved for this program by Holland City Council and other funds made available for this purpose.
- Priority will be given to neighborhoods/organizations that have not received funding in the prior twelve months.

It is expected that these guidelines may not adequately address every possible project scenario. Please connect with City of Holland Community Development Coordinator at: m.kornelis@cityofholland.com with any questions.