



NEIGHBORHOOD EVENT GRANT PROGRAM *GUIDELINES*

The City of Iowa City has grants available, up to \$500, to assist residents of the Pheasant Ridge, Towncrest and Hilltop/Broadway neighborhoods to host events in their neighborhoods. The funds can be used for a wide variety of events including block parties, classes/workshops, big screen movies (indoors or outdoors), neighborhood cleanups, diversity celebrations, music festivals, community gardening projects, sports tournaments, etc. Eligible expenses include food, supplies, entertainment, equipment rental, printing of promotional materials, etc. Funds are available beginning July 1, 2018.

Event funding consideration will be based on the following criteria:

- available to all ages, gender and nationalities
- provides an opportunity for all neighbors to meet and get to know one another
- encourages community involvement and pride
- creates access to resources that would not ordinarily be available
- event occurs within or within close proximity to the Pheasant Ridge, Towncrest and Hilltop/Broadway neighborhoods (see map)
- can be implemented within the proposed budget and number of volunteers willing to help

Funds cannot be used for:

- Alcohol purchases
- Political campaigning
- Age, gender or race restrictive events
- Already completed events
- Events promoting religious based activities/beliefs
- Events that are hosted by private business with the intent to promote their services

Applicant Responsibilities:

- Planning, coordinating and implementing the event with volunteers
- Renting/providing necessary equipment (tables, chairs, barbecue, etc.)
- Distribution of promotional materials to advertise the event
- Promoting the event within the neighborhood
- Clean up and removal of trash/recycling once the event has been completed

City Assistance that is available upon request:

- Submission of any necessary permits or facility reservations including street closures, park reservations, school facility use, etc.
- Design of promotional materials
- Printing of flyers, posters, yard signs, etc. used to promote event
- Printing of instructional materials for a workshop, class, etc.
- Use of large screen projector system

INSTRUCTIONS FOR COMPLETING APPLICATION

Complete one application form for each project proposal. Application must be submitted at least 30 days before proposed event. Please print clearly in ink or type. Feel free to attach any additional information you think will help explain the event.

EVALUATION PROCESS

City staff will review each application on a first come – first serve basis. Applicants will be notified within one week of submitting application. Incomplete applications cannot be reviewed until all necessary information is provided.

PAYMENT PROCESS

To obtain funds for work that has been completed, an invoice must be submitted to City staff for payment or receipts provided for reimbursement. Purchase of materials, food or other goods or services can be completed by the City if invoicing is not available or reimbursement of expenses is not an option. Invoice must be made out to the **City of Iowa City**. It is possible to make payment for partially completed work or provided materials although it would be helpful to limit the number of such payments if possible.

Payment cannot be made directly to the applicant unless it is reimbursement for costs already paid for and receipts are provided.

Invoices or reimbursement requests submitted by any Thursday will be paid on the Friday of the following week. The checks will normally be mailed out unless otherwise indicated.

GRANT MONITORING AND CLOSEOUT

The grant recipient must complete a short report summarizing the event with 30 days of event(s). See attached.