



2018 GUIDELINES + APPLICATION

WHAT IS 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 stronger and more effective neighborhood organizations in low- to moderate-income areas throughout the Greater Kansas City region.

The NRF is generously funded by the Hallmark Corporate Foundation, Hall Family Foundation, AltCap, Sosland Foundation, Dunn Family Foundation, Sprint, Commerce Bank, US Bank, and UMB. The NRF is managed by the Community Capital Fund (CCF) and Greater Kansas City LISC (LISC).



SHOULD MY ORGANIZATION APPLY?

The NRF is a resource for neighborhood and community organizations to build capacity within neighborhoods. Below are the specific guidelines that your organization must meet to qualify for a NRF grant:

The organization who will be the primary applicant for your NRF project proposal must be either:

1. **A neighborhood association**, serving a neighborhood located in either a Kansas City, Missouri or Kansas City, Kansas low-to moderate-income census tract (see map on page 4); or
2. **A 501c3 organization** incorporated in either Kansas or Missouri, that serves a neighborhood located in either a Kansas City, Missouri or Kansas City, Kansas low-to moderate-income census tract (see map on page 4 and additional requirements for 501c3 organizations on page 3);

All organizations must meet the following requirements:

1. Should be in good standing with the state of Missouri or Kansas. *To find out if your organization is in good standing visit the Missouri Secretary of State website <http://s1.sos.mo.gov/business%5Ccorporations%5CgeneralInfo.asp> or the Kansas Secretary of State website https://www.kssos.org/other/certificate_good_standing.html;*
2. Should have the organizational capacity to complete the proposed project by December 15, 2018;
3. Should have active and identifiable leadership with clear and updated decision-making processes in place (includes mission, purpose, bylaws, and fiscal accountability measures)
4. Should have satisfactorily completed and reported on any prior NRF funded projects; and
5. Previous NRF grantees must demonstrate improvement and growth in your new NRF project proposal.

DOES MY PROJECT QUALIFY?

The NRF grants to projects that offer broad-based community support and participation. Below are the specific guidelines that your project must meet to qualify for a NRF grant:

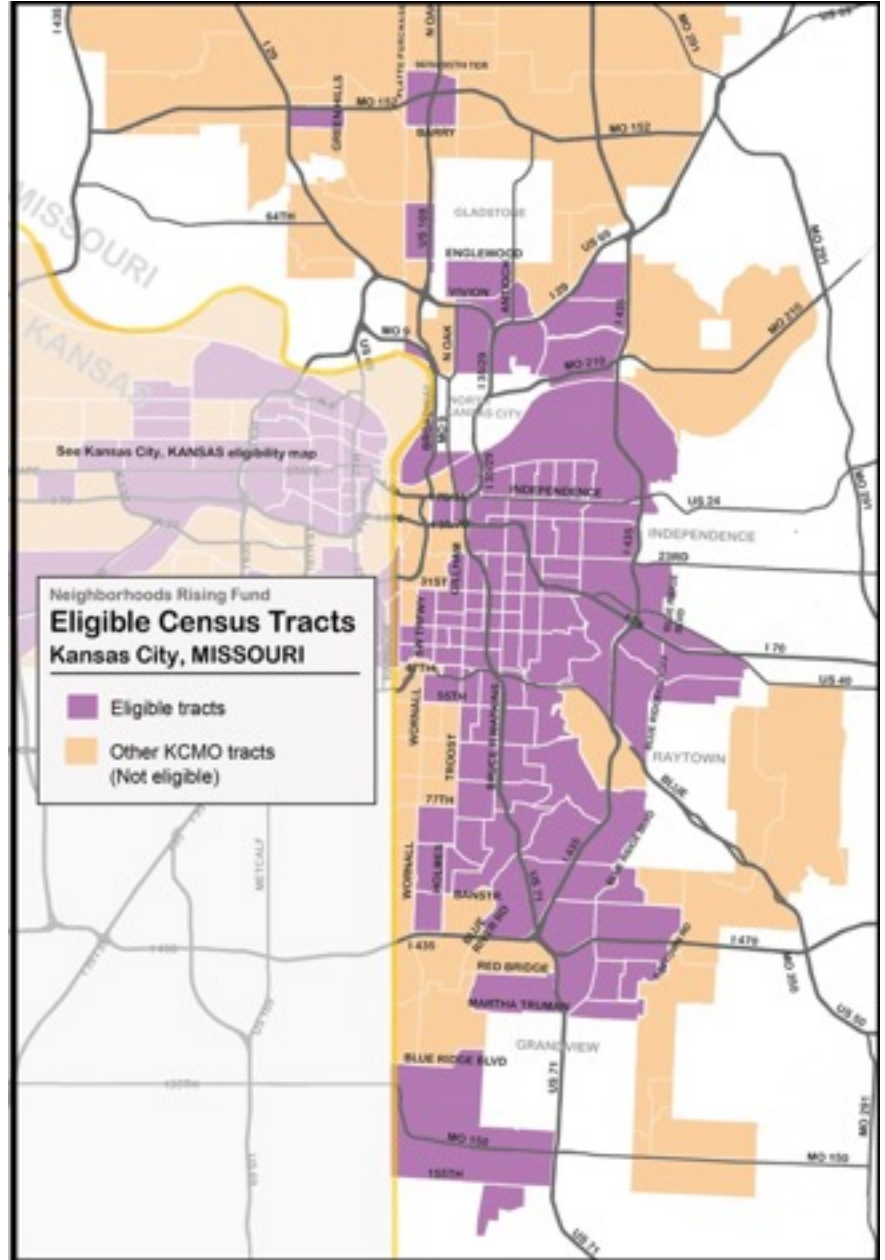
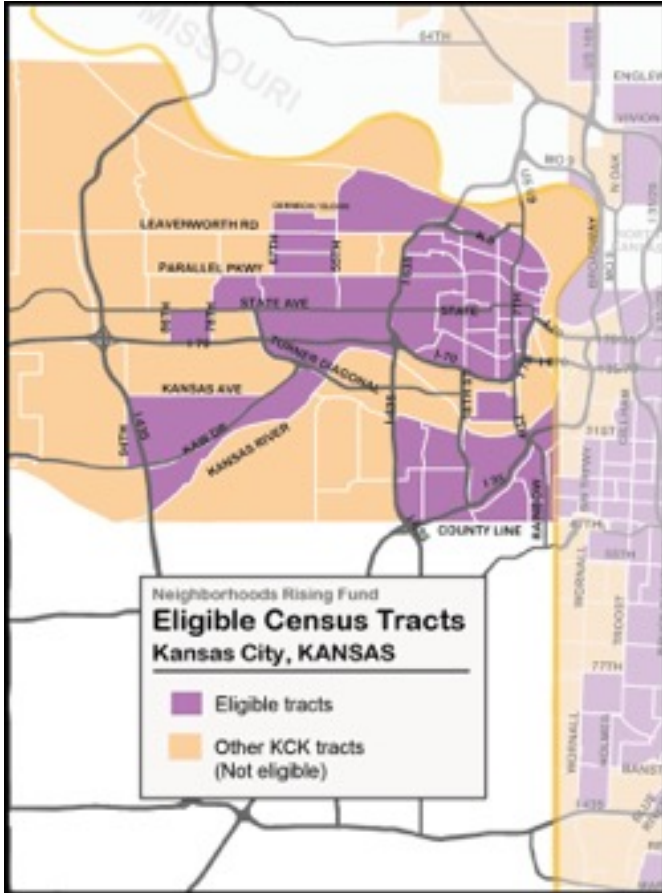
Proposed NRF projects should demonstrate:

1. a direct service or benefit to the community identified in the proposal. *(501c3 organizations who are not neighborhood organizations must exhibit a strong, working relationship with the neighborhood association serving the proposed project location);*
2. is inclusive to all members of a neighborhood;
3. an inclusive process was used to identify community need for the project;
4. supports long-range plans for neighborhood improvement;
5. can be completed by December 15, 2018. *Proposed projects may be a component of a larger project, but the proposed project must be a distinct and separate piece that can be completed by December 15, 2018;*
6. financial feasibility; and
7. leverages funding through strong partnerships, additional donations or grants, and in-kind community resources (volunteers, supplies, etc.);

The following types of projects *will not be funded*:

1. Public infrastructure improvements including sidewalk and curb improvements;
2. Start-up funds for the operation of neighborhood centers (this is different than startup funds for the development of a neighborhood center);
3. Continued operating expenses including rent and utilities;
4. Projects that include salaries or stipends that total more than 10% of the awarded funds; or
5. Projects that utilize NRF funds to pay salaries for functions that have traditionally been performed by neighborhood volunteers.

KANSAS AND MISSOURI ELIGIBILITY MAPS





HOW DO I APPLY?

2018 NRF Applications should be submitted by email to info@ccfkansascity.org. If online submission is inaccessible or burdensome, please mail your grant application to: Community Capital Fund, ATTN: Neighborhoods Rising Fund, 3200 Wayne Kansas City, MO 64109.

2018 NRF Applications must be submitted on or before Wednesday, March 1, 2018 at 5:00 PM CST

Jan 1, 2018 - Mar 1, 2018	NRF application period
Jan 1, 2018 - Dec 15, 2018	Funded NRF projects must be started and completed.
Apr 30, 2018	Applicant notification
May 4, 2018	Awards Breakfast and grant monies are disbursed after the grantee has completed the grant agreement requirements
Dec 15, 2018	Projects completed
Dec 31, 2018	NRF Final Reports due

- Applicants are strongly encouraged to attend one of the NRF Grant Information Sessions. Visit www.ccfkansascity.org for dates, times, and locations.
- Only completed applications will be considered.
- Proposed projects may be approved or denied 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.
- NRF grant funding will be dependent upon performance of previous NRF-funded projects.



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.

STATEMENT OF NON-DISCRIMINATION

It is the general policy of CCF to operate without discrimination as to age, race, religion, sex, sexual orientation, or national origin in its overall administration and consideration of grant requests.

GRANT ADMINISTRATOR CONTACT INFORMATION

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

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



2018 NRF APPLICATION

ORGANIZATION INFORMATION

Name of organization:

Website:

Address:

Project contact name:

Name of Executive Director/President:

Phone:

Phone:

Email:

Email:

Number of staff:

Number of volunteers:

When was your organization established?

___ / ___ / ___

What is the purpose of your organization?

What are some projects you've completed in the past two years?



In the following table, please list Officers and/or Board of Directors including affiliations, and terms. If the number of officers and/or board members exceeds the space provided, please provide the list as a separate attachment.

Name	Affiliation	Term

When were your last board elections? _____ / _____ / _____

Organizations total operating budget: \$

How often does your organization meet?

Describe your decision-making process (e.g. 51%, 75%, consensus, etc.)

Which option best describes your organization?

Neighborhood Association / Missouri 501c3 / Kansas 501c3 / Other: _____

If you are a registered 501c3, please enter your EIN (Employer's Identification Number):

Are you registered with any of the entities below?

KCMO Neighborhood Services / KCKS Livable Neighborhoods / Not Applicable

Do you collect membership dues?		Number of members:	
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Please describe your organization's financial procedures and controls. For example your check and expenditure approval process, banking statement reconciliation, budget and actual reconciliation processes, and board oversight. More information at bit.ly/1QZzPCT

NRF PROJECT INFORMATION

Name of project:

In what neighborhood does the project take place:

What is the address of the project:

Total project cost:

Amount of NRF requested:

Describe the project for which you are seeking funding: (Please limit your answer to 300 words)

How will this project build neighborhood capacity? 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.



How is your organization equipped to administer this project? (e.g. experience, staff, key partnerships, previous projects, etc.)

Are there similar projects that you are aware of? (visit communitykc.org for more information)

Describe some of the needs and challenges of the target neighborhood: (Please limit your answer to 300 words)



How was this project identified as a neighborhood or greater community need? How does it support the neighborhood plan, neighborhood action plan or area plan (if applicable)? How were residents engaged to identify this need? What is the vision for the target neighborhood? (Please limit your answer to 300 words)

What is the *immediate* intended results or outcomes of your project?

What is the *long-term* intended results or outcomes of your project?

Are there any additional items you wish to address?



INCLUDE THE FOLLOWING ATTACHMENTS WITH YOUR GRANT APPLICATION:

1. proof of good standing from the state of Missouri or Kansas
2. current operating budget for the organization
3. detailed project budget
4. expected project timeline
5. financial statements - either the most recent audit/financial review, Form 990, OR financial statements (budget and actual) from the last two fiscal years
6. current bylaws
7. proof of an organization bank account

IF APPLICABLE, PLEASE ALSO INCLUDE:

8. a copy of a current IRS determination letter indicating 501(c)3 tax exempt status
9. letters of support from partner organizations
10. three bids for services or material
11. annual report
12. neighborhood plan



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:	Date:
Printed Name:	
Title of Authorized Representative:	
Organization Name:	