

NOFA-NMGP 2024-2025

NOTICE OF FUNDING AVAILABILITY

NEIGHBORHOOD MICRO GRANT PROGRAM

Tuesday, October 1, 2024

OVERVIEW

The **City of Long Beach Department Community Development, Housing & Neighborhood Services Bureau** is seeking proposals/applications from established Long Beach neighborhood associations to host neighborhood events and/or neighborhood improvement projects with assistance from the **Neighborhood Micro Grant Program (NMGP)**. **NMGP is funded by the City's General Fund and will provide grants of up to \$5,000 for events and/or projects citywide.**

The goal of NMGP is to support events and projects that improve neighborhood spirit, collaboration, and revitalization efforts. **The NMGP will provide up to \$5,000 for goods and services to support approved events and/or projects.** A formal application is required. **Applications will be accepted immediately, and eligible proposals/applications will be awarded funding on a first come, first served basis until available funds are committed.** A minimum of 30 grants will be awarded. Eligible applications received after funds are committed will be placed on a waitlist.



NMGP funds can assist a variety of neighborhood celebrations and/or neighborhood improvement projects focused on one or more of the following: blight reduction, financial or employment training, crime awareness, fair housing, health services, and/or mental health services citywide to improve neighborhood conditions and revitalization efforts. Applicants are encouraged to be creative. Eligible public service events/projects must have support of the neighborhood organization's governing body and the affected neighborhood. Examples of events and projects include:

- Hosting a neighborhood block party, or culturally affirming celebration.
- Hosting a food distribution or holiday meal for local families.
- Hosting a neighborhood clean-up and community breakfast.
- Installing neighborhood banners.
- Building a vegetable garden with volunteers and students at a local school.
- Installing a community book exchange library or community pantry box.
- Hosting an employment, health education, or mental health resource fair.
- Providing a physical activity engagement project.
- Providing tote bags and school supplies for local students.
- Hosting equity, inclusion and resiliency events.

NOTE: The costs for block party permits and street closure barricades for neighborhood events may be funded separately through the **Office of Special Events and Filming**. Call **(562) 570-5333** for more information.

Incomplete applications will not be considered. Project management costs associated with eligible events and projects are not eligible for funding. The Community Development Department, Housing and Neighborhood Services Bureau has been designated by the City Council to review and approve applications for funding that meet NMGP criteria.

Please contact **Housing and Neighborhood Services Bureau** staff at **(562) 570-6866** to discuss potential events and projects should you have any questions about eligibility.



NMGP Requirements/Guidelines

The NMGP is available to established neighborhood associations citywide. Eligible applicants must be formally established neighborhood associations having designated officers and membership rosters and a history of neighborhood involvement. The NMGP will provide grants of up to \$5,000 to accomplish approved events and/or projects. **All events and/or projects must be completed within twelve (12) months of this Notice of Funding Availability.** Projects that require City permits will be provided with additional time to complete the permitting process, if necessary.

The grants will be disbursed directly to neighborhood associations who must have a tax ID number or fiscal agent. **Detailed cost records and program/project completion** will be required and is subject to approval by **Housing and Neighborhood Services Bureau** staff.



A monetary match is not required for the grant, but a match of volunteer hours will be required, as **project management costs are not eligible for funding.** **Gift cards are also not eligible for purchase through the grant.** Events/projects on public or private property must have prior written approval at the time of application submittal. **Incomplete applications will not be considered.**



NMGP APPLICATION AVAILABILITY

Applications are available starting Tuesday, October 1, 2024

www.longbeach.gov/lbcd/hn/nmgp

Digital writable copies of the application are also available **via email** upon request to the Housing & Neighborhood Services Bureau at **NSB@longbeach.gov** or **(562) 570-6866**.

Hard copy materials will not be mailed in response to requests.
Printed (hard) copies of the application may be obtained from:

Housing & Neighborhood Services Bureau
411 W. Ocean Blvd., 3rd Floor
7:30 a.m. to 4:30 p.m. Monday through Friday
Call to make an appointment for pick up at (562) 570-6866



NMGP APPLICATION ASSISTANCE

Applicants are highly encouraged to view the application workshop video designed to assist neighborhood associations with the preparation of their application.

Link to view the virtual workshop:

www.longbeach.gov/lbcd/hn/nmgp

Housing & Neighborhood Services Bureau staff can assist you with completing your application. Please call **(562) 570-6866** to schedule time for your neighborhood organization to get application assistance.



APPLICATION SUBMISSION CRITERIA

Applicants may not alter the application format. For application preparation technical assistance, please contact the **Housing & Neighborhood Services Bureau** at (562) 570-6866.

Applications can be either emailed to NSB@longbeach.gov or hand delivered by **appointment only** to the Housing & Neighborhood Services Bureau located at 411 W. Ocean Blvd., 3rd Floor. Submitting electronically via email is highly encouraged.

If hand delivering hard copies, applications and all attachments must be submitted on 8-1/2" x 11" white paper, single stapled in the upper left-hand corner. **The cover page of the application packet must contain the NOFA reference number (NOFA-NMPG 2024-2025).** All application attachment pages must contain the applicant's name and the NOFA reference number. Proposals must be single-sided and submitted as **one original**.



**CITY OF LONG BEACH
NEIGHBORHOOD MICRO PROGRAM GRANT
NOFA-NMGP 2024-2025**

I. APPLICATION

THIS APPLICATION IS AVAILABLE IN AN ALTERNATE FORMAT ON REQUEST BY CALLING (562) 570-6866
PLEASE READ PROGRAM GUIDELINES BEFORE COMPLETING

A. ORGANIZATION INFORMATION

Name of Neighborhood Association _____

Street Number or P.O. Box _____

City _____ State _____ Zip Code _____

Contact Person _____ Telephone () _____

Email _____

(Person who will manage program through completion)

2nd Contact Person _____ Telephone () _____

Position in the Organization _____

Email _____

Number of year's organization has been established _____ Years

Person who attended application workshop: _____ Person who viewed on-line application workshop: _____

B. PROGRAM INFORMATION

Provide a brief description of proposed event or project (use additional sheets if needed):

C. APPLICATION CERTIFICATION

_____ (Name of Organization) hereby requests Neighborhood
Micro Grant Program assistance in the amount of \$_____ in goods and services to accomplish a
neighborhood public service event/project in the City of Long Beach. The organization agrees to comply
with all City regulations/requirements in accomplishing the proposed project. We, the undersigned, certify
that we have the authorization of the organization to submit this application.

Name of Organization Representative (please print)

Position

Signature

Name of Organization Representative (please print)

Position

Signature

Name of Organization Representative (please print)

Position

Signature

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II. PROGRAM BUDGET

Neighborhood Association Applicant _____

ORGANIZATION CONTRIBUTION

SUPPLIES & PROFESSIONAL SERVICES TO BE DONATED (OPTIONAL)-- Use Additional Sheets if Needed

ITEM	ESTIMATED VALUE
	\$
	\$
	\$
	\$

Total Value of Donated Materials/Supplies/Services \$ _____

VOLUNTEER OR DONATED LABOR (REQUIRED) -- Use Attached Sheet for Signatures

WORK ACTIVITY	ESTIMATED HOURS	VALUE*
		\$
		\$
		\$
		\$

* Volunteer labor is to be valued at \$29.95 per hour

Total Value of Volunteer or Donated Labor \$ _____

CASH CONTRIBUTION (OPTIONAL) -- Use Additional Sheets if Needed

Source of Cash	Project Component for Which Cash Will be Used	Amount
		\$
		\$
		\$
		\$

Total Cash Contribution \$ _____

TOTAL ORGANIZATION CONTRIBUTION (donations/labor/cash) \$ _____

NEIGHBORHOOD MICRO GRANT PROGRAM (NMGP) CONTRIBUTION Requested Assistance For Materials, Supplies, Permits – Use Additional Sheets if Needed

Item	Estimated Cost
	\$
	\$
	\$
	\$

TOTAL NMGP CONTRIBUTION (Assistance Requested)
(Cannot exceed \$5,000) \$ _____

TOTAL PROGRAM COST
(Organization Contribution + NMGP Contribution) \$ _____



III. EVENT/PROJECT DESCRIPTION

Provide a detailed narrative description of the proposed event or project including: specific event/project components or work elements, specific location(s) and anticipated impact on the community. The narrative should identify what neighborhood need(s) will be addressed by accomplishing the proposed activity. Include a plan in this section that explains how your organization plans to implement your proposed event/project and demonstrates your organization's capacity to carry out the proposed event or project. You may attach event flyer, event agenda, map(s), plot plans, drawings, schematics, and/or any other materials that clearly describe the event/project to be accomplished.

IV. ORGANIZATIONAL INVOLVEMENT

Provide a detailed statement describing the neighborhood association's activities during the past year related to neighborhood issues involving public safety, neighborhood beautification, neighborhood improvement, youth, and/or other neighborhood public service endeavors.

V. VERIFICATION OF PROGRAM COSTS & MATCH

Provide documentation to show the costs of the items you would like to purchase through the grant listed in the NMGP Contribution section.

Also required is proof of the (at a minimum) volunteer or donated labor match included in the application. Proof may be in the form of a price list from the internet, a statement from a bank or other financial institution verifying availability of funds, a pledge of goods and services from vendors/service providers, and/or **a statement from or list of volunteers (with signatures) pledging volunteer labor for the program.**

VI. PROPERTY AUTHORIZATION

If the event or program involves activity on public property, private property, or school district property, submit written authorization from the affected property owner(s) and provide a list of the names, addresses, and telephone numbers of all property owners involved. Programs on private property that involve Homeowners Associations (HOAs) must have prior written approval before the program can be considered.

VII. W-9

Provide a signed W-9 from the neighborhood association or their fiscal agent with the Employee Identification Number (EIN.) If the neighborhood association does not have an EIN, a fiscal agent may be used to provide their information and signature on the W-9. The fiscal agent should also provide a letter stating that they agree to serve as the fiscal agent for this project.

VIII. EVENT FLYER

Provide a copy of the event flyer that will be used to advertise the event to your neighborhood.



V. VERIFICATION OF MATCH

NMGP VOLUNTEER OR DONATED LABOR FORM

The following persons have committed to donate their time and labor to the NMGP program as outlined: _____

NAME	TELEPHONE NO.	HRS.	SIGNATURE



NEIGHBORHOOD MICRO PROGRAM GRANT APPLICATION CHECK LIST

The following information **MUST** be provided either in the body of the application or as attachments to this Application. List the applicant's name, title of the attachment and the RFP number at the top left corner of each page. **FAILURE TO PROVIDE ANY OF THE ITEMS REQUESTED MAY DISQUALIFY THE APPLICATION.**

- ☐ **I. COMPLETED APPLICATION**
 - ☐ ORGANIZATION INFORMATION
 - ☐ PROJECT INFORMATION
 - ☐ APPLICATION CERTIFICATION
- ☐ **II. PROJECT BUDGET**
- ☐ **III. PROJECT DESCRIPTION**
- ☐ **IV. ORGANIZATIONAL INVOLVEMENT**
- ☐ **V. VERIFICATION OF PROJECT COSTS & MATCH**
- ☐ **VI. PROPERTY AUTHORIZATION**
- ☐ **VII. W-9 (and letter from fiscal agent, if applicable)**
 - ☐ W-9 must include a wet (handwritten – not digital) signature
 - ☐ Letter/Email from fiscal agent, if applicable
- ☐ **VIII. EVENT FLYER**



NEIGHBORHOOD MICRO PROGRAM GRANT PROGRAM ELIGIBILITY

Applicant Neighborhood Association _____

Eligibility Criteria

Project addresses an identified community need. ☐

Project is economically feasible and can be accomplished within 12 months (from release of NOFA). ☐

Applicant demonstrates organizational capacity to accomplish the project. ☐

Organization has a track record of involvement in neighborhood issues, activities, and concerns. ☐

Volunteers from the community are included in the project in a meaningful way. ☐

Recommend for award: _____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.



EXAMPLES OF NEIGHBORHOOD MICRO PROGRAM GRANT EVENTS



Sunny Central Neighborhood Association

NOCHE NACIONAL

¡Es hora de reconectar con vecinos y amigos!



Martes, 1 de agosto de 2023

5:00 PM - 8:00 PM

Hill Street

Entre Myrtle Avenue & MLK Jr Avenue



Actividades

- Brincolin • Juegos
- Helado • Comida

Las investigaciones muestran que cuando los vecinos se conocen, los vecindarios son mas seguros.

ACOMPANANOS

562.396.4098 (Reyna Ochoa)
@sunnycentral_

