

Neighborhood Watch Coalition

Mini-Grant Application Process

- ✦ Obtain mini-grant application form. Locate the items your group would like to purchase. Identify the business where the items can be purchased, the quantity, sizes (if applicable), and model and/or SKU numbers for the items requested and include the information with the application. Most businesses will include a print-out or invoice that you can attach to the application. Because the Coalition is a tax-exempt organization, the City will not pay taxes, so make sure the invoice or estimate reflects a tax-free price.
- ✦ Completely fill out and return the application. Note that only active neighborhood watch groups may request and receive a mini-grant. In addition to having an active watch group, a member of that group must have attended three consecutive Coalition meetings.
- ✦ Applications may be submitted to a Coalition Board member or dropped or mailed to the Newport News Police Department, c/o Community & Youth Outreach Division, 11828 Fishing Point Drive, Newport News 23606
- ✦ The Coalition Board will consider the application and conduct a vote to approve or disapprove the application. A majority vote in favor is required to proceed with the purchase.
- ✦ If approved, a purchase order will be created by the Community & Youth Outreach Division for signature. The purchase will be made with the agency credit card by a member of the Community & Youth Outreach staff.
- ✦ The receipt will be retained and filed. If an exchange or return of the purchased items is required, the Watch representative will contact the Community & Youth Outreach staff for assistance at the number below.
- ✦ The evaluation date (Section C of the mini-grant application) **must** be completed and turned in to the Community & Youth Outreach Division within 10 days of the completion of the project/program. **Failure to follow this requirement may result in discontinuation of funding or ineligibility for future funding.**
- ✦ During the process, if you have questions, please contact the Community & Youth Outreach Division at 757-928-4700.

Newport News Neighborhood Watch Coalition Mini-Grant Application

All proposals must provide the information requested below, including the specific work plan information. Mini-grants cannot be awarded for more than \$500. Proposals may not exceed five (5) double-spaced typewritten pages. Submit two (2) copies of the application to:

Newport News Police Department
Community and Youth Outreach Division
11828 Fishing Point Drive
Newport News, VA 23606

(1) **Organization Name** _____

(2) **Chairperson Name** _____

(3) **Chairperson Address** _____

(4) **Phone Number(s)** _____

(5) **Work Plan**

A. Purpose/Goal of Project/Program.

B. Mission/Objectives. How will your organization implement the project/program?

- Provide a brief history of your Neighborhood Watch group.
- Describe how your group has been active in the Neighborhood Watch Coalition.
- Give a description of the programs or services to be provided if the Grant is awarded.
- List the materials/resources needed and those available for your program.
- Provide a budget for the program and the amount requested.
- Describe your group's method of financial management.

C. Evaluation: Evaluation data is due within ten (10) days of completion of the project/program. Failure to submit an evaluation of the proposed project/program will eliminate eligibility for future mini-grant funding.

- Number of people reached
- List of Neighborhood Watch members who participated in the project/program
- Resources utilized
- Dates of project/program
- Number of volunteer hours expended for the project/program
- Explain whether the project/program achieved the desired goals
- Should other Neighborhood Watch groups implement this project/program?

Mini-grant funds cannot be spent to supply food or alcoholic beverages and are subject to the rules governing the use of City funds.