



Neighborhood Partners Fund Program Guidelines FY 2024/2025

**City of Las Vegas
Department of Neighborhood Services
495 S. Main Street
Las Vegas, NV 89101
(702) 229-2346
NPF@LasVegasNevada.gov**

City of Las Vegas

Neighborhood Partners Fund (NPF)

PROGRAM GUIDELINES

Provides Neighborhood Associations with Resources that Support Efforts to Improve the Quality of Life for All Residents in the Neighborhood

I. Introduction

The Neighborhood Partners Fund grant (NPF) was designed to assist in improving the quality of life in city of Las Vegas neighborhoods. The objectives of NPF are:

- Increase participation and cooperation among neighborhood residents, businesses, and the city.
- Support emerging and established city-registered neighborhood associations working on significant neighborhood issues and concerns through achievable projects.
- Empower registered neighborhood-based associations to effectively plan and implement programs that address neighborhood needs.

The program grants up to \$5,000 to registered neighborhood-based associations for self-help projects that will improve the physical, public safety, cultural, recreational, or educational conditions of their neighborhood. Grants are available for projects that address a meaningful neighborhood need that improves the community.

II. Timeline

The NPF application cycle begins January and concludes in March of the next calendar year. The following application timeline is an **Example**:

January – February	The Neighborhood Services Department announces the availability of matching grants and holds training workshops.
End of February	Deadline to submit a pre-application to determine eligibility to complete the full application.
End of April	Deadline to submit the full application.
May	The Neighborhood Partners Fund Board reviews applications.
June	Applicants present to the Neighborhood Partners Fund Grant Board. Board deliberates and makes funding recommendations.
July	The NPF Board’s funding recommendations are presented to City Council for possible approval. Notice of award is sent to grant recipients.
August	Grant recipients, including the association presidents and the project leaders, attend training and sign project agreements.
September - March	Funding for vendors is available once agreements are signed, with projects commencing in September and concluding by the end of March deadline.

III. Eligible Applicants

All registered neighborhood-based associations are eligible to receive funds provided that the following conditions are met. Registration is through the Department of Neighborhood Services and is free. A neighborhood-based association is one with a majority of its members residing or operating businesses in a defined geographical area commonly recognized as a neighborhood, and whose purpose is to improve the quality of life in that area. The association must be registered with the City of Las Vegas. Associations **must**:

- Be within the jurisdiction of the city of Las Vegas;
- Have a board president and project manager who live within the boundaries of the association;
- Not discriminate in the admission of members to their association;
- Demonstrate active participation of the neighborhood residents and/or businesses within their boundaries;
- Demonstrate neighborhood support for the proposed project/program;
- Not have failed to complete a matching grant project within the past two funding cycles; and
- Submit only one application per Neighborhood Association during the application process

One lead applicant should be identified. A joint or co-applicant is an association that is actively involved in the project during all project phases. An association, which is supportive of the project activities but has only a limited role in the project's implementation, is not a joint or co-applicant.

**Registered Neighborhood Associations whose boundaries include County land must show that 51% or more of the association area is within the City of Las Vegas and the project will take place within the City of Las Vegas.*

NPF applications are only available through ZoomGrants.com. Applicants can attend in-person or virtual workshops to learn about the NPF program and how to access the ZoomGrants program. Information about the NPF workshops will be on the city's website: www.lasvegasnevada.gov/Residents/Grants

All applications will be checked against the eligibility criteria. If the applicant association, as described in the application, does not meet the above criteria, it will be considered ineligible. The applications will also be checked for eligibility using the project requirement, match requirement, and application requirements noted in the following sections.

IV. Eligible Projects

The Neighborhood Partners Fund will award grants that attempt to improve the quality of life of Las Vegas neighborhoods through:

- **Neighborhood Improvement Projects**
- **Crime and Public Safety Programs**
- **Neighborhood Education, Recreation, and Cultural Initiatives**

Project Criteria:

- Must take place within the boundaries of the association;
- Must provide a public, neighborhood benefit;
- Must involve neighborhood people in the identification, planning and execution of the proposed activity;
- Must be completed within 8 months of awarded date;
- Must conform to applicable health, safety, and legal regulations;
- Requires dollar per dollar value match (including cash, donated supplies and materials, and volunteer labor), provided that each match element is truly needed to complete the project.
- Any project awarded funding through the Neighborhood Partners fund is responsible for ensuring compliance with **ALL** City of Las Vegas standards, policies, requirements, and stipulations related to the implementation of their programming and/or projects.
- **The City of Las Vegas is not responsible for the repair of upkeep of any project, the neighborhood association will assume all responsibility.**

Types of Projects and Purchases Not Eligible:

- Projects benefiting an individual or individual property only; projects that do not benefit the majority of the neighborhood residents;
- Projects that duplicate or supplement an existing program or services already being provided by the city of Las Vegas or by other public or private entities;
- Direct subsidy of existing services, operating budgets, or reserve budgets of common interest communities;
- Direct subsidy of care for the medically indigent;
- Projects identified with political parties of any kind;
- Projects proposed by a for-profit association;
- Associations that practice discrimination of any kind;
- General contributions to capital campaigns;
- Operating deficits or retirement of debt;
- Endowment programs;
- Commercial housing or construction projects;
- Overhead costs or salary wages;
- Purchases of gift cards, video cameras to record events, alcohol, tobacco, drugs or related services

Eligible Project Categories:

Neighborhood Improvement Projects

Physical improvement projects make neighborhoods better places to live, work or play. Funded projects may include minimal landscaping or beautification, installation of poles for neighborhood signs or banners, or other types of physical enhancement projects requirements. As an example:

- Soft costs (i.e. engineering, permitting, architectural or consultant fees) associated with planning for large-scale improvement projects will also be eligible under this category.
- Annual plants are not an eligible expense; perennial plants are an eligible expense.

Associations will be provided a comprehensive explanation if special arrangements have to be made. Examples include projects in public right-of-ways, at neighborhood entryways, that impede private property, or on private property not owed by the association. Special arrangement may include:

- Signing a **Landscape Maintenance or Public Right-of-Way agreement as an addendum to the NPF contract including any required insurance and liability waivers.**
- Obtaining permits, site plans, and insurance.
- Assuming responsibility for all future maintenance. It is the sole responsibility of associations to be accountable for the ongoing maintenance of landscape projects or other types of projects including projects located in the public rights-of-way.
- Obtaining documentation from the private property owner or appropriate governmental jurisdiction to demonstrate proper permission. Each project will be assessed on a one on one basis. *Please see Section 7: Other Requirements for further information.*

Neighborhood Education, Recreation, and Cultural Initiatives

Projects aimed at enhancing the educational, recreation, and cultural opportunities available to all neighborhood residents are recognized as fundable projects. Examples of these types of projects include making available after-school enrichment activities for children and youth, cultural, recreational, and educational activities for all ages, and senior citizen activities. Neighborhood-based initiatives in areas such as music, outdoor activities, sports, arts, tutoring, parenting, health and literacy are also included. Eligible projects cannot supplement existing programs and services offered by the city of Las Vegas.

Costs for equipment, books, transportation, meeting space, advertising, and professional services qualify under this grant.

Crime and Public Safety

Projects that reduce crime or increase public safety are also encouraged. Examples of crime and public safety projects include signs for neighborhood crime watch programs, drug awareness programs, fire safety programs, and removal of sight obstructions or safety hazards that would not otherwise be funded by the City.

V. Matching Criteria

Applicant associations must pledge and then secure resources to match the funds they request from NPF. Matches must include volunteer labor and may also include cash, donated supplies, equipment, or professional services. These match elements may be blended together to make the required total match, provided each match element is truly needed to complete the project.

Volunteer Hours

Volunteer hours from the neighborhood are mandatory.

- To ensure neighborhood involvement in the Neighborhood Partners Fund, at least 25 percent of the matching amount must be volunteer hours from neighbors who reside in the defined neighborhood and are needed to complete the project.

For example: If the association applies for a \$5,000 grant, the association will need to provide at least \$1,250 (25 percent of \$5,000) worth of volunteer labor. Volunteer labor is valued at the most current rate publicized by the Independent Sector at the beginning of each application cycle. Associations will itemize these hours in the application's Volunteer Hours Pledge Sheet and in the Volunteer Log Sheets for post-award reporting.

Time Devoted to Creating the Application

- Time devoted to planning the projects, preparing the application, and fundraising can be considered part of the match.
- Technical assistance from the City will be available to help neighborhood groups prepare their applications and value their match.
- The assistance provided by the NPF Program staff or additional funds received from the city of Las Vegas cannot be considered as match.

Pledged Business Donations and Professional Services: Donated Supplies and Equipment

- Applicants must have NPF Donations Pledge Letters for each business and professional individual pledging time or money to the project. If checks are collected as pledges, copies of these checks must be attached to the application with its corresponding **NPF Donations Pledge Letters**.
- The value of professional services counted toward the match shall be based upon the reasonable and customary value of the service rendered.
- Borrowed equipment such as computers or trucks may be used as match. The value of the equipment is set at the amount that would have been paid to rent the equipment for the work performed.

For all elements of the match, applicants must be prepared to justify that the amount and types of proposed contributions are appropriate to the project. Grant recipients must provide appropriate documentation for each match to demonstrate payment and that the match contributed to the project's implementation. The proposed match elements must be expended during the project's implementation.

- To be credited as match, all resources provided by the applicants must be expended after the award of funds by the City.
- Cash match must be expended before the funds from the City.

VI. Evaluation Committee and Criteria

Applications will be reviewed by city staff for threshold compliance with applicable laws and policies. Applications that fail the threshold requirements will be rejected, with notification sent to the applicant association.

Applications meeting the threshold criteria will be forwarded to the Neighborhood Partners Fund (NPF) Board for review and funding recommendation. Applicants will be required to make a presentation and respond to questions from the Neighborhood Partners Fund Board.

Applicants may be required to submit a modified **Vendor Cost Estimates Sheet and Project Budget Worksheet** with additional **NPF Donations Pledge Letters** after presentations to the Neighborhood Partners Fund Board or after NPF funding recommendations are approved by City Council.

Evaluation Committee

The Neighborhood Partners Fund Board reviews the matching grant applications and makes recommendations to the City Council for possible approval. The Board is composed of 13 Ward designees and neighborhood representatives appointed by the Mayor and six Council offices. Staff from the Department of Neighborhood Services provides support to NPF board members. The following **Evaluation Criteria** is used in assessing the viability of the project.

Rating Sheet		
EVALUATION CRITERIA	# of Points	Score
1.1 Quantity of Match (a) Cash (c) Volunteer Hours (b) In Kind Donations (d) Professional Services	40 (1.1 -1.3)	<input type="text"/> <input type="text"/>
1.2 Quality of Participation (a) How are the volunteer hours being used? (Directly or indirectly on project?) (b) How do the volunteer hours contribute to the overall success of project?		<input type="text"/> <input type="text"/>
1.3 Other type of Support (a) Does this project involve the support of any of the following organizations (i.e., LVMPD, UNLV, CCSD, the faith community, local artists or businesses, etc.)?		<input type="text"/>
2. Project Impact –Quantity (See: Cost Estimates & Project Worksheet) (a) How critical is this project to the community? (b) How many people/homes will be impacted by project?	10	<input type="text"/> <input type="text"/>
3. Project Impact –Quality (a) How will this project affect this community? (b) How will it change the lives of the residents?	10	<input type="text"/> <input type="text"/>
4. Long Term Impact (a) How will this project increase community spirit? (b) How will this project engage residents over time?	15	<input type="text"/> <input type="text"/>
5. Program Design Specifics (See: Cost Estimates & Project Worksheet) (a) How cost effective is the proposed project? (b) Is the project well planned and ready for implementation?	15	<input type="text"/> <input type="text"/>
6. EXTRA POINTS (a) Did the residents show exceptional effort in developing this project/application? (b) Is there something unique about this project?	5	<input type="text"/> <input type="text"/>
7. Presentation (a) Is the presentation clear about the project's mission? (b) Does the presentation include photos or some type of project description? (If this project has received prior NPF funding, are there photos explaining the achievements of previous years?)	5	<input type="text"/> <input type="text"/>
Total Possible: 100 points	100	<input type="text"/>

VII. Administration

Awarded applicants will be required to sign an agreement with the City. This agreement is created to maintain a thorough accounting of grant funds. No funds will be disbursed until the association and the City have signed the agreement. The City has no responsibility to reimburse a neighborhood association for any expenses incurred prior to the award decision AND prior to the execution of an agreement. A contract will become null and void if not signed within a six-month period.

The NPF Program staff will work with each of the neighborhood Project Leaders to finalize proposed neighborhood projects. Funds are disbursed using two processes:

- (1) Project leaders request a service or product needed to achieve their project by completing a **Request for Funds** form. The Program Administrator reviews and approves funding request before forwarding for purchase. Vendors are paid directly by the City.
- (2) Project leaders obtain approval from the Department of Neighborhood Services to pay vendors for work done as NPF project. With prior approval from the Department of Neighborhood Services, common interest communities may request reimbursement from the city for these expenditures. The Department of Neighborhood Services will provide the appropriate form for these transactions after approval is obtained.

The project's intent and scope as contained in the approved application must be the same as the project that is completed with the grant funding. Minor revisions to the specific scope and budget may occur to accommodate circumstances that arise between the time of the application and execution of the project. Project changes must be approved by the Department of Neighborhood Services prior to implementation.

By the project deadline in March, all grant recipients are required to complete monthly progress reports and submit required invoices, request for funds forms, reimbursement forms and the final report with photos prior to the project completion deadline stated in the agreement. Grant recipients may be asked to provide a timeline of project planning and completion. All documentation will be monitored by the Department of Neighborhood Services for all projects.

The City will work in full partnership with the neighborhood association to ensure project completion. All partners can be recognized in any literature or publicity received for the project. All video or photographs provided to the City as part of the project can be used in future publicity for the Neighborhood Partners Fund Program.

Equipment

Associations purchasing or receiving equipment as part of the project, whose value is over \$1,000, will give the City rights to the equipment for three years from the date of purchase. Should the association be dissolved or should the equipment not be used in accordance with the grant agreement, the city will have the right to re-appropriate the equipment.

Subsequent Grants

Neighborhood associations may not be awarded a second grant until the first funded project has been successfully completed and a satisfactory project close-out report is filed. **Neighborhood associations that have failed to carry out a project satisfactorily may not be eligible to apply again for two years from the time of the original application.**

Other Requirements

Projects under contract with the City of Las Vegas will be conducted in accordance with all applicable federal, state, and local laws. Projects involving public property must receive the permission of the appropriate governmental jurisdiction. Projects involving private property must have the permission of the property owners involved. It is the responsibility of the applicant to obtain any permits normally required for particular activities and projects (e.g. street use permits, planting, etc.). Permitting fees may be incorporated into the budget at the time of application.