



OFFICE USE ONLY REQUESTED AMOUNT: \$ _____ MATCHING VOLUNTEER HOURS: _____ AMOUNT HOURS: \$ _____ GRANT REQUIREMENTS MET: _____ GRANT REVIEWED BY: _____

Neighborhood Services Department • 102 N Neil St • Champaign IL 61820 • (217) 403-7070 • fax (217) 403-7090 • www.ci.champaign.il.us

NEIGHBORHOOD SMALL GRANT APPLICATION (UP TO \$2,500 PER REQUEST; UP TO \$5,000 PER YEAR)

1. **GROUP/ASSOCIATION REGISTRATION** – Is your group registered with the City of Champaign’s Neighborhood Services Department?

YES – If YES, proceed with this application

NO – If NO, Contact Neighborhood Services for a registration form and return it with this completed application

2. **NAME OF THE GROUP/ASSOCIATION** – _____

3. **PROJECT CONTACT** – The Project contact is responsible for signing the completed application. Please provide the name of the group member who will be the contact for the project if it is funded:

Name: _____

Address: _____

Phone: _____ (Daytime) _____ (Evening)

4. **NEIGHBORHOOD LEADER (if different from Project Contact)** – _____

Phone: _____ (Daytime) _____ (Evening)

5. **PROJECT DESCRIPTION** – Describe the project, including the following information:

Name of Project: _____

Purpose or opportunity addressed by the project: _____

Anticipated outcome of project: _____

Has project been proposed to the entire group/association? If so, list date of meeting: _____

Describe how the project was selected and how group/association members were involved in selecting the project, and the level of support for the project? _____

Explain how individual volunteers will be involved in implementing the project.



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NEIGHBORHOOD SMALL GRANT PLEDGE OF VOLUNTEER HOURS

This form should be completed by those volunteering their time for the project listed on page 1 and submitted with the Neighborhood Small Grant Application.

The total hours pledged for each activity should equal 25% of the grant amount being requested from the City. The value of volunteer hours in the State of Illinois is subject to change. Please contact Neighborhood Services for the current volunteer hourly rate or visit https://www.independentsector.org/volunteer_time.

NOTE: Review of the grant application will not begin until all application documentation is received in the City of Champaign Neighborhood Services Department.

VOLUNTEER NAME	VOLUNTEER ADDRESS	TOTAL HOURS PLEDGED	TOTAL PLEDGE VALUE <small>(hrs pledged X volunteer hourly rate of \$ ___/hr)</small>	VOLUNTEER SIGNATURE
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
GRAND TOTAL			\$	



CITY OF CHAMPAIGN NEIGHBORHOOD SMALL GRANT AGREEMENT

Section 1. Amount of the Grant. The City is agreeing herein to provide funds, not to exceed \$_____ to assist the Grantee with the completion of the Project.

Section 2. Documentation of Costs / Disbursement of Funds. Prior to any disbursements by the CITY pursuant to this agreement, GRANTEE shall submit receipts, bills or other documentation to the **Neighborhood Services Department**, to establish that the work, goods or services have been completed or provided by a specified vendor or contractor. The required documentation shall itemize and describe the costs of the work, goods or services in question in sufficient detail so that the **Neighborhood Services Department** is able to determine and document that the work, goods or services are within the permissible scope of the project being funded herein.

The CITY shall make disbursements, either directly to the Grantee for expenses or costs already incurred, or directly to the vendor or contractor providing goods or services for the Project, within 30 days of receipt of the proper documentation as set forth herein.

Section 3. Deadline for Submitting Requests for Disbursements. GRANTEE agrees that any documentation required in the preceding section shall be submitted on or before _____, in order for the CITY to be obligated under the terms of this agreement to disburse funds for the work, services or goods in question.

Section 4. GRANTEE to Supervise Project. GRANTEE shall be responsible for supervising the Project in order to insure that any work performed or costs incurred are within the permissible scope of the Project and the Neighborhood Small Grant Program Manual.

Section 5. Modifications of the Project. GRANTEE shall not modify or revise any elements of the Project in any manner without the prior written consent of the CITY, including but not limited to the following:

- a) the type of activities or purchases to be funded;
- b) the specific amounts of funds or other resources that will be devoted to each of the activities or purchases;
- c) the identities of vendors or contractors who will provide any goods or services for the project.

Section 6. Close-Out Report. GRANTEE shall provide a close-out report to the Neighborhood Services Department within 30 days after completion of the Project on a form provided by the Neighborhood Service Department. Said report shall itemize the expenditures made, and shall certify that the GRANTEE has provided the required matching share of funds and volunteer labor towards completion of the Project.

Section 7. CITY's Request for Records or Documents. GRANTEE shall provide any financial records or other documents to the CITY that are necessary to verify that funds have been disbursed for eligible activities under this agreement, within 10 days of the date of a written request for those records or documents.

Section 8. CITY Not Liable for Project. The parties agree that the City is not herein entering into any contract or agreement with any vendors or contractors for the purchase of any goods or services for the Project. The parties also agree that the City is not in any manner providing any warranties or other assurances about the quality or suitability of any goods or services provided to the GRANTEE for the Project. The parties agree further that GRANTEE shall hold the CITY harmless for any damages to persons or property that may occur during or in any manner arising from the Project.

Section 9. Default. If the CITY determines that any funds have been disbursed for ineligible activities, in violation of the terms of this Agreement, the CITY shall provide written notice of said violation to the GRANTEE. The CITY shall be entitled to terminate this Agreement within five days of said written notice. GRANTEE shall, within 30 days of a written demand made by the CITY, reimburse the CITY for all funds disbursed for said ineligible costs.

The CITY may, at its option, continue further disbursements pursuant to this Agreement after any disbursement for any ineligible activities if the GRANTEE reimburses the CITY for the improper disbursements, or otherwise cures the violation to the CITY's satisfaction.

Section 10. Notices. Required notices, as provided herein, shall be mailed by first class mail, and shall be deemed served on the party in question on the date of mailing. Said notices shall be addressed to the pertinent party at the following address:

<p>CITY OF CHAMPAIGN</p> <p>John H. Ruffin, Neighborhood Services Department 102 N. Neil Street Champaign, IL 61820</p>	<p>GRANTEE</p>
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IN WITNESS WHEREOF the parties hereto have duly executed this Agreement on the day and year indicated below.

CITY OF CHAMPAIGN

By: _____
Neighborhood Services Director

Date: _____

GRANTEE

By: _____
[SIGNATURE OF GRANTEE]

Date: _____

NEIGHBORHOOD SMALL GRANT PROCEDURES FOR APPROVED REQUESTS

Disbursement of Funds

There are two ways purchases can be made with grant funds:

1. Approved City Vendor
2. Group Member

Purchasing through a City vendor requires no out of pocket cost for grant recipients. Purchases from approved vendors can be billed directly to the City of Champaign. If a purchase is made from a non-approved City vendor, reimbursement requires the grant recipient to retain the original receipt for the purchase and to request reimbursement within **30 days** after the event.

To receive reimbursements, the following items must be presented to the Neighborhood Services Coordination Division:

1. Close-Out Report/Reimbursement Request Form, including social security number and mailing address of the individual to be reimbursed
2. Original receipts or invoices for all items purchased (must show proof of payments). All items requested for reimbursement shall be compliant with the approved project scope
3. Close-Out Report, consisting of a 1-2 paragraph summary of the event along with any pictures or other documentation (newspaper article, flyers, etc.) In your report, please be sure to note any unique experiences, observations or challenges with your project/event. Additionally, an account of the actual volunteer hours committed is required.

When all receipts and social security information have been submitted for payment with the close-out report, a request for reimbursement will be made according to the City vendor payment cycle after approving all expenditures for reimbursement. Reimbursements normally take two to three weeks after the pay request has been submitted.



NEIGHBORHOOD SMALL GRANT CLOSE-OUT REPORT/ REIMBURSEMENT REQUEST

Today's Date: _____

Group Name: _____

Name of Project: _____

Date of Project: _____

Project Contact: _____

Have you attached the following (check all that apply):

- Close-Out Report
- Invoices from Approved Vendors
- Reimbursement Request with Original Receipts Attached (fill out chart below)

Name	Address	Social Security or FEIN #	Amount of Reimbursement Requested	Original Receipts Attached?
			\$	
			\$	
			\$	
			\$	
			\$	

Signature of Project Contact: _____

OFFICE USE ONLY

DATE RECEIVED: _____ RECEIVED BY: _____

REIMBURSEMENT REQUEST APPROVED BY: _____

REIMBURSEMENT REQUEST PROCESSED BY: _____

DATE OF REIMBURSEMENT REQUEST PROCESSED: _____