

# City of Houston Matching Grant Program



**Sponsored by the Department of Neighborhoods  
Regulation & Neighborhood Affairs (RNA) Committee Presentation-September 19, 2019**

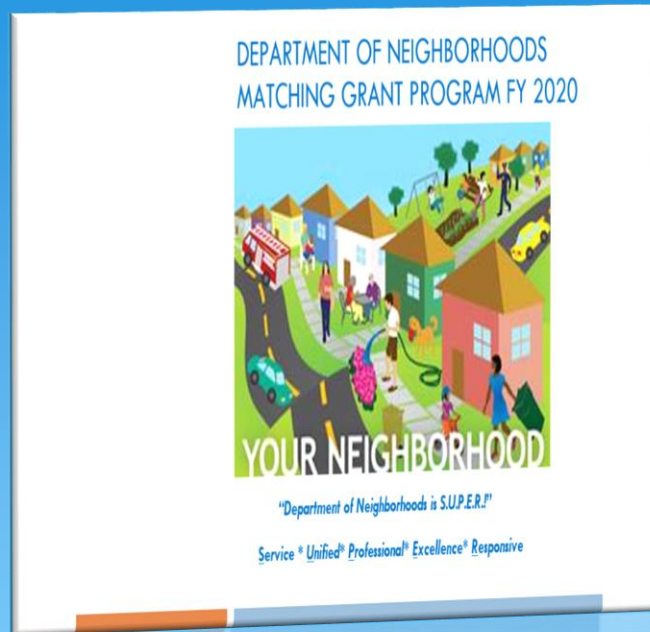
# What is a matching grant?

- \* The Neighborhood Matching Grant Program helps neighborhoods fund various beautification and improvement projects by providing a dollar-for-dollar matching grant reimbursement ranging from \$500.00 to \$5,000.00 dollars. This program is administered in partnership through the City of Houston Department of Neighborhoods and the City of Houston Council Member's Offices.

# DON Matching Grant Contacts

Council District	DON Grant Coordinator	Contact
A, E, F, K, and Knox and Robinson (At-Large)	Mr. Alvin Byrd	Phone: (832) 393-0887 Email: Alvin.Byrd@houstontx.gov
D, I, H, J, and Kubosh (At-Large)	Mrs. Mayra Hypolite	Phone: (832) 394-0701 Email: Mayra.Hypolite@houstontx.gov
B, C, G, and Christie and Edwards (At-large)	Mr. Rashad Cave	Phone: (832) 393-0970 Email: Rashad.Cave@houstontx.gov

# Application and Process



To obtain an application, visit the Department of Neighborhoods website located at [www.houstontx.gov/neighborhoods](http://www.houstontx.gov/neighborhoods)

Look for “*Neighborhood Matching Grants*” under the section entitled “*Our Programs*”.

Application packages will be accepted yearly beginning August 1st through the council member’s office and due the first Friday in November. Only completed applications will be accepted.

This is a firm deadline-**no exceptions.**

# Application Process

Department of Neighborhoods Matching Grant Program FY2019

Please print or type. Please answer each question briefly. You may use one additional 8 1/2" x 11" sheet to complete your answers. Be sure to number the question/answer on the extra sheet. If the question does not apply to your project, put NA (Not Applicable).

**COMPLETED APPLICATION PACKET DEADLINE: 5:00 p.m., Friday, November 1, 2019.**  
**No exceptions!**

## Part I - General Information

### Required Documents Needed:

- 501 (c) (3) or a 501 (c) (4) Certificate of Incorporation from the State of Texas
- Operating budget for 501 (c) (3) and/or (4) the last 12 months.
- Council member approval of funds as indicated by signature below.

1. Neighborhood Association: \_\_\_\_\_

2. Contact person name/title: \_\_\_\_\_

3. Address: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

5. E-mail Address: \_\_\_\_\_

6. What Council District is your project located in? \_\_\_\_\_

7. Is your organization a part of a super neighborhood council? Yes  No   
If yes, please indicate the name and number of the council.

8. Title of Project: \_\_\_\_\_

9. City Match Requested (Not to exceed \$5,000) \$ \_\_\_\_\_

10. Have you ever received funding from the Neighborhood Matching Grant Program?  
Yes  No

If yes, what was the matching grant year/amount awarded? If more than once, please list.

Year \_\_\_\_\_ Amount \$ \_\_\_\_\_

11. Please give a brief project description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department of Neighborhoods Matching Grant Program FY2019

### Certification by City Council Member:

By signing this application, I declare that I have approved the use of my council district service funds towards this proposed project. I also understand and agree to the requirements of the Neighborhood Matching Grant Program. I understand that I may reimburse up to 50% of a project's total budget and that the minimum project amount is \$1,000. I also understand the minimum matching grant award amount is \$500 and the maximum matching amount is \$5,000. I hereby approve \$ \_\_\_\_\_ of these funds towards the requested project.

Council Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Certification by Organization:

By signing this application, I/we certify that the information contained in this application is true and correct to the best of my/our knowledge. I/we certify that the applying organization supports this project and have approved it as a body. I/we also understand and agree to the requirements of the Neighborhood Matching Grant Program and to invite the City to any promotional activities associated with our project.

President/Board Chair Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Email: \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Email: \_\_\_\_\_

### Qualifying Information for Organizations

Your organization must be a Neighborhood Association/Civic Club with a 501 (c) (3) or a 501 (c) (4) Certificate of Incorporation from the State of Texas to qualify for this grant.

Does your organization fit these criteria? Yes  No

If no, please have your partnering 501(3) or 501(c)(4) organization complete and attach the following: A copy of your organization's State Certificate of Incorporation and IRS Department of Treasury tax exempt status, or that of your partnering organization, if applicable. Please also attach the operating budget for the last 12 months.

1. Partnering Organization: \_\_\_\_\_

Contact person name/title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

First step: Obtain CM's approval.

Please do not pursue the rest of the application without securing the approval of the CM for your proposed project.



# What is an eligible project?

- \* Proposed projects must meet the following requirements:
  - \* Improve a neighborhood through a physical improvement.
  - \* Involve neighborhood residents, have long-standing benefits.
  - \* Accessible to the public.
- \* What is not eligible?
  - \* The program will not pay for ongoing operation or maintenance such as upkeep of landscaping or a community garden.



# Examples of eligible projects

- \* Street sign toppers
- \* Entryway signage
- \* Entryway columns
- \* Esplanade landscaping and irrigation
- \* Park benches
- \* Electrical signage
- \* Walk ways with pavers
- \* Murals, etc.

Before



After



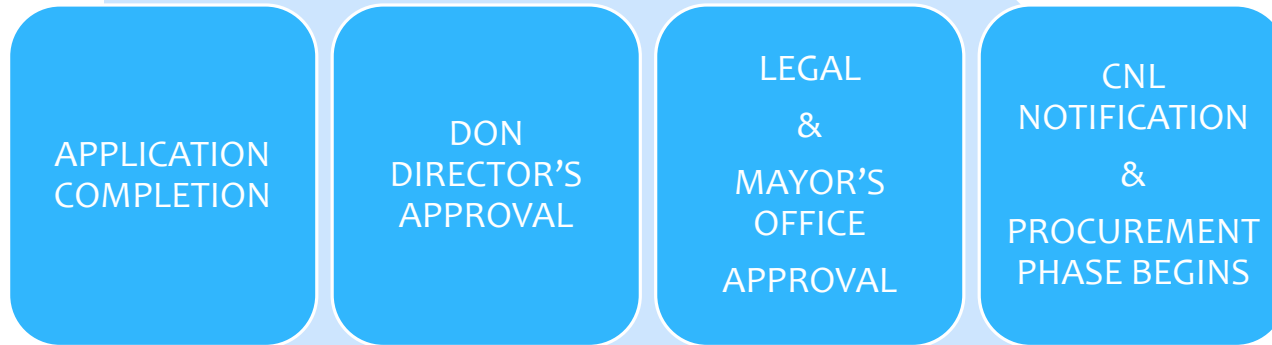
Street sign toppers

# 2018-2019 Program recipients and projects

- Community Garden Game Tables- Alief Super Neighborhood Council
- Cherryhurst Street Sign Toppers- Cherryhurst Civic Association
- Yale Green Corridor Street Signage - Houston Heights Association
- Hogg Outdoors –Track and Field– Learn Local App
- Hillcroft Beautification-Maplewood South-North
- Pine Brook Baseball Field Lighting –Pine Brook Community Association
- Neighborhood Marquee-Washington Terrace Civic Association
- Soccer goals to Sneed Elementary’ s Spark Park-Westchase District Community
- Westmoreland Triangle Park Improvement -Westmoreland Civic Association



# City of Houston Matching Grant Process Phase I-Application



# City of Houston Matching Grant Program Two Phases: Application and Procurement

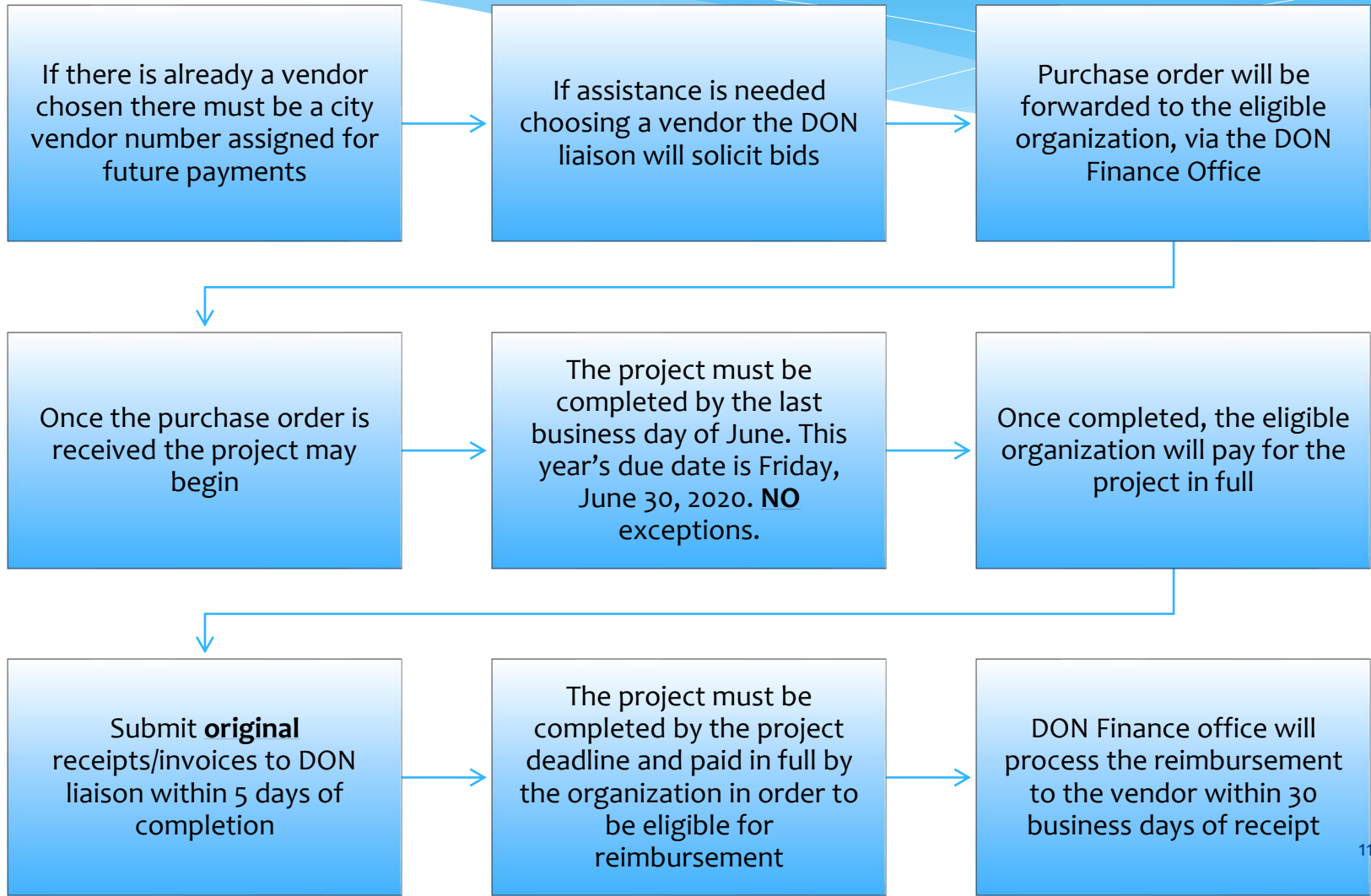
## **Application packet checklist:**

*ALL questions answered.*

- ❖ 501 (c) (3) or a 501 (c) (4) Certificate of Incorporation from the State of Texas
- ❖ 12-month operating budget for 501 (c) (3) or a 501 (c) (4) organization
- ❖ Council member approval of funds
- ❖ Letter of permission from owner of the proposed site
- ❖ Proof of ownership of proposed site
- ❖ Photo of proposed site
- ❖ 3 letters of support for your project
- ❖ ALL required City of Houston approval(s)
- ❖ Scope of Work/Quote (complete with total dollar amount and services to be rendered and/or goods to be provided by vendor)

# City of Houston Matching Grant Process

## Phase II-Procurement



# Procurement phase

## Procurement checklist:

- ❖ Approved application packet
- ❖ City vendor number
- ❖ Proof of services and payment (Original receipts/completed invoices and cancelled checks/credit card receipts)

# Department of Neighborhoods

## Q & A

