



# Neighborhood Grant Program

The City of Mission is committed to the preservation and renewal of Mission neighborhoods. The Neighborhood Grant Program provides up to \$500 in reimbursements to *resident-based* groups for programs and activities that improve Mission resident participation and neighborhood conditions.

## Program Information

- Grants are awarded on a first-come, first-served basis.
- All applications must be submitted before **November 1st** of the application year.
- All approved grant funds must be expended, reimbursement form, and original receipts turned in by **December 31st** of the application year.
- Groups hosting *one event* in the application year will be granted \$150 to \$300 for reimbursement expenses.
- Groups hosting *two or more events* in an application year will be granted \$300 to \$500 for reimbursement expenses.
- In some cases, those groups hosting *only one event with a larger resident base* could be allotted up to \$500. This determination will be made by Neighborhood Services staff and is based on fund availability, and the group's reasons to expect higher than average (50 people) attendance.

## Eligibility

1. Applicants must be representatives of an existing neighborhood organization, homeowners' association, or a group of individuals who are organizing a neighborhood organization. Informal neighborhood groups may also be eligible if their grant proposal builds community and enhances the neighborhood. Each application must have a minimum of **two project team members**. Individuals, businesses, fraternal or religious groups, universities, and public agencies are not eligible to apply.
2. Projects must be initiated by residents living within the neighborhood seeking grant approval.
3. Projects must be aimed at improving communication and participation among Mission residents in the neighborhood or improving physical conditions within the neighborhood.
4. Neighborhood grants must be used for activities and programs that are open to all households within defined neighborhood boundaries. Grant funds cannot be used to directly benefit individuals and their families.
5. Neighborhood Services staff will attend neighborhood gatherings when possible.
6. Please refer to the list below for example of eligible and ineligible expenditures.



## Eligible Grant Expenditures

All the following events would qualify for the Neighborhood Grant. Mission neighborhood block parties, picnics, ice cream socials, holiday parties, breakfast gatherings, and organization formation activities. Expenditures include but not limited to:

- Mission resident guide or directory printing costs
- Mission neighborhood cleanup expenses
- Mission neighborhood watch expenses
- Mission neighborhood monuments, signs, entryways, swag \*Needs pre-approval.
- Research/Historical archives for Mission neighborhood history
- Mission neighborhood newsletters
- Mission neighborhood web pages hosting or design costs
- Advertisements for Mission neighborhood events
- Mission neighborhood homeowner organization/ incorporation
- Music and/or Band Entertainment \*Limited to \$100.00

## Ineligible Activities & Purchases

- Political campaigns
- Regular neighborhood organization meeting supplies/equipment
- Improvements that directly benefit a particular household
- Equipment that could be primarily used by individuals rather than for the benefit of the neighborhood at large such as portable barbecue grills, propane tanks, reusable dishware, etc.
- Alcoholic beverages, monetary use, gifts, or prize money.
- Landscape maintenance
- Personal family gatherings or birthday parties

## Application Process

To apply for the program, completely fill out the attached application pages and submit to: Neighborhood Services or email: [nfanska@missionks.org](mailto:nfanska@missionks.org)

- Neighborhood Services staff will review your application to ensure that the proposed program meets the stated goals of the Neighborhood Grant.
- If your application is approved, you will receive an approval letter with a reimbursement form and the award amount.
- After each event or project is finished, complete the reimbursement form and return it along with copies of your receipts to Neighborhood Services.
- **At the time of purchase, separate any personal items from items intended for grant reimbursement.**
- Please do not black out or cover tax information or total amounts due on the receipt.
- Staff may deem certain purchases as ineligible and not supportive of the goals of the neighborhood grant. **If you have questions, please ask before making a purchase.**
- Staff will review the requested reimbursements and reimburse the primary project contact for eligible expenditures up to the stated award amount.

City of Mission Neighborhood Services  
6090 Woodson St. Mission, KS, 66202  
(TEL) 913.676.8360, (FAX) 913.722.1415



# Neighborhood Grant Application

Please return this form to:  
Neighborhood Services | City of Mission  
6090 Woodson | Mission, KS 66202 | Email: [nfanska@missionks.org](mailto:nfanska@missionks.org)

## Project Contact

1. Neighborhood Group Name/Neighborhood Boundaries (Okay to include a map):

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2. Primary Project Contact Name: \_\_\_\_\_

Secondary Project Contact Name: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Telephone Number: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

## Project Description

1. Provide a brief description of the project or activity/event:

2. Please list the event date(s) or expected project timeline:

3. Please provide the number of households in your neighborhood organization. Please also estimate how many new households have moved in the last year.

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4. How many people are you estimating will be either attending the event(s) or benefitting directly from your proposed project. **Please provide a general checklist of attendees with reimbursement form.**

5. How many people/volunteers are being used to organize this event/project? What are their roles? What form of communication will you be using to inform people?

6. What is the goal/objective of the event/project? Will the event/project promote participation, communication, sustainability, or generally improve your neighborhood?

7. Is there anything you would like to see improve in your neighborhood? Or with the neighborhood grant program?

8. Will the event/project need barricades, if so, please fill out the barricade request form attached to this application.

9. Would you like to invite the Consolidated Fire District #2 or Mission Police Department to attend?

Additional Comments/ Feedback /Information:

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6090 Woodson St. Mission, KS, 66202  
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Updated: 1/27/23



## Barricade Request Form

Date of Block Party: \_\_\_\_\_

Time of Block Party: \_\_\_\_\_

Block Party Contact Name: \_\_\_\_\_

Block Party Contact Address: \_\_\_\_\_

Block Party Contact Number: \_\_\_\_\_

Block Party Contact Email: \_\_\_\_\_

Street to be Blocked: \_\_\_\_\_

1st Cross Street where barricades should be dropped: \_\_\_\_\_

2nd Cross Street where barricades should be dropped: \_\_\_\_\_

### Notes:

- Public Works will drop barricades off at the two selected cross streets requested on the Friday preceding the day of the event.
- If you need to cancel a barricade request, please let Neighborhood Services know by 3pm Friday preceding the day of the event.
- Neighborhood Services can be reached at 913-676-8360 or [nfanska@missionks.org](mailto:nfanska@missionks.org)
- The first weekday following the event, Public Works will pick up the barricades from both cross streets.

**Thank you for organizing this Mission event. The City appreciates your efforts in putting on this event!**

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