



NEIGHBORHOOD
MATCH FUND

City of Grand Rapids

NEIGHBORHOOD MATCH FUND

UPLIFTING COMMUNITIES

THAT IS THE NEIGHBORHOOD MATCH FUND?

Also called "NMF"

- Financial resource for resident leaders and community based projects
- Awards contracts up to \$10,000 two times a year
- Requires resident "match" equal to the award amount

OUR PURPOSE & OBJECTIVES

RESIDENT LEADERSHIP

Lift up resident leadership in the development and implementation of the project

CONNECTIONS

Build stronger connections (relationships) between neighbors

SOCIAL JUSTICE

Promote social justice and inclusion

PUBLIC BENEFIT

Benefit the public / community as a whole

ELIGIBLE NMF APPLICANTS:

Project lead must be a Grand Rapids resident from the community impacted by the project



Non-profits located in
Grand Rapids



Informal resident groups
from Grand Rapids



Individual Grand
Rapids Residents

Businesses or companies are not eligible for NMF grants

ELIGIBLE NMF PROJECTS

PROJECTS MUST:

- Take place in the City of Grand Rapids
- Have a clear purpose
- Intentionally align with NMF purpose and objectives
- Be free for the community to participate
- Abide by all City ordinances and policies

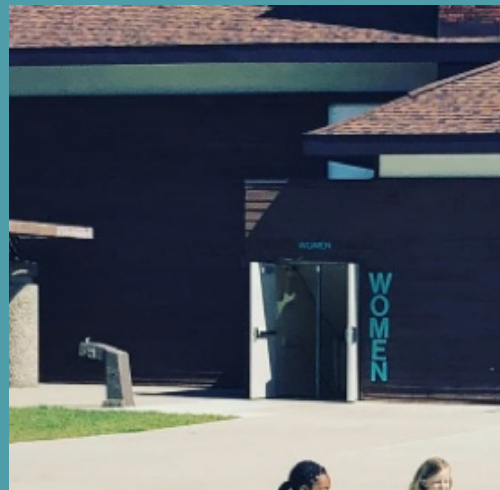
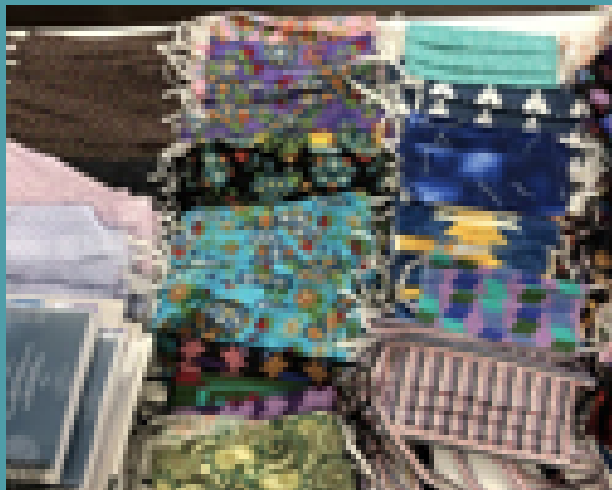
PROJECTS MUST NOT:

- be used to pay for salaries or wages
- be used for lobbying efforts
- use NMF award funds to purchase alcohol
or rent bounce houses
- financially benefit City staff
or commissioners / officials



Project Examples

- West Leonard Mural
- Youth Career Readiness
- Black Book Exchange Box GR
- Block Organizing & Celebration
- Neighborhood Wellness Garden
- Summer Evening Sport Series
- Promoting Water Safety
- Juneteenth Celebrations
- Adult & Youth Literacy Events
- Sidewalk Snow Removal
- Beautification/Community Clean Ups
- Intergenerational Sewing Circle
- Cross Cultural/Language Exchange
- Teen Writing/Yoga Series
- COVID-19 Resiliency Projects
- Walking Path and Walking Groups





Neighborhood Match Fund

Process & Logistics

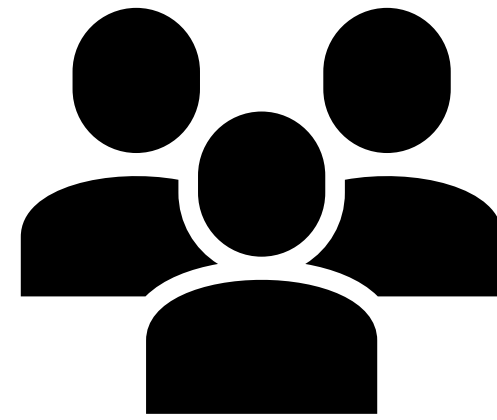
STEP - BY - STEP

Your Project Team



Project Lead

- Main person leading the project
- Must live in GR city limits and project impact area
- Primary project contact



Team Members

- Minimum of two additional team members
- Support project lead and help complete project
- Secondary project contacts



Fiduciary

- Nonprofit organization in Grand Rapids
- Receives check on behalf of team and distributes funds

*If project is youth focused, youth must be project lead or team member



Step 1:

SUBMITTING YOUR IDEA

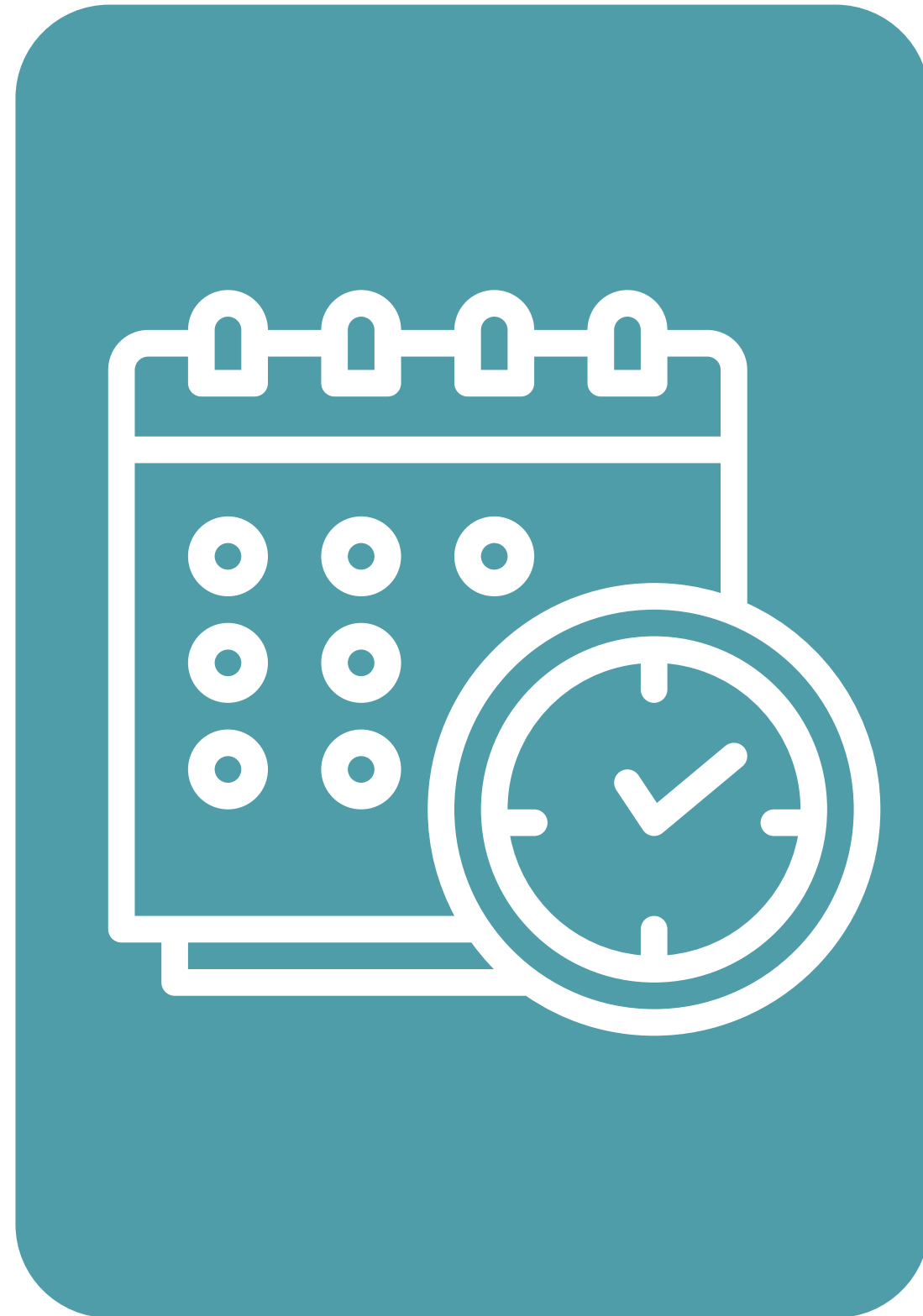
- Project lead can submit at www.grandrapidsmi.gov/nmf
- They will be asked to :
 - Describe and explain project in writing or video format
 - Explain how project aligns with NMF purpose and objectives
 - List a clear draft of how you would use NMF funds
- If you know the Grand Rapids nonprofit that will serve as your fiduciary, make sure they are registered as a vendor with the City.

Step 2:

REVEIVE A DECISION

- NMF Committee reviews idea submissions
- Projects selected based on alignment, clarity and potential impact, inclusion, fund balance, etc.
- Max award amounts determined by committee. Final award amount decided at meeting with NMF staff.
- We will call or email with our decision





Step 3:

SCHEDULE A MEETING WITH NMF STAFF

- If awarded, team must schedule a mandatory meeting with NMF staff
- Meetings take place after decisions are announced
- Time slots are limited, project lead should be quick to respond

Step 4:

MEET WITH NMF STAFF

- Mandatory for project lead (and fiduciary), other members strongly encouraged
- Meeting will build a contract between you and the City
- We will work together to:
 - Meet with Team Lead + 2 additional members
 - Declare or identify fiduciary
 - Refine project budget and scope of work
 - Discuss project logistics and next steps





Step 5:

SECURE YOUR FUNDS

- Contract is signed by:
 - Project Lead
 - Fiduciary
 - Executive Lead
- Nonprofit fiduciary needs to be registered in advance as a vendor with the City.
- Check is processed and distributed
 - Mailed to selected fiduciary



Neighborhood Match Fund

Completing & Tracking your Project

EVERYTHING YOU NEED TO KNOW

TRACKING YOUR SPENDING

Start Tracking Early!

- We will need to know:
 - How much of your award was spent
 - How much of the award was spent in GR city limits
- Leftover funds must be refunded to the City



TRACKING YOUR MATCH

Start Tracking Early!

- You must contribute at least the amount you are awarded
- Types of Match donations / contributions:
 - Cash: match contributed in dollar form
 - In-Kind: non-cash contributions – food, discounts, time (non-volunteer)
- Volunteer: One volunteer hour = \$27.20 of match





Submitting your Closing Report

Completed Online by the Project Lead

Personal Narrative
& reflection

Summary of Match
& Expenses

Volunteer
Documentation

5+ Project Photos



NMF TIMELINE

Submit Idea	Notified of Decision	Meet with NMF Staff	Project Start Date	Project End Date/Closing Report
December 2020	Week of January 18	Weeks of February 1 & 8	March 1, 2021	August 31, 2021
June 2021	Week of July 19	Weeks of August 2 & 9	September 1, 2021	February 28, 2022

IMPORTANT DATES:

*Only 1 award per applicant per year

SUBMIT PROJECT IDEA:

December 1 – December 31

DECISION NOTIFICATION:

Mid January

MEET WITH NMF STAFF:

Early February

FUNDS AVAILABLE* BY:

March 1

IMPLEMENT PROJECT:

March 1 – August 31

CLOSING REPORT DUE

August 31 at 11:59 pm



NEIGHBORHOOD MATCH FUND

CONTACT US:



nmf@grcity.us



www.grandrapidsmi.gov/nmf

