



# NEIGHBORHOOD GRANT GUIDELINES 2009-2010

*PRO Neighborhoods supports Pima County neighbors who work together to achieve a common vision by utilizing and connecting their passions, skills and resources”*

## APPLICATION PROCESS

### STEP 1: Pre-application Form

Interested groups submit a pre-application form.

Pre-applications may be submitted in person, by mail, e-mail, or fax. Pre-applications are accepted anytime at the PRO Neighborhoods office at

**330 N. Commerce Park Loop, Catalina Building**  
**Tucson, AZ 85745**  
**FAX (520) 903-3995**  
**e-mail: [info@proneighborhoods.org](mailto:info@proneighborhoods.org)**  
**520-882-5885**

If you submit a pre-application by mail, e-mail or fax, we recommend you call to make sure we have received it. Submitting a pre-application or full application is not a guarantee of funding.

If you prefer, your group can meet with a PRO Neighborhoods staff person who will work on the pre-application with you.

### STEP 2: Site Visit

PRO Neighborhoods staff will schedule a site visit with your group. This visit allows us to become familiar with your group and project in order to determine eligibility and assist you in developing your project.

### STEP 3: Invitation

Groups that qualify will be invited to submit a Neighborhood Grant application including a detailed budget and timeline. Staff is available to work with your group to help you develop your project and application. This **does not guarantee** that a project will be funded.

### STEP 4: Grant Review

Application for funding is a competitive process. An independent review committee made up of diverse volunteers from the community will review all applications and meet with PRO Neighborhoods staff to provide funding recommendations. If an eligible group is not funded in a round they are welcome to apply again.

## WHO CAN APPLY?

- 1. Eligible groups consist of five or more individuals from separate, unrelated households who are committed to your project.** It is NOT necessary to be in a registered neighborhood association or a homeowners association, although these groups are welcome to apply. It is also not necessary to have federal non-profit 501-(c)-(3) status.
- 2. At least five members of your group live in Pima County in an area that you define as a neighborhood. In urban areas, that could mean a group of at least five people who live within two miles of each other. In rural areas, this could be considerably larger.**
- 3. The people who benefit from the project are involved in the leadership and implementation of the project.** For example, in a project designed to engage seniors and youth, seniors and youth should have significant roles in planning and carrying out the project.
- 5. If members of your group are already engaged in a PRO Neighborhoods grant, you may not apply for another grant until the current PRO Neighborhoods project has been successfully completed.**

## WHO IS NOT ELIGIBLE?

### PRO Neighborhoods does not fund:

- 1. Individuals.**
- 2. Ongoing programs.** Programs do not have a defined end. The intent of a program is to continue the activities indefinitely and usually needs to be maintained year after year with new resources. In order to be funded by PRO Neighborhoods, a project must be defined with clear end goals.
- 3. For-profit businesses.** For-profit businesses use profits to benefit owners and/or shareholders. PRO Neighborhoods will consider funding neighborhood groups who intend to make a profit through their activities, but those profits must be used for the benefit of the group's community building purposes.
- 4. Agencies.** Agencies are formal or informal groups focused around an issue. Their activities do not have a geographic/neighborhood focus OR the activities are not led and run by neighbors.
- 5. Political action committees.** A political action committee (PAC) is a private group organized around a special interest. They work to elect or defeat government officials or specific pieces of legislation. A group can promote particular interests, but if it is working to specifically call for the election/defeat of a candidate or piece of legislation, the group is ineligible for funding.
- 6. Salaries.** However, funding to pay stipends, honorariums or contractor fees is allowed.
  - A salary is an ongoing compensation paid to employee(s).
  - A stipend is a fixed amount paid to obtain specific services.
  - An honorarium is a payment for services for which there is a no set fee but an amount is offered and agreed upon before the service is rendered.
  - A fee is a fixed charge for professional services.

*Projects are less likely to be funded if a significant proportion of the budget is devoted to payments to individuals.*

## FUNDING PRIORITIES

*Priority will be given to proposals that have the following characteristics:*

- The group relies on the skills and experiences of neighbors to address a shared issue or concern and perceives neighborhood members as leaders and contributors rather than as service recipients.
- The project relies first on the ideas, agenda and problem-solving capacities of the local residents. The project has the support of a number of residents, not just one or a few individuals.
- The group actively brings people together across lines of diversity such as race, age, culture, ability, gender, and socio-economic status. Diversity is celebrated and seen as an asset to the project and community as a whole. The project is inviting to those who previously may have felt excluded from community decision-making.
- The project provides opportunities to develop leadership within the group or neighborhood. It will increase participants' skills and access to resources necessary to accomplish the project goals.
- The project places an emphasis on building or rebuilding relationships among neighborhood residents. It allows alliances to be built across issues and encourages partnerships with local government, associations, businesses and or institutions.
- The project recognizes the value of seeking cash and in-kind donations. Volunteer time and donated materials are built into the budget.

## THE GRANT PROCESS

**If your group receives a PRO Neighborhoods grant, you can expect the following:**

- 1. Contracting** - After notification of your award, your group will meet with your organizer to sign a Memorandum of Understanding (MOU). PRO Neighborhoods will disburse checks as needed over the course of the project. If your group is not fully funded you will be required to submit a revised budget.
- 2. Reporting to PRO Neighborhoods** - Every four months your group will be required to submit a short written report and copies of receipts for expenditures until all funds are spent. Your organizer will make at least two site visits to meet with the group to see how the project is progressing. Staff is always available for additional meetings by appointment.
- 3. Participating in PRO Friends**  
Within the one-year grant period, your group will contribute a total of six hours to approved community engagement activities. Eligible activities include:
  - Organizing and hosting a cafecito (house meeting), inviting ten neighborhood residents not involved in your project.
  - Mentoring another Grantee group.
  - Attending a workshop or event sponsored or approved by PRO Neighborhoods.
  - Other activity proposed by the group and approved by PRO Neighborhoods.
- 4. Moving On**  
After your group has completed your project, you will submit a final budget report. PRO Neighborhoods staff will make the final site visit to conduct an interview. We are always interested in supporting previously funded groups through workshops, coaching, and additional grants.



# IMPORTANT DATES

## **SPRING GRANT ROUND (ROUND #1 FY 09/10)**

- Mar. 30** Pre-application due at PRO Neighborhoods by 4 p.m.
- Apr. 6 - 19** PRO staff conducts site visits and interviews with applicants
- May 1** Qualifying groups invited to submit a grant application
- May 25** Last day to send a draft of the proposal to PRO for review
- June 1** Application due at PRO Neighborhoods by 4 p.m.
- July 3** Award letters mailed to applicants/Notice to UW Finance

## **FALL 09 GRANT ROUND (ROUND #2 FY 10)**

- Sept. 8** Pre-application due at PRO Neighborhoods by 4 p.m.
- Sept. 9 - 27** PRO staff conducts site visits and interviews with applicants
- Oct. 2** Qualifying groups invited to submit a grant application
- Oct. 21** Last day to send a draft of the proposal to PRO for review
- Nov. 2** Application due at PRO Neighborhoods by 4 p.m.
- Dec. 18** Award letters mailed to applicants/Notice to UW Finance

## **SPRING 10 GRANT ROUND (ROUND #1 FY 11)**

- Mar. 29** Pre-application due at PRO Neighborhoods by 4 p.m.
- Mar. 30 – Apr. 18** PRO staff conducts site visits and interviews with applicants
- Apr. 23** Qualifying groups invited to submit a grant application
- May 12** Last day to send a draft of the proposal to PRO for review
- May 24** Application due at PRO Neighborhoods by 4 p.m.
- July 9** Award letters mailed to applicants/Notice to UW Finance

## **FALL 10-11 GRANT ROUND (ROUND #2 FY 10-11)**

- Sept. 7** Pre-application due at PRO Neighborhoods by 4 p.m.
- Sept. 8 - 26** PRO staff conducts site visits and interviews with applicants
- Oct. 1** Qualifying groups invited to submit a grant application
- Oct. 20** Last day to send a draft of the proposal to PRO for review
- Nov. 1** Application due at PRO Neighborhoods by 4 p.m.
- Dec. 17** Award letters mailed to applicants/Notice to UW Finance