



CITY OF HAMPTON NEIGHBORHOOD COMMISSION

c/o Neighborhood & Housing Services Division

22 Lincoln St – Hampton – Virginia - 23669

TEL 757-727-6140 FAX 757-728-2449

<http://www.hampton.gov/2110/Neighborhood-Grants>

COMMUNITY ACTION PROJECT GRANT PROPOSAL INSTRUCTIONS AND APPLICATION FORM

The Hampton Neighborhood Commission **Community Action Project (CAP) Grant** stimulates grassroots community efforts and encourages groups to come together to make Hampton's neighborhoods better places to live, work, and play. The goals of the CAP Grant Program are to improve communication and partnerships within the community, involve new members in community activities, and enhance the quality of life of Hampton's neighborhoods. **The maximum grant amount is \$2,000 per project.**

Hampton neighborhood organizations and neighborhood-serving organizations with a tax identification number (EIN Number) are eligible to apply. If you don't have an EIN, it is very easy to obtain one, please visit <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> and follow the instructions. If you have any issues obtaining an EIN, please contact us (See contact information below).

Eligible projects may include, but not limited to:

- Projects that increase the feeling of safety in the neighborhood such as fire safety education, disaster preparedness programs, and neighborhood watch outreach, etc.
- Projects that improve the workings of existing neighborhood organizations such as board training and development, membership recruitment, and outreach tools (brochures, newsletters, resident directories).
- Projects may include inter-generational tutoring programs, senior citizen educational programs, neighborhood music or arts events and some outdoor or recreational activities.

Once the project is complete the **grant recipient must complete a close-out report form 30 days after project is complete and this report must be submitted it before reapplying for any additional funding. Also it is strongly recommended you review the Neighborhood Development Fund Policy available on our website, <http://www.hampton.gov/1103/Programs-for-Neighborhoods>, or you may contact our office directly (See contact information below).**

Application Submission: Be sure to submit by April 15th (Must be postmarked prior to the date) or you may not receive funding in time for your event. Applications are accepted from Oct to May although activities may occur throughout the year.

You May Submit Your Application by Mail, Fax, Email, or in Person to:

City of Hampton Neighborhood Commission
C/O Jasmine Bryson
Housing & Neighborhood Services Division
Community Development Department
22 Lincoln St., 5th Floor - Hampton, VA 23669
Phone: (757) 727-6140 - Fax: (757) 728-2449 Email: jbryson@hampton.gov

**COMMUNITY ACTION PROJECT GRANT
APPLICATION FORM**

Submission Date: _____

Tax Identification Number (EIN): _____

Neighborhood Serving
Organization/Association: _____

Project Title: _____

Primary Contact: _____

Address: _____

Phone: _____, Email: _____

Planning Committee Members (Please list the members of your planning team for your project):

Project Category – Type of Project (✓ to select all that may apply)

- _____ Resident Social Interaction Activities – workshops, volunteer events, festivals, etc.
- _____ Youth Projects
- _____ Public Safety – crime prevention, traffic safety
- _____ Education, Recreation and Cultural Initiatives
- _____ Other

If this is an event, please list the date, time & location:

Project Information (Add attachments if necessary)

1. *Summary of Project: A.) Write a clear description of your project you are planning. B.) What do you wish to accomplish with this project? C.) Describe how this project will benefit the neighborhood? Attach a mock flier of your project:*

Activities & Milestones

2. *Please list activities and milestones to complete your project. Attach any proof of this planning, such as meeting minutes and emails (If you are planning an event you may be required to obtain an event permit. Please visit this link for more details, <http://hampton.gov/1611/Outdoor-Special-Events-Permits>).*

Partnerships

4. We value partnerships - Please identify the partners with whom you are working with. Please provide letters of support from your partners (Attach to application):

Name of Partner & Organization (If Applicable)	How Are They Contributing to the Project and/or What is Their Role in the Project (Examples: Making the fliers, Volunteer time, Donate items for/to project, etc.)

Authorized Signature of Organization Chair/President

Date