

# NEIGHBORHOOD MATCHING GRANTS WORKSHOP FY 21-22



Sponsored by the Neighborhood Improvement Program

Richland County Community Planning and Development Department





The Neighborhood Matching Grant (NMG) is a grant that provides neighborhood organizations and associations funds to improve their neighborhood.

Neighborhood organizations and associations must provide a match for the awarded grant amount.

A match is equal to volunteer hours, charitable donations, or another grant(s).

## What is the Neighborhood Matching Grant?

# Project Categories

Neighborhood Projects must fulfill at least one of these four categories



## Organizational Development

Community festivals  
Program flyers  
Newsletters



## Recreational Initiatives

Sports camp  
National Night Out  
Neighborhood Cookout



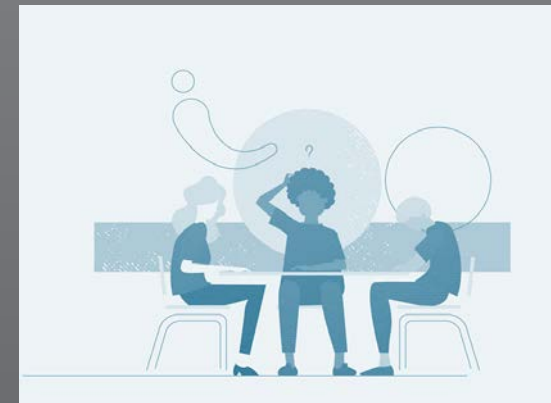
## Public Safety Improvements

Crime watch signs  
Crime prevention and/or  
fire safety programs



## Educational Opportunities

After school tutoring  
Good Neighbor Day



# What kinds of projects are eligible?

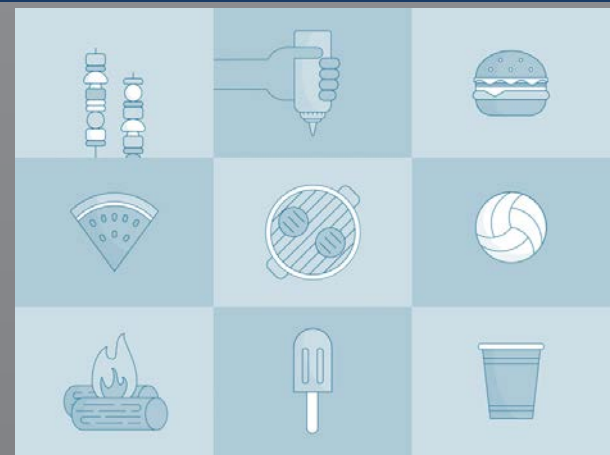
## Eligible Projects

- Neighborhood Dinner with guest speaker
- Community Newsletters
- Neighborhood website
- Membership recruitment drives
- Neighborhood entrance sign
- Student recognition programs
- Community garden
- National Night Out
- Street light installation

Projects must be beneficial to the whole community

## Ineligible Projects

- Flower/tree plantings in common areas
- Operating budget expenses
- Purchasing computers or software materials
- Printing on personal computers
- Home repairs for personal property
- Honorariums
- Mailboxes for only part of community
- Guest speaker (cannot be paid with grant)







# Who can apply?

## Eligible Applicants

- Any neighborhood based resident association in Richland County or City of Columbia
- Homeowners Associations, Property Owner Associations or Neighborhood Associations
- Association must be open to anyone that lives in the neighborhood (renters & owners)

## Ineligible Applicants

- Individuals
- County-wide organizations
- Religious organizations
- Public agencies
- Social groups

Neighborhood organizations may partner with these groups

# Application Checklist

Must submit everything below with application



One completed and signed application

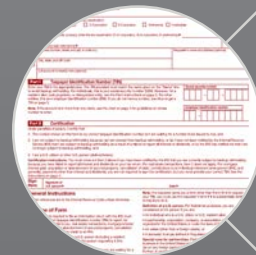
- Including: project description, budget sheet, and income sources



In-Kind Donation Letter  
(if applicable)



Neighborhood By-Laws



IRS W9 Form (latest)



Official Vendor Quotes for each project

- Quotes must be no older than 30 days on vendor letterhead

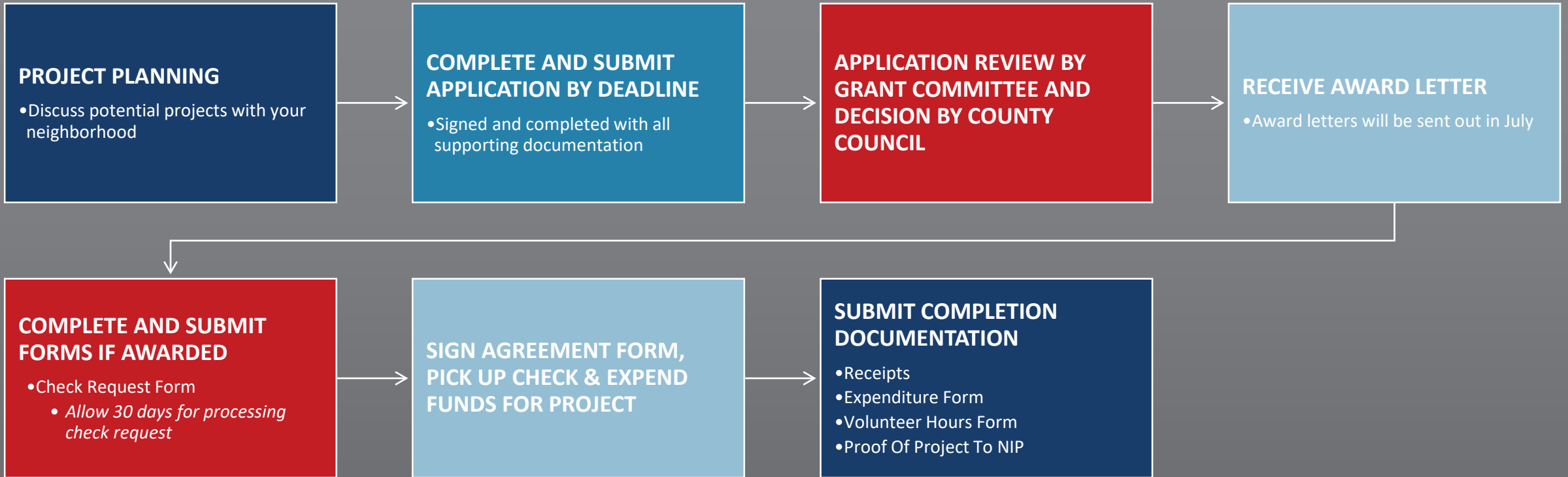
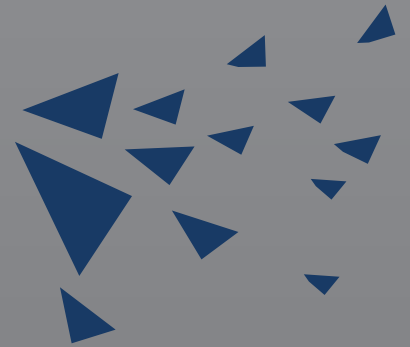


Copy of most recent neighborhood association's bank statement

*Keep a copy of the entire  
application for your  
records!*



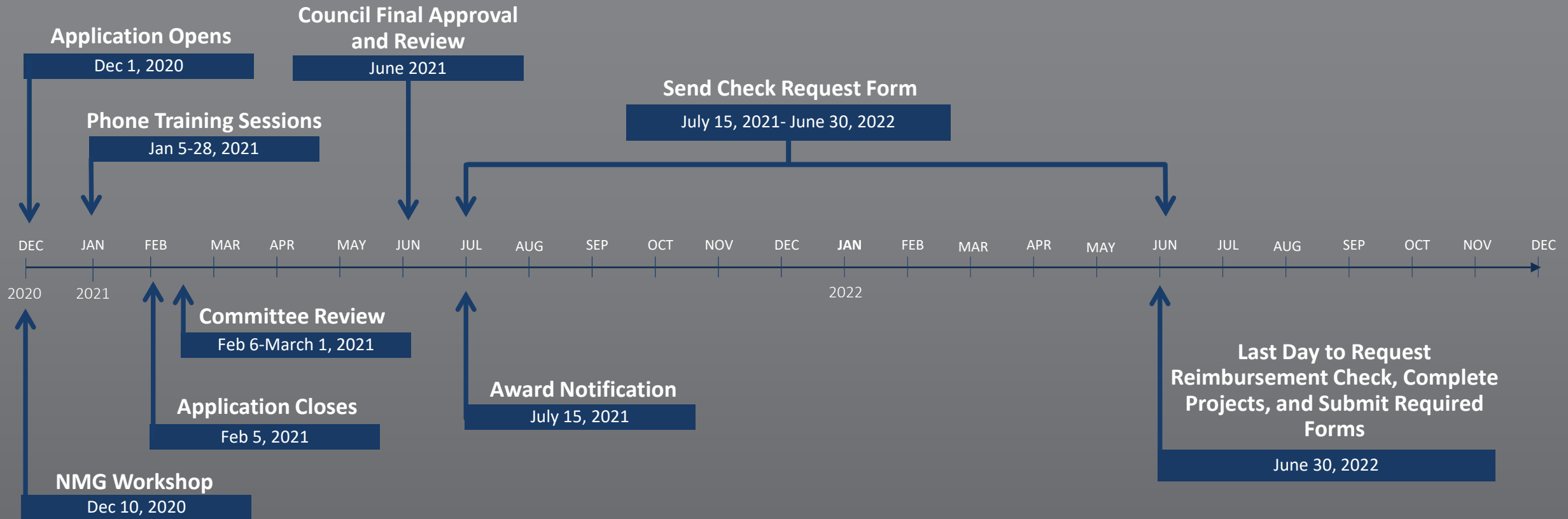
# The Process Steps





# Important Dates

These dates are subject to change



# Types of Matches



## In-kind Donations Match

Donated professional services  
(ex: photographer)



## Volunteer Hours Match

Each volunteer hour is  
equivalent to \$10 in match (100  
volunteer hours=\$1,000 match)



## Cash Match

Via grant amount and  
neighborhood funding



Grant Limit: \$1,500.00

Amount Awarded: \$1,500.00

Total Projects Cost: \$1,500.00



Project 1 total cost: \$450

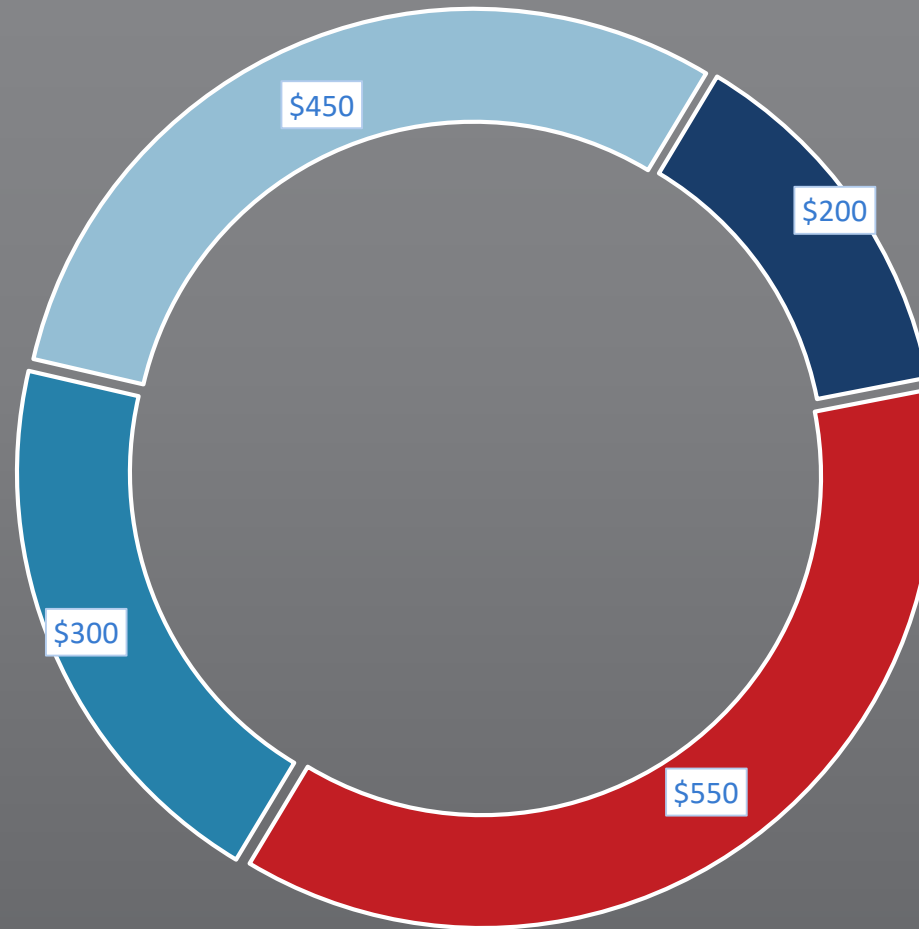
\$450 in food

Match: 45 volunteer hours (45 x \$10 = \$450)



Project 3 total cost: \$300

Match: \$50 in kind donations  
\$100 another grant, \$150  
neighborhood funds.



Project 2 total cost: \$200

\$100 in food

\$100 in supplies

Match: \$50 in-kind donation, 15  
volunteer hours (15 x 10 = \$150)



Project 4 total cost: \$550

\$550 in supplies

Match: \$550 in neighborhood  
funds



Grant Limit: \$1,500.00

Amount Awarded: \$1,500.00

Total Project Cost: \$3,500.00

### The Match

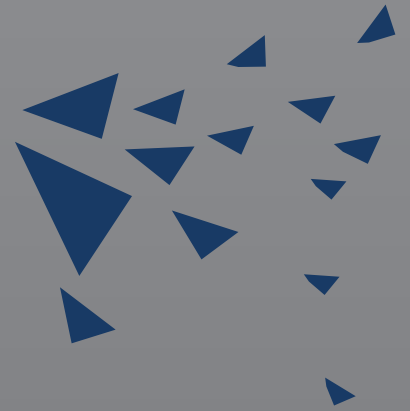
- \$250 in-kind donations
- \$250 another grant
- \$1,500 neighborhood funds
- 25 volunteer hours (\$250)

Match EQUAL: \$2,250

*Must match awarded amount or greater*



# How to ensure your projects get approved:



- ☑ Clear description of projects (preferably typed)
  - ☑ Quality of the project
  - ☑ Practical & Realistic goals
- ☑ Neighborhood participation & contribution
  - ☑ Community need for the project

# Post Project Documents

Return to NIP after completing the project.



Expenditure and  
and Volunteer hours Form

(If applicable)



Proof of Project

This can include  
pictures, sign-in sheets  
or flyers.





**Neighborhood Matching Grant**  
**FY 2021-2022**  
**SAMPLE Expenditure Form**

Attach all receipts to this form

Neighborhood Information			
Neighborhood	Brooks Neighborhood Association		
Contact Person	Roger Rabbit		
Address	1932 Rabbit Rd.		
City/State/Zip	Columbia, SC 29201		
Phone	(123) 456-7890		
Email	rogerrabbit@warnerbro.com		
Expenses			
Date of Expenditure	Project	Description of Item & Vendor Name	Amount
7/19/21	Back to School Bash	School Supplies – Walmart	\$100.00
7/21/21	Back to School Bash	School Supplies – Dollar Tree	\$100.00
7/23/21	Back to School Bash	School Supplies – Walmart	\$100.00
7/28/21	Back to School Bash	School Supplies – Walmart	\$100.00
8/2/21	Back to School Bash	School Supplies – Walmart	\$100.00
8/2/21	Back to School Bash	School Supplies – Walmart	\$100.00
8/4/21	Back to School Bash	School Supplies – Walmart	\$100.00
8/4/21	Back to School Bash	School Supplies – Walmart	\$100.00
8/30/21	Back to School Bash	School Supplies – Walmart	\$100.00
8/30/21	Back to School Bash	School Supplies – Walmart	\$100.00
9/14/21	Back to School Bash	Food – Walmart	\$250.00
9/14/21	Back to School Bash	Food – Food Lion	\$250.00
		<b>TOTAL</b>	<b>\$1500.00</b>
Signature/Date			

# What is an Expenditure form?

An expenditure form is used to record receipts of project expenses.





**NEIGHBORHOOD MATCHING GRANT FY 2021-2022  
SAMPLE VOLUNTEER/LABOR HOURS FORM**

**NEIGHBORHOOD:** Brooks Neighborhood Association

**PROJECT:** Back to School Bash

**DATE:** September 15, 2021

No.	Name	Date	Task	Hours
1	Jessica Brown	7/12-9/1	Set up venue, pack supplies & logistics	5
2	Diane Smith	7/12-9/1	Purchase and pack supplies	5
3	George Rush	7/19-8/30	Purchase Supplies	5
4	Mary Bender	9/1	Pack supplies	5
5	Olivia Price	9/1	Pack supplies	5
6	Barbara Husk	9/15	Transport food	5
7	Theresa Boyd	9/14	Purchase Food	5
8	Michael Downs	9/14	Purchase Food	5
9	Sarah Sanders	9/14	Cook Food	5
10	Linda Bird	9/14	Cook Food	5
11				
12				
13				
14				
15				

Total Hours 50  
Total Labor Hours Value (Total Hours x \$10.00) \$500.00

# What are Volunteer hours?

Volunteer hours are time used toward your project(s). Record volunteer hours from the time you begin your project (once awarded) to the time it is completed.

1 hour=\$10 toward your match



# Amended Projects

Amended projects are projects that were submitted, accepted, and need changes due to COVID-19 or other unforeseen circumstances.

If your project needs changing please email [nip@richlandcountysc.gov](mailto:nip@richlandcountysc.gov) and we will send you an amended project form.

Please submit it ASAP for review. Allow 2 weeks for a reply.

After your application has been reviewed/approved, you will receive an email for further instructions.



# Neighborhood Improvement Program

Essence  
Holmes

Neighborhood Coordinator

Email: [holmes.essence@richlandcountysc.gov](mailto:holmes.essence@richlandcountysc.gov)

Phone: (803) 576-2194

Fax: (803) 576-2182

Cheryl  
Deas-Johnson

Neighborhood Coordinator

Email: [johnson.cheryl@richlandcountysc.gov](mailto:johnson.cheryl@richlandcountysc.gov)

Phone: (803) 576-2144

Fax: (803) 576-2182

Neighborhood  
Improvement Program

Email: [nip@richlandcountysc.gov](mailto:nip@richlandcountysc.gov)

Phone: (803) 576-2190

Fax: (803) 576-2182

Neighborhood Matching  
Grant Resource

<http://www.richlandcountysc.gov/Government/Departments/Planning-Development/Neighborhood-Planning/Grants>

# Other Grant Resources:

## Palmetto Pride Grants

Phone [\(803\) 758-6034](tel:8037586034)

<https://www.palmettopride.org/grants/>

[sjenkins@palmettopride.org](mailto:sjenkins@palmettopride.org)

