



Greenville Dreams
Empowering neighbors. Improving Neighborhoods.

GAP PROGRAM

July 1, 2018-June 30, 2019

Deadline for Submission:
Monday, June 4, 2018 by 5 p.m.

To be submitted to:
Channing Banks
United Way of Greenville County
105 Edinburgh Court
Greenville, SC 29607
864.331.2991
cbanks@unitedwaygc.org



GAP PROGRAM

PROGRAM DESCRIPTION

The Grant Assistance Partnership (GAP) program is a combined effort by the City of Greenville, United Way of Greenville County and the Greenville County Redevelopment Authority to empower residents to enhance and improve their communities through their neighborhood associations. The GAP program provides grant awards to neighborhood associations that are using strategic initiatives, projects and programs to achieve positive community development.

SOURCE OF FUNDING

The GAP program is made possible through funding provided by the City of Greenville and the Greenville County Redevelopment Authority (GCRA) through their Community Development Block Grant programs (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD), along with funds from United Way of Greenville County. All projects and activities under the GAP program must meet HUD CDBG national objectives.¹

MAXIMUM GRANT AWARD

Eligible neighborhood associations may apply for up to \$2,500 per year for eligible neighborhood activities and initiatives.

ELIGIBILITY

Community Development Block Grant (CDBG)-eligible neighborhoods are eligible to apply for GAP funding. If you live in the county and have questions regarding your neighborhood's eligibility, contact Lovetta Walton at 242-9801, ext. 124. If you live in Greenville's city limits and have questions about your neighborhood's eligibility, contact Monique Mattison at 467-4574.

¹Code of Federal Regulations, Part 570-Community Development Block Grants, Part 570.208.

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EXAMPLES OF ELIGIBLE PROJECTS

Each neighborhood association is strongly encouraged to develop and implement a strategic plan. This strategic plan should serve as a guide for requesting GAP funds to assist in implementing your neighborhood association’s strategic plan.

Preference will be given to projects or activities that:

- help build the neighborhood association’s capacity to plan, manage and implement initiatives for long-term impact;
- demonstrate high levels of resident involvement;
- help build and sustain connections among neighbors and groups within the community;
- work to implement Neighborhood Vision and/or Master Plans initiatives and/or Grassroots Leadership Development (GLDP) Alumni priorities; and benefit the community as a whole.

Possible projects include, but are not limited to, the examples listed below.

Neighborhood Goal Area	<i>Examples of Projects</i>
1. Landlord/Tenant Education	Connecting tenants with homeownership information, educating residents about Fair Housing, promoting Section 8 landlord benefits, educating tenants about basic home maintenance, supporting GLDP Alumni initiatives
2. Capacity Building	Door-to-door community engagement campaigns; develop neighborhood brand; use neighborhood brand at special events, on neighborhoods signs, event materials; use as match for other grants; consider 501c3 status; develop and distribute neighborhood newsletter (electronic or paper); develop youth engagement activities; conduct neighborhood skills assessment; job fairs; projects to support GLDP Alumni initiatives
3. Neighborhood History	Acquire photos, speakers, audio, video to support neighborhood history documentation; host events to educate residents and celebrate neighborhood history; print neighborhood history (professional printing); initiatives to support GLDP Alumni
4. Neighborhood Infrastructure	Sidewalk inventory and/or repair; Light the Night events to identify streetlight needs; beatification projects at neighborhood gateways; neighborhood cleanups

INELIGIBLE ACTIVITIES

- Financing the use of facilities or equipment for political purposes or to engage in other partisan political activities.
- Purchasing furnishings and personal property. Furnishings and other property can be purchased by a sub-recipient in the administration of activities assisted with CDBG funds considered public services. For example, your organization would have to have an official office offering public services to purchase furnishings/office supplies, etc.
- Income payments to individuals or families for food, clothing, rent, utilities, etc.

GAP PROGRAM

HOW TO APPLY

1. Read the program application packet, including the grant terms and conditions.
2. Complete the GAP Program Application. *Applications must be typed.* Be sure to complete both sections listed below:
 - Organization Information
 - *Original signatures are required.*
 - Project Information Sheet(s)
 - *If applying for more than one project, a project information sheet will need to be completed for **each** project.*
3. Include the following documents with your application:
 - Board roster (to include each member's name, position, address, email & phone number); and
 - Signed copy of a Board or Neighborhood Association Resolution
 - *A sample resolution form is included with the application.*

SUBMITTING THE APPLICATION

Applications should be mailed, hand-delivered, or emailed to:

Channing Banks
United Way of Greenville County
105 Edinburgh Court
Greenville, SC 29607
864.331.2991
cbanks@unitedwaygc.org

GAP PROGRAM APPLICATION

ORGANIZATION INFORMATION

Organization Name _____

Primary Contact for Grant Application _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Federal Tax ID No. _____ DUNS No. _____

Does your neighborhood association have the following:

Articles of Incorporation Yes No

Current Registration with the Secretary of State as a Charitable Organization Yes No

Strategic Plan Yes No *If 'yes', please include a copy with this Application.*

TOTAL FUNDS REQUESTED \$ _____ (not to exceed \$2,500)

SIGNATURE

The signature below certifies that the information included in this application is correct and that this application has been authorized by the applicant's governing body as an expression of the neighborhood's wishes.

Signature

Date

Print Name

Title (President or other Authorized Official)

PROJECT INFORMATION SHEET CONTINUED
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If necessary, please use additional sheet(s) to fully explain all items.

4. Estimated Number of People to be Served: _____
5. Estimated number of people involved in activity planning and implementation: _____
6. Indicate if this is an on-going project and if it has been successful in your previous efforts.

7. How do you plan to accomplish the project? Will you partner with another agency or organization? Will you rely on neighborhood volunteers?

8. How will you inform the neighborhood of this project?

9. Please provide a timetable for the project. Include any planning meetings, notifications dates, etc. Include dates to prepare annual report and submit receipts.

10. What are the anticipated start and end dates?
Start Date _____ End Date _____

RESOLUTION

**TO PARTICIPATE FULLY IN THE COMPLETION
OF THE COMMUNITY DEVELOPMENT PROJECT(S) SPECIFIED
IN THE ENCLOSED GAP APPLICATION**

WHEREAS, _____ has identified the project(s) detailed in this GAP Application to be beneficial to _____ community in one or more of the following realms of community development: organizational development, resident involvement, communication, crime prevention, training & education, beautification, capital improvements and housing development; and,

WHEREAS, the members of the _____ have agreed to support and actively participate in the project(s) detailed in this GAP Application; and,

WHEREAS, the members of _____ understand that receiving GAP funding joins the neighborhood association with the City of Greenville, the Greenville County Redevelopment Authority and United Way of Greenville County in a commitment to community development in the _____ neighborhood.

NOW, THEREFORE, LET IT BE RESOLVED BY THE PRESIDENT AND MEMBERS OF THE _____ COMMUNITY, that this GAP Application is submitted and the project(s) detailed therein fully supported.

RESOLVED THIS _____ DAY OF _____, 20____

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member

Neighborhood Association Member



GRANT ASSISTANCE PARTNERSHIP Grant Terms and Conditions

1. The grant funds are to be used only for the purposes for which the grant was made as outlined in your grant proposal. Grant funds must be used in accordance with the approved budget.
2. All expenses must be documented with a receipt or invoice with description of services or items purchased with grant funds.
3. The following are to be submitted **within 30 days** after completion of each project or activity:
a - Project Evaluation Report, and b - Expense Report.
4. All financial and other records regarding this grant shall be maintained so that they adequately show funds used exclusively for the grant's purpose.
5. All events are to be documented with pictures from event or activity and sign-in sheets to show resident involvement. If funds are requested in advance of the event, the following documentation may be necessary to meet federal funding guidelines: participant name, address, income level, description of service provided and total number of participants. The information shall be made available for review upon request.
6. Copies of newsletters or brochures funded by this grant are to be provided, along with number distributed and method of distribution.
7. For all purchases \$1,500 or less, your organization agrees to provide three verbal quotes, in order to show that the least expensive service or product was purchased. Provide details of vendor quotes and items purchased including pictures, if applicable.
8. For all purchases \$1,501-\$2,500, your organization agrees to provide three written quotes, in order to show that the least expensive service or product was purchased.
9. For all purchases above \$2,500 (in which funds under this grant will be used as a portion of the purchase), your organization agrees to submit formal bids, in order to show that the least expensive service or product was purchased.
10. Your neighborhood association agrees to have at least one member in attendance at training provided through the Grassroots Leadership Development Program, and/or attend at least 80% of the Greenville Dreams full body meetings.
11. An **Expense Report and Check Request** form must be submitted in order to receive funds under this Agreement. The following documents are to be attached: purchase order, or receipt, including date, item purchased, amount spent and a **Quote Information** form.
12. **Revisions** to the approved GAP grant and budget may be made **once a year**. A **Request for Grant Revision** form is to be submitted. Once submitted, the proposed changes will be reviewed and the neighborhood association will be contacted with a decision with 15 business days. All requested revisions must receive written approval prior to implementing the revision.
13. Projects may be funded twice. Reference objectives met, people served, and provide details about funds leveraged as a part of the project reports and evaluations.
14. Events, programs and publicity under this program should not ***"Funding support from the Grant Assistance Partnership (GAP)"***.

15. Your Neighborhood Association (NA) agrees to set up a one-on-one interview during the month of May (5/1/2018 – 5/31/2018). If you are a Greenville County NA, then set-up your interview with Lovetta Walton (lwalton@gcra-sc.org or 864-242-9801, ext. 124). If you are a Greenville City NA, then set-up your interview with Monique Mattison (mmattison@greenvillesc.gov or 864-467-4574).
16. If you mail or hand deliver your application, send a notification email to Channing Banks, cbanks@unitedwaygc.org, after you have done so.