



**Community Relations Commission  
CITY OF GOSHEN**

202 South Fifth Street, Suite 1 • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

## Neighborhood Block Party Grant

### Application Guidelines 2024

The City of Goshen's Community Relations Commission (CRC) invites neighborhood groups to apply for the Neighborhood Block Party Grant. This grant aims to promote neighborhood community-building activities, help build positive relations among the community, and enhance problem-solving skills among residents throughout the community. Possible uses for Neighborhood Block Party Grants include, but are not limited to:

- Supplies for a neighborhood block party
- Print and promotional materials for neighborhood block party
- Activities for a neighborhood block party

If you are considering applying for a grant and are unsure whether your project is eligible for the program, please contact Hannah Scott-Carter at [hannahscottcarter@goshencity.com](mailto:hannahscottcarter@goshencity.com). Applications are accepted until Friday, October 4, 2024, or until funds are depleted.

#### **I. Program Overview**

- a. The maximum annual grant total per neighborhood is \$200.
- b. The Neighborhood Block Party Grant does not require a match component.
- c. Applications may be submitted anytime between Monday, June 17, 2024, or until all funds have been granted. If the application process must be closed before Friday, October 4, 2024, an announcement will be posted on the website and social media.
- d. All funds must be expensed, and receipts and a final report must be submitted to the City of Goshen's Community Relations Manager, Hannah Scott-Carter, no later than Friday, November 15, 2024.
- e. Applicants will be notified of award decisions within 5 weeks after submission of a completed application.
- f. After the CRC approves your application, if applicable, you will need to secure appropriate approvals from other City Departments (e.g., approval from the Board of Works for a temporary street closure to hold a block party).



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- g. A neighborhood representative will purchase grant-related goods or services and submit receipts to the CRC for reimbursement. Alternatively, vendors may be paid directly by the City (i.e., through an invoice). All entities seeking reimbursement or payment from the City must complete vendor documents as required by the Clerk-Treasurer Office. The Community Relations Manager will provide guidance to each neighborhood.
- h. A Funding Agreement will be executed between the CRC and the neighborhood. Once all signatures are in place, the neighborhood may start their project. The City is under no obligation to reimburse the organization for expenses incurred before finalizing the Funding Agreement.
- i. Grant funds may not be used to pay for alcoholic beverages.

## **II. Eligibility**

### Eligible Applicants

Applications are accepted from neighborhood-based organizations located within Goshen city limits. A neighborhood-based organization is a group with a majority of its members residing or doing business in a commonly recognized neighborhood whose purpose is, at least in part, to improve the quality of life in that area. Groups may be formed for the sole purpose of completing a grant-funded project and need not be formally recognized as neighborhood associations.

### Who is NOT eligible to apply?

Single businesses, institutions, government agencies, religious organizations, political groups, and individuals.

### Eligible Projects

In developing your project, please remember that the purpose of the Neighborhood Block Party Grant is to promote neighborhood community-building activities that demonstrate neighborhood benefit. One of the goals of the CRC is to develop and maintain programs that build positive relations among the community.

Funds should be used to support one-time events such as block parties, special celebrations, etc. Provide the proposed event's date, location, and proof of the property owner's permission to use their property for this purpose.



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### III. Application Evaluation Criteria

Neighborhood Block Party Grant applications will be evaluated based on the following competitive rating criteria:

1. **Project Quality:** The project is well-planned and ready to proceed. The budget is realistic, well thought out, and accounts for all necessary expenses.
2. **Neighborhood Participation:** The application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed event.
3. **Community Benefit:** The project activities provide opportunities for community building within the neighborhood.

### IV. Grant Requirements

1. The neighborhood will identify a Neighborhood Project Coordinator. This individual will act as the primary contact person with the CRC and facilitate every step of the grant process.
2. The neighborhood will enter into a Funding Agreement stating the award amount and specifying the activities to be performed. No expenditures will be allowed before the finalization of the Funding Agreement.
3. The neighborhood will identify one individual who will purchase goods and services and seek reimbursement from the CRC. This individual will complete and submit all necessary vendor documents as required by the Clerk-Treasurer's Office.
4. The Neighborhood Project Coordinator is responsible for a final report, which may be submitted electronically and must be received by the CRC no later than Friday, November 1, 2024. The final report must include:
  - a. A list of all expenses
  - b. A brief summary of the project, to include:
    - i. No more than 250 words
    - ii. Explanation of why you undertook this project
    - iii. What worked, what didn't?
    - iv. What did you learn?
    - v. How did the neighborhood benefit?
  - c. At least three electronic photos of the event. The City reserves the right to use these photos for future promotion of the program.
  - d. If the neighborhood encounters a problem and cannot complete the project by the date signed in the Funding Agreement, the neighborhood must contact the Community Relations Manager for a time extension.



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- e. All promotional pieces funded through this grant program must include the mandatory grant identification statement: *“Funding provided in part through the City of Goshen Community Relations Commission’s Neighborhood Block Party Grant Program.”*

**V. Project Narrative**

Please describe your project in no more than 250 words. Consider the following details:

- What is your motivation for undertaking this event?
- How did your neighbors come to an agreement about the event to be planned?
- How did/will you recruit neighbors to participate?
- How will you communicate with neighbors about the event?
- What is your timeline for planning the event?
- How will the neighborhood benefit from the event?
- Are you collaborating with any partner organizations? If so, please explain.

**VI. Budget**

Your budget must include:

1. Total funds needed to complete your project,
2. Total funds requested from the CRC (\$200 or less),
3. An itemized list of all purchases to be made for the project.
4. The source of funding for each item, either the CRC, the neighborhood, or partnering organization(s).

For example: Neighborhood Block Party postcard invitations and mailing project

Total project budget = \$200

Total request from CRC= \$200

Item to be purchase	Cost	Source of funding
150 postcards	\$80	CRC
Postage for 150	\$120	CRC
	\$200	Total requested from CRC

**VII. Application**

Please complete all portions of the application. Upon submission of the application form, you will receive an email containing a copy of your application.



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BEFORE YOU BEGIN to fill out the application form, please read it in its entirety and have the following documents available to upload:

1. Budget
2. Project narrative of no more than 250 words,

For application assistance, please contact Hannah Scott-Carter, Community Relations Manager, at [hannahscottcarter@goshencity.com](mailto:hannahscottcarter@goshencity.com) or 574-537-3839.

The Neighborhood Block Party Grant application can be found [here](#).

## **VIII. City Reimbursement Process**

1. Your neighborhood should designate one individual to handle expenditures for reimbursement. This individual will make purchases (ensuring no sales tax is charged) and submit receipts to the Community Relations Manager for reimbursement. If your neighborhood group has funds available, the organization may pay for goods and services rather than an individual. In this case, the City will reimburse the organization.
2. Any entity requesting reimbursement must complete and submit a W-9 form (as required by the City's Clerk-Treasurer's Office). This step must be completed as part of the funding agreement between the CRC and your neighborhood group.
3. After all expenditures have been made, submit your receipts to the Community Relations Manager. These may be submitted electronically or in hardcopy form.
4. Once received, reimbursements should take approximately three to four weeks to process. All payments from the City are issued as a check and mailed to the address on the submitted W-9.
5. Below is a list of possible items for reimbursement. If you have questions about an item's eligibility, please contact the Community Relations Manager.
  - a. Food
  - b. Kids activities, e.g. bounce houses
  - c. Table and chair rentals
  - d. Promotional materials e.g. postcards, signs

All documents referred to can be found on the [Neighborhood Association page](#).