

2012 Mini-Grant Application Requests of \$2,000 or less

DUE FEBRUARY 27, 2012 BY 4:30 PM

Mini-Grant Application also at: <http://www.cityofmadison.com/neighborhoods/>
Please refer to the guidelines brochure and ensure that your proposal adheres to the Terms and Conditions on the reverse of this application.

Title of Project/Activity: _____

Applicant Organization: _____

Aldermanic district of project/activity: _____

District boundaries: www.cityofmadison.com/planning/ald_dist.html or call the City Clerk's office 266-4601

Collaborating Organizations (if any):

For Physical Improvement Projects

Who owns or controls the land where the project is located? Has the owner given permission for the project?

Who will ensure future routine and capital maintenance?

Budget

How much grant money is being requested?

Please itemize all project/activity cash expenditures.

1) _____ \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

Total Project Cost \$ _____

Please describe source and amount of any additional funding:

Brief Project/Activity Description. Succinctly address each of the project criteria and scoring details in the enclosed guidelines. Applications are evaluated on how well they meet the criteria. Use only the space below. **GATHERING PLACE PROPOSALS MAY EARN UP TO 15 EXTRA POINTS!**

TURN OVER TO READ TERMS AND CONDITIONS AND PROVIDE SIGNATURES 

Terms and Conditions for Neighborhood Grant Program

Project Contracts

- All grant recipients must secure a completed signed contract with the City within three months of the grant award. If not, the group risks forfeiture of grant funds.

Reimbursement Terms

- All applicant groups must have a treasury, or fiscal agent, which they specify on their grant application.
- Reimbursements will not be processed for work started before contracts are executed.
- Reimbursement payments are made after the grantee has submitted invoices for work completed and/or paid receipts.
- Prior to receiving final payment, all grant recipients must complete and submit the 2012 Neighborhood Grant Closeout Form with a brief description of the project, lessons learned and digital photos.

Ineligible Expenses

This ineligible expenses list is not exhaustive. City staff must approve all expenses on a grant-by-grant basis.

- Facility rental and food and beverages.
- Routine maintenance, on-going operating expenses (such as salaries or publishing newsletters), replacement of existing items (unless it is a great enhancement over the existing), and supplies such as rakes, gloves, and maintenance equipment.
- Entertainment and supplies for project events and activities including but not limited to music, comedy, and other types of performances; games, prizes, etc.; and refreshments.
- Playground equipment and other improvements on City-owned or controlled lands, school-owned land, and school-owned facilities (exceptions may be granted where new and creative approaches, or exceptional public/private partnerships can be demonstrated, or where unique opportunities to enhance underutilized space are evident).
- Improvements identified as elements of an ongoing City service or replacement cycle, or elements normally included in another agency's capital budget, are generally ineligible.
- Direct social services such as health clinics, food baskets, and emergency preparedness supplies.
- Direct grants, scholarships loans, or stipends.
- Costs associated with preparing grant applications.

Project Contact Information

Contact Person: _____ Organization: _____

Address: _____ Zip: _____ Ph. (day): _____ E-mail: _____

Fiscal Agent Contact Information *(if different from Project Contact shown above)*

Contact Person: _____ Organization: _____

Address: _____ Zip: _____ Ph. (day): _____ E-mail: _____

Applicant and Neighborhood Association Signatures

I confirm that I have read all terms and conditions detailed above, and in the 2012 Neighborhood Grant Program Guidelines brochure, and that this application adheres to those requirements.

Applicant Organization President/date: _____

Neighborhood Association President/date: _____

Submit the original Mini-Grant Application only by FEBRUARY 27TH, NO LATER THAN 4:30 PM to: City of Madison Planning Division, ATTN Linda Horvath / 215 Martin Luther King JR BLVD, PO Box 2985 / Madison, WI 53701-2985 / lhorvath@cityofmadison.com / ph.267-1131; fx. 267-8739

Nondiscrimination Based on Disability: Applicant shall comply with Section 39.05 Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to the granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with section 39.05 of the Madison General Ordinances, entitled, "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of this agreement complies with sec 39.05, where applicable, including all actions prohibited under section 39.05(4), MGO."

Notice Regarding Lobbying Ordinance: If you are seeking a grant from the City with a value of over \$10,000, then you are likely subject to Madison's lobbying ordinance, sec. 2.40 MGO. You are required to register and report your lobbying. Consult the City Clerk for more information. Failure to comply with the lobbying ordinance may result in fines of \$1,000 to \$5,000.