

**Meridian Hill Neighborhood Association
2011 Matching Grant Fund Guidelines and Application**

Approved April 20, 2010

The following policies, terms and conditions shall govern the review and approval of applicants and the administration and monitoring of approved grants:

Criteria

- 1) Any community organization or individual located within MHNA boundaries may apply for and receive a Meridian Hill Neighborhood Association (MHNA) matching grant. Recipients are not required to be incorporated as non-profit organizations.
- 2) Grants from MHNA may be combined with contributions from individuals or institutions residing within MHNA boundaries. Such contributions must provide at least 33% of the total project budget.
- 3) Several types of contributions meet the match requirement.
 - a) Volunteer labor. Individuals may contribute time to the project. Labor is valued at \$20/hour.
 - b) Professional services, valued at retail prices.
 - c) Materials and supplies, valued at retail prices.
 - d) Individuals financial contributions
 - e) Other in-kind contributions to be approved on a case-by-case basis by the MHNA Grant Committee.
- 4) Grants shall benefit persons who reside or work within the MHNA boundaries.
- 5) Grants may be made to community organizations or individuals. In the case of individuals, a minimum of seven other individuals other than the applicant must actively support the project. The other individuals may be members of the same household as the applicant.
- 6) Grant projects and activities must demonstrate a capacity to build a stronger and healthier community within the boundaries of MHNA. They may be block parties, greening activities, neighborhood planning and design, neighborhood organizing, physical improvements, pilot activities with public schools, or other related activities.
- 7) Grant funds shall not be used for partisan political activities or be awarded to federal, state or DC government agencies or DC government employees. Grants shall not duplicate programs and services that are already available or be used to purchase land or buildings or pay for operational expenses not directly related to the awarded project.

Application

- 8) An application shall be formally submitted to the MHNA Grant Committee within a minimum of two weeks before the MHNA meeting at which it shall be considered for approval. Within one week, the MHNA Grant Committee shall apprise the applicant of the need for clarification or required information that has not been provided.
- 9) If the applicant provides the requested clarification or information, the MHNA Grant Committee then will recommend to the MHNA membership whether to approve or not approve the application, or approve it with modification.
- 10) The applicant, or, if the applicant is a community group, an officer of the group, must sign and attest to the truth of the contents of the application. The application will be attached to and made a part of the grant agreement.

Approval

- 11) A representative of the applicant project must appear before the MHNA at its public meeting to present the grant application and to answer brief questions from MHNA and the public, prior to MHNA Grant Committee voting on the application.
- 12) Grants will be provided in an amount up to \$350, up to 66% of the total project/activity cost.
- 13) The total MHNA Grant Fund for calendar year 2011 will be capped at \$3,000.

Agreement

- 14) Grant recipients must sign a grant application and a receipt for grant funds and agree to adhere to policies stated within the MHNA Small Grant Fund Guidelines and the activities, programs and budgeted expenditures detailed in the application.
- 15) Grant recipients shall provide the MHNA Grant Committee a statement of use of funds, complete with receipts that support all expenditures, not later than 45 days following the issuance of the grant.
- 16) Grant funds will be provided for a maximum period of 60 days from the date of approval of the grant. Any funds remaining at the end of that period shall be returned to MHNA.
- 17) If the recipient fails to comply with any of these terms, the recipient shall return funds provided as part of the grant to MHNA.

MHNA Neighborhood Matching Grant Application

1) Project name:

2) Project address or location:

3) The purpose of the MHNA matching grant is to create stronger, more connected neighborhood. Please briefly describe your group, what this project or activity to be undertaken, who specifically it will bring together:

4) Describe the total budget for the project and resources for the 33% community match.

Project Expense Description	Total Cost (\$)	Community Match (\$)*

*Volunteer labor may count as \$20/hour. Professional services may be valued up to \$75/hour.

Total MHNA grant request: \$ _____

6) Applicant name of point of contact and contact information:

7) Please attach complete a list of the signatures, printed names, street addresses, telephone numbers and email addresses of a minimum of seven neighborhood supporters of this project.