

Lexington-Fayette Urban County Government
Division of Grants and Special Programs

Lexington-Fayette Urban County Government
200 East Main St., 6th Floor – Lexington, KY 40507
Ph (859) 258-3073 Fax (859) 258-3081

Horse Capital of the World



LEXINGTON

**FY17 NEIGHBORHOOD ACTION MATCH PROGRAM
(NAMP)**

APPLICATION



**APPLICATION FOR FUNDS
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
NEIGHBORHOOD ACTION MATCH PROGRAM
FY2017 APPLICATION**

1. Applicant Information

Legal Name of Agency Requesting Funding: _____

Mailing Address of Agency (Include zip code): _____

_____, Zip: _____

2. Project Contact Person (This is who will correspond with the Grants Manager regarding the project.)

Name: _____ Title: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Agency's Authorized Signee (This is the person who has legal authority to sign the application such as the President of the association.)

Name: _____ Title: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

3. Amount of Funds Requested (Must equal Item 7 totals on page 3 -Please round numbers to the nearest dollar)

LFUCG NAMP Grant Request: _____ MATCH: _____ TOTAL: _____

(Remember that this grant requires a 1:1 match.)

4. Projected Starting Date: _____ **Expected Date of Completion:** _____

(Remember that Urban County Council must approve applications and a contract must be signed by the Neighborhood Association and the Mayor before any work can begin.)

5. Signature authorizing submission of application (signature must be an original)

Name: _____ Title _____

Signature: _____ Date _____

6. Project Narrative: *A proposal narrative statement defining (1) what neighborhood activities are proposed for funding and, if more than one activity is proposed, the priority of the activities; (2) how neighborhood matching funds, in-kind services, and/or in-kind supplies and materials have been raised or will be raised.*

7. Project Budget and Budget Narrative: Enter information regarding the budget for your project. Be sure to attach written estimates from vendors for all materials and services to be purchased and documentation of in-kind services and donated items.

Neighborhood Action Match Program – Sources and Uses				
Project Activity	NAMP Request	Cash Match	Donated Services/ Materials Match	Total
Totals:				

A. Describe work to be completed including the amounts of each activity and the vendors that you expect to use.

B. List all sources of cash match:

C. Specify nature and hours of labor for in-kind service match (donation letters are required for professional service):

D. List types and values of donated materials (donation letters required):

8. Project Management Plan: *Describe process and time schedule for implementation.*

9. Neighborhood Participation: *Provide a description of how the applicant involved the neighborhood residents in the decision making process in choosing what activities funding should be requested for. For example, list the meetings held, who was invited and who attended. Additionally, discuss the process that the Neighborhood Association will use to communicate with residents should a grant be awarded.*

10. Financial Accountability: *Please indicate prior receipt of Neighborhood Action Match Program funds, the year(s), amount(s), and outstanding balance. If a new applicant, please indicate any other applicable grant funding experience.*

11. Project Experience: *Identify any prior or current neighborhood projects undertaken by the neighborhood association. Please indicate status of any prior Neighborhood Action Match projects, i.e., whether complete or still underway.*

12.NAMP Objectives: *Select which objective(s) your project will meet below, and then briefly describe how your project will meet the objective(s).*

To be a catalyst for neighborhood associations to establish neighborhood linkages to support their programs.

To provide neighborhood associations with the opportunities to directly affect the quality of life in their neighborhoods.

To provide inexperienced neighborhood associations with opportunities to gain experience in organizing and managing projects.

To expand the ability of neighborhood associations to secure and manage the resources necessary to directly impact development in their neighborhoods.

13. Maintenance Plan: *Use the space below to describe your plan for providing routine maintenance such as watering plants, pulling weeds, etc. Keep in mind that this grant does not pay for these activities.*

14. Other Information: *Use the space below to describe any unusual features of the project not elsewhere described in this application.*

NAMP APPLICATION CHECKLIST

The following items must be included in this application for funding unless noted otherwise.

<u>ITEM</u>	ATTACHED BY APPLICANT	CONFIRMED BY LFUCG STAFF
Attachment 1: “Before” Color Photos		
Attachment 2: Written estimates from the vendors for all goods and services to be purchased for this project		
Attachment 3: Letters documenting match commitment		
Attachment 4: Neighborhood Association Status Report from KY Secretary of State report showing your association is active and in good standing		
Attachment 5: Neighborhood Association’s Annual Report filed with KY Secretary of State		
Attachment 6: Meeting minutes documenting election of current officers		
Attachment 7: Meeting minutes regarding decision on applying for NAMP funding		
Attachment 8: Names and addresses of all current association elected officials and members of the governing body		
Attachment 9: Association’s most recent checking account statement		

Applications must be submitted by the deadline of 4:00 p.m. on Friday, August 26, 2016. (No emails or faxes.) If you should need additional information about the Neighborhood Action Match Program, please contact Suzie Loveday at (859) 258-3073 or sloveday@lexingtonky.gov. The completed application and all supporting material should be returned to:

**LFUCG DIVISION OF GRANTS AND SPECIAL PROGRAMS
ATTN: SUZIE LOVEDAY, GRANTS MANAGER
200 EAST MAIN STREET, 6TH FLOOR
LEXINGTON, KENTUCKY 40507**

INCOMPLETE APPLICATIONS MAY BE EXCLUDED FROM FUNDING CONSIDERATION!
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