

**Green Bay Neighborhoods
Operating Grant (up to \$1,000) for
Established Neighborhood Associations**
As Recognized by the Common Council

The Grant

Green Bay Neighborhoods (GBN) supports established Neighborhood Associations that are working to improve the quality of life in neighborhoods throughout the City of Green Bay. GBN may award an operating grant of up to \$1,000.00 per calendar year to each established Neighborhood Association as recognized by the Common Council. Applications can be submitted anytime throughout the year.

General Requirements for Grant

To receive up to a \$1,000.00 grant, the following general conditions must be met:

- 1) The Association must have an open membership. A Neighborhood Association cannot discriminate in the admission of members, and must actively seek membership or involvement of neighborhood residents or business operators.
- 2) The Association must be represented at a minimum of 4 of the prior 6 GBN meetings.
- 3) No GBN grant funds will be paid, by or on behalf of a funded organization, to any person for influencing or attempting to influence an officer or employee of any City, State, or Federal agency. Funded Neighborhood Associations shall not support or endorse any political candidate.
- 4) The grant CANNOT be spent on any activity that involves alcohol, tobacco or any illegal activity.
- 5) Monies may be spent for any of the following activities:
 - a. Hold Fundraising Events to strengthen the existing neighborhood organization.
 - b. Hold social or food events to promote sense of community in neighborhood.
 - c. Capital Improvements to benefit neighborhood such as signs or lighting.
 - d. Offer educational or informational programs to develop leadership skills in existing neighborhood organization.

Application Requirements

The Chairperson or President of the Neighborhood Association must complete this Operating Grant Application with the most accurate information possible, on the following categories:

- I. Board Members
 - a. Provide a list of your current board members, including contact information.
- II. Newsletter and Distribution
 - b. Attach your most current newsletter and how it was distributed.
- III. Annual Meeting and Quorum
 - c. Provide information on your last annual meeting, and if you have not had it yet, the date of your upcoming annual meeting.
- IV. Fundraising
 - d. Detail how the funds for this grant were raised and the grant amount you are requesting.
- V. Financial Information
 - e. Provide the current balance of your Association's bank account and attach your current budget or the proposed use of funds for this grant period.
- VI. Verify attachments
 - f. Verify all necessary documents are attached.

III. Annual Meeting. You can apply for a current year Operating Grant if you have not yet had your annual meeting, as long as you provide the date of your upcoming annual meeting.

a) Fill out line 1 and 2.
b) Fill out line 3 if you have not had an annual meeting in the year for which you are seeking funds.

1	QUORUM REQUIREMENT. Did you meet your quorum requirement at your last annual meeting? Check yes or no.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	DATE. Provide the date of your Association's last annual meeting.		
3	DATE. Provide the date of your upcoming annual meeting.		

IV. Fundraising for Determination of Amount Requested. This Operating Grant will match your total fundraising 4:1 to a maximum grant amount of \$1,000. Funds applied to this matching requirement may be from the prior 12 months but may not have been used as match for any prior grant. Neither volunteer time contributed nor other grant funding from GBN (i.e., Mini-Grants) count toward this match. The cash value of donated goods may be applied toward the match requirement. List sources and amounts:

RECEIVED FROM	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL FUNDRAISED AMOUNT	\$
Multiply your total raised amount by 4	\$
Maximum grant amount	\$1,000
GRANT AMOUNT REQUESTED. Enter the lowest amount from the two lines above.	\$

V. Financial Information.

a) Provide the current balance of your Association's checking and/or savings account in the space below.
b) Attach your current budget or proposed use of funds for this grant period.

ACCOUNT TOTAL	\$
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VI. Attachments.		
a. Verify the necessary documents are attached.		
1	Newsletter and invoice from the mailing house, if mailed. Check yes or no.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Budget or proposed use of funds. Check yes or no.	<input type="checkbox"/> Yes <input type="checkbox"/> No

The signatory declares that he/she is the elected Chairperson or President of the Neighborhood Association, assures that a majority of members of the organization’s governing body voted to undertake this project, any funds received as a result of the application will be used only for the purposes set forth herein, and that to the best of his/her knowledge all information is accurate.

Name (print)

Date

Signature

Submit Application and attachments to:

Green Bay Neighborhoods
 ATTN: Vicki Bokelman
 437 S. Jackson Street
 Green Bay, WI 54301

Or email Application and attachments
 to:

vicki@gbneighborhoods.org