



2017 GUIDELINES & APPLICATION

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Mission of the Neighborhoods Rising Fund

The Neighborhoods Rising Fund (NRF) provides grants up to \$3,000 for high impact community projects and neighborhood revitalization initiatives that help build the capacity of neighborhoods and community based organizations in low to moderate income areas throughout the Greater Kansas City region.

Launched in 2015, NRF is a funding collaborative administered by the Community Capital Fund (CCF) and Greater Kansas City LISC, with funding provided by William T. Kemper Foundation, H&R Block Foundation, and the Hallmark Corporate Foundation. Since then, additional funders including AltCap, Hall Family Foundation, Sosland Foundation, the Dunn Family Foundation, and Commerce Bank have joined this unique funding collaborative in an effort to raise \$100,000 annually.

Eligibility

Eligibility to receive a grant from the Neighborhoods Rising Fund (NRF) is based upon three key criteria: **community need; organizational capacity; and the Quality of Life Goals**. These Quality of Life Goals are evaluated according to the five objectives of what Greater Kansas City LISC considers a sustainable community:

1. Develop, preserve, and invest in the physical environment;
2. Increase family income and wealth;
3. Stimulate local and regional economic activity;
4. Improve access to quality education;
5. Foster livable, safe, and healthy environments.

Funding Year

The NRF 2017 grant year is May through December 2017. Grant awards will be disbursed in early May and all grant monies should be spent by December 15. Final reports are due by December 31.

Qualifying Organizations

The primary beneficiaries of the NRF are recognized, geographically distinct, neighborhood associations that are located in census tracts that meet the median income requirements. Also eligible are Missouri or Kansas nonprofits and 501(c)3 organizations that are located in and serve residents in census tracts in Kansas City that fall within the median household income guidelines. See the eligibility maps on pages 6 and 7 for eligible census tracts.

Although 501(c)3 status is not required, applicants must be an incorporated nonprofit or public benefit organization and in good standing in the state of Missouri or Kansas. To find out if your organization is in

good standing visit the Missouri Secretary of State website [here](#) (<http://s1.sos.mo.gov/business%5Ccorporations%5CgeneralInfo.asp>) or the Kansas Secretary of State website [here](#) (https://www.kssos.org/other/certificate_good_standing.html).

To be considered for a NRF grant, the applicant must demonstrate that:

- the project has broad-based community support for and participation in its activities;
- it has active, identifiable leadership recognized and elected by its members as well as updated bylaws that define the organization and its purpose/mission;
- it is fiscally accountable and has a separate checking account.

Eligibility for additional and future grant funding will be dependent upon performance of previous NRF-funded projects. Organizations that have previously received NRF grants must:

- have satisfactorily completed prior NRF projects;
- have met all reporting requirements of previous grants demonstrated improvement and growth in the new proposal.

Evaluation and Selection Criteria

Initiatives funded through the NRF must meet the following guidelines and criteria:

1. The project provides a direct service or benefit to the neighborhood or community identified in the proposal;
2. The organization demonstrates that an inclusive process was used to identify the community's need for the project;
3. Community resources (volunteers, funds, and in-kind contributions) are invested as a match to implement the activity;
4. The project is open & inclusive to all in the neighborhood, not just members or select few;
5. The project is feasible; the budget is realistic; and the goals and objectives can be met with available resources within a reasonable amount of time. Note that the proposed project may be a component of a larger project with other funding sources, but the proposed project must be a distinct and separate piece that can be completed by December of the same year;
6. The project does not utilize NRF funds to pay salaries for functions that have traditionally been performed by neighborhood volunteers;
7. Salaries and stipends directly related to the administration of an NRF funded project may be included but may not total more than 10% of the awarded funds;
8. The project supports the long-range plans for the organization's efforts to improve the neighborhood;
9. The project leverages potential NRF grant funds through strong partnerships, in-kind contributions, other sources of funding, volunteers, etc.

The following types of projects will not be funded:

- Public infrastructure improvements including sidewalk and curb improvements;
- Start-up funds for the operation of neighborhood centers (this is different than startup funds for the development of a neighborhood center);
- Continued operating expenses including rent and utilities;

Application Process

Applicants are strongly encouraged to attend one of the information sessions held prior to the grant round opening. Information sessions will be held in January and February of 2017. Check the CCF website for exact dates. Missouri info sessions will be held at the Mohart Multipurpose Center at 3200 Wayne Avenue, Kansas City, MO. Kansas info sessions will be held at the Livable Neighborhoods office at 4953 State Avenue, Kansas City, KS.

The application must be submitted on or before the deadline of **Wednesday, March 1, 2017 at 5pm** to be considered for the funding cycle. A complete application will include the following supporting documents:

1. proof of good standing from the state of Missouri or Kansas;
2. if applicable, a copy of a current IRS determination letter indicating 501(c)3 tax exempt status;
3. current operating budget of the organization (this is typically different from a project budget);
4. financial statements - either the most recent audit/financial review, Form 990, OR financial statements (budget and actual) from the last two fiscal years;
5. current bylaws (if not submitted with 2015 grant application or have been updated since);
6. proof of an organization bank account;
7. annual report (if available);
8. letters of support from partner organizations (if applicable);
9. three bids for services or material (if applicable);
10. a neighborhood plan (if available).

The grant administrators will attempt to secure any missing components of the application, but the application may be denied if they are unable to acquire required materials in time.

Submit the grant application via mail or email to:

Community Capital Fund
ATTN: Neighborhoods Rising Fund
3200 Wayne
Kansas City, MO 64109
info@ccfkansascity.org

Submissions are approved or rejected by a grant review committee. A partial approval is possible if either the grant submission is over the maximum amount awarded or if part of the grant is not within the scope of NRF objectives. All decisions of the committee are final.

All applicants will receive decision letter by the end of April. Grant award recipients will then be required to sign a grant agreement. The Executive Director or President/Board Chair of each organization completing the project must sign the grant agreement, along with one additional officer or assigned representative. A grant award ceremony will be held in early May of 2017.

Reporting Requirements

Each grantee is required to submit a final report that will be due by December 31st, 2017. Each report should include a final project budget, copies of receipts, and the following:

- Project summary narrative:
 - What worked well with your project and what would you change if you could do it again?
 - What are the next steps for the project and your organization? Will your organization continue with the project?
- Project impact and metrics:
 - How many volunteer hours were logged to complete your project? This includes volunteer hours to organize and carry out the project. Calculate the number of volunteer hours by adding the number of hours that each volunteer worked.
 - How many people were served or engaged in your project/program? This includes the number of people that came to or participated in an event.
 - Has this project resulted in more people becoming involved in your organization or project?
 - Has this project resulted in an increase of skills or knowledge in your neighborhood and/or within your organization.
 - Has this project resulted in an increase in sense of community, neighbors who know each other, or neighbors willing to help each other?
- Advertisements, press releases, sign-in sheets for project-related events.
- Pictures taken before, during, and after the project.

Grant reports should be submitted via mail or email to:

Community Capital Fund
ATTN: Neighborhoods Rising Fund
3200 Wayne Avenue
Kansas City, MO 64109
info@ccfkansascity.org

Changing Budgets/Projects

Grantees are highly discouraged from changing their grants after they have been approved. If any issues arise with implementing NRF-approved initiatives, the grant administrator (LISC for Kansas-based projects and CCF for Missouri-based projects) should be contacted immediately to identify possible solutions. The NRF acknowledges that even with the most prudent planning, unforeseen situations may arise, and therefore line item transfers under 10% of the approved grant award are acceptable without prior authorization and should be documented in the final report. If an issue arises that prevents the initiative from being implemented, the grant recipient must notify the grant administrator immediately. If a NRF project comes in under budget the grant recipient should notify the grant administrator and submit a plan for use of the remaining funds that is in line with the original intent and outcomes of the grant. Once approved, the grant administrator will notify the grantee to proceed.

Grievance Process

If a community stakeholder should have a grievance with the execution of a NRF-approved initiative, the following steps should be taken.

1. The stakeholder must contact the grantee organization's Executive Director or President/Board Chair and attempt to resolve the issue. All attempts should be made to rectify the matter before reporting it to the NRF grant administrator. If a resolution is not reached, the community stakeholder should contact the grant administrator and submit the grievance in writing with any supporting documents.
2. At their discretion, the NRF grant administrator may send a request to the grantee to submit a written explanation of the situation and/or proof of grant compliance. The grant administrator's letter may also outline possible solutions to gain compliance.
3. If the grantee does not reply to the letter of inquiry or is unable to resolve the issues with the NRF grant administrator, the grantee must return any unused portion of the grant, may be asked to return all grant funds, and may be disqualified from applying for additional NRF grants.

Grant Administrator Contact Information

If your organization/project is located in Kansas, please contact Greater Kansas City LISC at (816) 753-0055 or gks@lisc.org.

If your organization/project is located in Missouri, please contact Community Capital Fund at (816) 502-9584 or info@ccfkansascity.org.

Organization Information

1. **Name of organization**

2. **Organization Employer Identification Number (EIN) if the organization is a 501c3**

3. **Website (if applicable)**

4. **Address of organization** (if awarded, the grant check will be sent to this address)

5. **Name of project contact/lead**

6. **Email of project contact/lead**

7. **Phone of project contact/lead**

8. **Name of Executive Director or President**

9. **Email of Executive Director or President**

10. **Phone of Executive Director or President**

11. **General purpose of the organization (50 words or less)**

12. **Is your organization a neighborhood association, Missouri or Kansas nonprofit, or a 501(c)3 nonprofit? Please select one.**
 - Neighborhood association
 - Missouri nonprofit
 - Kansas nonprofit
 - 501c3 nonprofit

13. **Date established:**

14. **Number of staff:**

15. **Number of volunteers:**

16. **List of Officers and/or Board of Directors including affiliations, and terms.** If the number of Officers and/or Board of Directors exceeds the space provided, please provide the list as a separate attachment.

Officer/Director Name	Affiliation	Term

17. **Neighborhood associations, please answer the following questions. If your organization is not a neighborhood association, skip to question 18.**

- a. Is your organization registered with the City of Kansas City, Missouri’s Neighborhood Services Division or Livable Neighborhoods in Kansas City, Kansas? (You can check your registration status with the with the City of Kansas City, Missouri’s Neighborhood Services Division by calling 816-513-3200. To check your organization’s registration status in Kansas City, Kansas contact the Livable Neighborhoods Office at 913-573-8645.)
- b. Do you collect dues?
- c. Number of members:
- d. When were your last elections?
- e. How often does your organization meet?
- f. What is your decision-making process (e.g. 51%, 75%, consensus, etc.)?

18. **If your organization is NOT a neighborhood association, please answer the following questions.**

- a. Is your organization affiliated with the neighborhood association where the project is located?
- b. When were your last board elections?
- c. What is your decision-making process (e.g. 51%, 75%, consensus, etc.)

19. **Does your organization have financial procedures & controls in place?** See information at bit.ly/1QZzPCT. What does your organization currently have in place, and what will it implement after reviewing the Community Toolbox website? Please explain. (Please limit your response to 75 words)
20. **Provide a brief overview of other projects your organization has initiated over the last two years.** These can be completed or in progress. (Please limit your response to 125 words)

Project Information

1. **Name of Project/Program**
2. **Amount of funding requested**
3. **Address of the proposed project/program (include zip code)**
4. **Which neighborhood or community will your program/project target?**
5. **Describe the project/program for which you are seeking funding.** (Please limit your response to 100 words)
6. **How will this build neighborhood capacity in this specific area?** How will this bring residents together to better address the problems they face as a community? Neighborhood capacity can be defined as the knowledge, skills, relationships, resources that enable residents to bring about the changes they wish to see in their community. (Please limit your response to 200 words)
7. **How is your organization equipped to administer this program/project (e.g. experience, staff, previous successful projects, key partnerships, etc.)?** (Please limit your response to 150 words)
8. **Has this project been identified by the neighborhood or greater community as a need?** How does it support your neighborhood plan, neighborhood action plan or area plan (if applicable)? Please explain. (Please limit your response to 150 words)

9. **How does this project address any of the five focus areas of quality education, health and safety, economic development, physical development, and family income?** (Please limit your response to 50 words each)

- a. Quality Education
- b. Health and Safety
- c. Economic Development
- d. Physical Development
- e. Family Income

11. **Please attach a detailed project budget.** Note that the project budget is different from the organization budget. In the project budget, denote which items would be funded through the CCF grant and which items will be funded through other sources. The project budget should include income, expenses, and in-kind contributions for the project.

12. **Are you receiving any other grant funding or in-kind contributions (volunteer hours, donated materials, donated venue, etc.) for this project?** (Please limit your response to 100 words)

13. **What will be the primary result(s)/outcome(s) of your project?** How will you 1) measure progress toward those results or goals and 2) document that your intended outcome/result was achieved? (Please limit your response to 150 words)

14. **Are there any additional items you may wish to address?** (Please limit any response to 50 words)

Endorsement

To the best of my knowledge and belief, the statements in this grant application are true and correct; the governing body of the applicant has duly authorized the document; and the applicant organization will comply with applicable laws, regulations, terms, and conditions in effect at the time of grant. I understand that LISC and/or CCF, in evaluating this grant application, may, if deemed appropriate, review any and all of the information submitted as part of this request with advisors of the LISC and/or CCF's choosing.

Signature of authorized representative of organization _____

Printed Name _____

Date _____

Required Attachments

Please include the following attachments with your grant application:

1. proof of good standing from the state of Missouri or Kansas
2. if applicable, a copy of a current IRS determination letter indicating 501(c)3 tax exempt status
3. current operating budget of the organization (this is typically different from a project budget)
4. financial statements - either the most recent audit/financial review, Form 990, OR financial statements (budget and actual) from the last two fiscal years
5. current bylaws (if not submitted with 2015 grant application or have been updated since)
6. proof of an organization bank account
7. annual report (if available)
8. letters of support from partner organizations (if applicable)
9. three bids for services or material (if applicable)
10. your neighborhood plan (if available)