Green Bay Neighborhoods Operating Grant Application

"GBN shall make available annual Operating Grants to Neighborhood Associations in an amount determined annually as part of the Annual Budget proposal." (Section V, Subsection 3 of GBN Standard Operating Procedures)

Grant Overview

Green Bay Neighborhoods (GBN) supports active neighborhood associations who are working to improve the quality of life in neighborhoods throughout the city of Green Bay. GBN may award an Operating Grant of as much as $1,000 per calendar year, or an amount determined annually as part of the Annual Budget proposal, to any neighborhood association recognized by the Green Bay Common Council. Applications may be submitted at any time throughout the calendar year but not sooner than twelve (12) months from your neighborhood association's last Operating Grant application submission. It is the duty of individual neighborhood associations to track their own submission, as all associations submit applications on their own individual timeline. Retroactive Operating Grant applications will not be accepted.

Grant Requirements

In order to receive Operating Grant funds, the following conditions are required to be met:

1. The neighborhood association must independently raise a minimum of 25% of the grant amount toward its annual budget.
2. 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.
3. The association must be represented at a minimum of four (4) of the prior six (6) GBN membership meetings.
4. No Operating 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 candidates.
5. Operating Grant funds cannot be spent on any activity that involves alcohol, tobacco, or any illegal activity.
6. Funds may be spent for any of the following activities:
    a. Fundraising activities
    b. Social or food activities to promote a sense of community in your neighborhood
    c. Public safety and protection initiatives
    d. Capital improvement and beautification projects, including but not limited to signage or lighting
    e. Neighborhood leadership development
    f. Neighborhood communications

Application Requirements

The president of the neighborhood association must complete this Operating Grant Application with accurate information in the following categories:

I. Organization Information
II. Board Members
III. Newsletter & Distribution
IV. Annual Meeting and Quorum
V. Fundraising for Determination of Amount Requested
VI. Financial Information
VII. Verify Attachments
VIII. Authorization

I. Organization Information	
Neighborhood Association Name:	**Neighborhood Association President Full Name:**
Neighborhood Association President Mailing Address:	
Email Address:	**Phone Number:**

II. Board Members
Please provide a list of your current board members, including contact information.

Name & Title	Email Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

III. Newsletter
Publishing and distributing a newsletter in the prior twelve (12) months is a requirement for the submission of this application, ideally promoting your neighborhood association's annual meeting. Please attach your most current newsletter. The newsletter may not be the same newsletter you submitted in a prior year. Describe in the attached space how the newsletter was distributed. Please attach an invoice from the mailing house if your newsletters were mailed.

Description of Distribution:

IV. Annual Meeting Active neighborhood associations are welcome to 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.	
1. Quorum Requirement Indicate whether you met your quorum requirement at your last annual meeting. (Please check one option.)	☐ Yes ☐ No
2. Last Annual Meeting Date Provide the date of your association's last annual meeting.	
3. Upcoming Annual Meeting Date Provide the date of your upcoming annual meeting.	

V. 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 twelve (12) months but may not have been used as a 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. Please list sources and amounts.	
Received From	**Amount**
	$
	$
	$
	$
	$
	$
	$
Total Fundraised Amount	$
Multiply your total raised amount by four (4).	$
Maximum Grant Amount	$1,000
Grant Amount Requested Submit the lowest amount from the two (2) lines above.	$

VI. Financial Information Provide the current balance of your association's checking and/or savings account. Attach your current budget or proposed use of funds for this grant period.	
Account Total	$

VII. Attachments Verify the necessary documents are attached.	
1. Newsletter and Invoice Please indicate whether your newsletter and invoice from the mailing house are attached. (Please check one option.)	☐Yes ☐ No
2. Budget Or Proposed Use of Funds (Please check one option.)	☐Yes ☐ No

VIII. Authorization

The applicant and signatory declares they are the duly elected president of their neighborhood association, assures their association's governing body voted to apply for Operating Grant funds, any funds received as a result of the application will be used only for the approved and listed purposes, and all information is accurate.

_____
Neighborhood Association President Signature

Name: _____ Date: _____

Submit applications and attachments via email to Lead Staff & Community Outreach Coordinator Vicki Bokelman at vicki@gbneighborhoods.org.