



City of Mission

Neighborhood Grant Reimbursement Request Form

Instructions: Please complete this form and submit it in person, by mail, or electronically to Neighborhood Services at Mission City Hall, 6090 Woodson St. Mission, KS 66202 or nfanska@missionks.org, please attach additional pages if necessary.

1. Please attach to this form all receipts for items or services purchased by your organization that are eligible for reimbursement. Please list all purchases you'd like to be reimbursed for and make sure all receipts are itemized with the specified charges.
****Please only include purchases for the event on your receipts.****

2. Please attach a copy of any brochure, flyer, or other publicity material used to advertise the event or project. List the attached materials.

3. Please attach or email copies of photographs of the event for our records. List any attached photographs.

4. In addition to Neighborhood Grant funding, what resources did your organization contribute? Please list any other funding sources (and amount) and labor hours required to complete the project, along with any donated items or services.

5. How many households were included in the event or project? Please provide a list of addresses.



6. How many people participated in the project or event? If you do not have an exact number, please provide an estimate.

7. Please provide the name and address of the individual (or organization) you would like us to make the reimbursement check to.

Email: _____

Phone #: _____

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:

- a. Mission resident guide or directory printing costs
- b. Mission neighborhood cleanup expenses
- c. Mission neighborhood watch expenses
- d. Research/Historical archives for Mission neighborhood history
- e. Mission neighborhood newsletters
- f. Mission neighborhood web pages hosting or design costs
- g. Advertisements for Mission neighborhood events
- h. Mission neighborhood homeowner organization/ incorporation

Ineligible Activities & Purchases

- i. Political campaigns
- j. Regular neighborhood organization meeting supplies/equipment
- k. Improvements that directly benefit a particular household
 - l. Equipment that could be primarily used by individuals rather than for the benefit of the neighborhood at large e.g. portable barbecue grills, propane tanks, reusable dishware, musicians/bands, etc.
 - m. Alcoholic beverages, monetary use, gifts, or prize money
- n. Landscape maintenance
- o. Personal family gatherings



City of Mission Neighborhood Grant Guidelines

Reimbursement of Grant Expenditures

Grant funds are provided to neighborhood organizations through the reimbursement of expenses or eligible grant activities, unless otherwise approved by the Neighborhood Services Program Director. Neighborhood groups should submit receipts and similar verifiable documentation of expenses to Neighborhood Services for reimbursement. Reimbursement checks are issued to the neighborhood project team leader.

1. Grant funds are used only on a reimbursement basis. The neighborhood organization must purchase the approved items, and submit receipts or other documentation along with a completed reimbursement form (enclosed) to the City of Mission.
2. Grant funding is intended to complement pre-existing efforts, not provide sole support for an event. Neighborhood groups are encouraged to generate their own revenue for use in neighborhood projects. Funding is not to be used to purchase or lease tables, chairs, or other furniture.
3. The reimbursement form must include information showing what the organization provided for the event or project (i.e. labor hours, outside funding, in-kind support).
4. Funds from the City of Mission may not be used to purchase alcohol or tobacco products or for purposes of political advocacy. If you have a question about what items or services are eligible for reimbursement, please ask before making the purchase.
5. Purchase of food for neighborhood social gatherings must not unreasonably exceed the number of people attending the event. A good guideline to use is \$10 per household among participating homeowners. For example, 20 homes means the maximum that can be spent on food is \$200.
6. Neighborhood groups must make every effort to be inclusive of all households in the designated neighborhood for any event/project using neighborhood grant monies. This means such events may not charge admission. Submit a copy of flyers, brochures, or other advertisements with reimbursement form.
7. Reimbursement form must indicate the number of households that participated (i.e. list of addresses of homes that participated) in the event or project AND the estimated number of people in attendance.
8. All grant money must be used by December 31st of the application year. Unredeemed funding will not be available after that date.
9. We strongly encourage organizations to submit pictures or documentation of the designated event/projects for our records.
10. Neighborhood grant monies CANNOT be used to pay for live entertainment, such as musical groups.