The purpose of the Neighborhood Micro Grant is to assist neighborhoods in hosting meetings or events that serve to create a new neighborhood organization/group or solicit additional memberships for an existing organization/group. Micro grants are available for up to $500 under the Neighborhood Empowerment Program (NEP) Guidelines. See guidelines below and an example of a previously approved application at the end of this document.

MICRO GRANT GUIDELINES

- Neighborhoods are eligible to receive funds up to two times a year.
- Funds are available on a first-come, first-serve basis until depleted.
- Financial documents (invoices, original receipts, contracts, etc.) for items related solely to the meeting or event must be submitted before micro grant funds will be reimbursed.
- Items purchased with the Micro Grant should be used for promoting, administering and hosting the meetings or events. The items should be sustainable, used for future meetings and events. Items include, but are not limited to:
  - Administrative materials, such as clipboards, paper and pens
  - Printing of fliers, and/or other announcement materials
  - Promotion and advertisement materials, such as signs, banners, welcome bags
  - Rental fees of public facilities, such as recreation centers, schools or churches
  - Portable tables, chairs, benches, tents, and umbrellas
  - Traffic calming signs, barricades, and traffic cones
  - Flash lights, extension cords, portable work lights, and solar lights
  - Entertainment supplies for children, such as color books, crayon and games
  - Presentation supplies, such as easels and megaphones
  - Cooking supplies and food serving items
  - Food warmers and coolers
  - Food and non-alcoholic beverages
  - Cleaning and waste collection items
  - Storing and organizing supplies
- Changes to the application information regarding the date, time, place, and purpose of the event may nullify the micro grant. If changes are necessary, please advise the City of Denton Neighborhood Planning Program (CDNPP) in advance to ensure that the event still meets the guidelines.
- A copy of the meeting or event notification should accompany the application.
- Neighborhood Micro Grant applications should be submitted no later than four weeks prior to the neighborhood event.
- City of Denton representatives are available to attend the neighborhood meeting or event to provide information about City Neighborhood Programs.
- Neighborhood meetings or events must be held before August 31st.
**HOW TO APPLY**
Completed applications may be emailed to pz@cityofdenton.com or mailed to the following address:

City of Denton Neighborhood Planning Program  
215 W. Hickory St.  
Denton, TX  76201

If you have questions regarding this grant or the application, please call (940) 349-8541. For additional information, visit www.cityofdenton.com/neighborhoodplanning.
NEIGHBORHOOD MICRO GRANT APPLICATION FORM

Date: __________________________ Requested Amount: __________________________

Contact Person: ________________________________________________________________
Mailing Address: _______________________________________________________________
City and Zip Code: ______________________________________________________________
Phone Number: Day: ______________________ Evening: ____________________________
Email: _______________________________________________________________________

Is this an existing Neighborhood Association or Group: □ Yes □ No
If yes, what is the name of the Neighborhood Association or Group: ________________
____________________________________________________________________________

The number of Households in your Neighborhood Association or Group: ______

Describe the purpose of the Meeting/Event:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Date and Time of the Meeting/Event: ____________________________________________
Address of the Meeting/Event: _________________________________________________
How will you notify your neighborhood of the meeting or event?
____________________________________________________________________________
____________________________________________________________________________

How many neighborhood households will you notify of the meeting or event? ________
Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What information may we provide your neighborhood association/group? ___________
____________________________________________________________________________

Based on the forgoing, the undersigned applicant requests this application be approved administratively by the CDNPP and attests that all statements made in this application are true and correct.

Applicant Signature: __________________________ Date: ______________

Approved by: ______________________________________________
Title: _____________________________________________________
Witness by my hand this _____ day of ______________________, 20____
NEIGHBORHOOD MICRO GRANT APPLICATION FORM

Date: 9/27/17  Requested Amount: $365.86

Contact Person:
Mailing Address:
City and Zip Code: Denton, Texas 76210
Phone Number: Day: Evening:
Email:

Is this an existing Neighborhood Association or Group: [ ] Yes  [ ] No
If yes, what is the name of the Neighborhood Association or Group: Sundown Ranch HOA
The number of Households in your Neighborhood Association or Group: 552

Describe the purpose of the Meeting/Event:
It is our National Night Out, our annual community-building campaign that promotes police/community partnerships and neighbor camaraderie.

Date and Time of the Meeting/Event: Oct 3, 2017  6:30-8:30 pm
Address of the Meeting/Event:

How will you notify your neighborhood of the meeting or event?
Website, posted signs in neighborhood, Facebook, and Sundown Ranch Connection, Nextdoor Neighbor

How many neighborhood households will you notify of the meeting or event: 552

Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary:
- Food & drinks for 150 people @ $45 each (total cost $6,750)
- Bag for party favors @ $5 each ($250)

What information may we provide your neighborhood association/group? Any help you need will help us promote this campaign.

Based on the forgoing, the undersigned applicant requests this application be approved administratively by the CDNPP and attests that all statements made in this application are true and correct.

Applicant Signature: ___________________________  Date: 9/27/17

Approved by: _________________
Title: Long Range Planning Administrator
Witness by my hand this 28 day of September, 2017.
Party Favor Bags
for No
Party City
Sundown Ranch
2136 Colorado Blvd., Suite 120
Denton, TX 76205
940 387-3305

10.3.17

Griddle purchase
for Ranch 10.3

LOEW'S
LOE'S HOME CENTERS, LLC
1255 S LOOP 288
Denton, TX 76205 (340) 320-1939

- 10.00% off military personal use discount sale -

SALES#: 5022800413 TRANS#: 70850959 09-19-17

366180 BLACK STONE GRIDDLE KIT 26.99
29.99 DISCOUNT EACH 3.00
565588 BLACKSTONE 4-BURNER GRIDDLE 269.10
299.00 DISCOUNT EACH 29.50

SUBTOTAL: 296.09 TAX: 24.43
INVOICE 35906 TOTAL: 320.52 VISA: 320.52
TOTAL DISCOUNT: 32.90

THANK YOU FOR YOUR
MILITARY SERVICE

VISA: X000000000000 AMOUNT: 320.52 AUTH: 413175
SWIPED REFID: 01835039231 09/19/17 14:54:42

STORE: 1083 TERMINAL: 35 09/19/17 14:58:26

2 OF ITEMS PURCHASED:
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

THANK YOU FOR SHOPPING LOE'S.
SEE REVERSE SIDE FOR RETURN POLICY.
STORE MANAGER: CRAIG SIMPSON
National Night Out

Tue, Oct 3, 6:30 PM - 8:30 PM
3449 Sundown Boulevard, Denton, TX

Interested
...
2 attending

Event details
National Night Out is an annual community-building campaign that promotes police/community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. NNO enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. The Denton Police and Fire Departments will be represented by personnel who will provide an ambulance, a fire truck, and a police car for the kids to see. Other attractions for the evening: bounce house, cake walk, pie-eating contest, popcorn, sno cones, hamburgers, hot dogs, and treat bags for the kids. This is the perfect time to get out with your family to meet your neighbors and the first-responders in your community. We are in need of volunteers for the evening so please contact [insert contact information] if you are interested. [Facebook] See you there!

Tuesday, October 3, 2017
Sundown Ranch Clubhouse

Please join us October 3, 2017 at 6:30-8:30 PM for National Night Out. Come and meet your neighbors, as well as local police and fire departments.

We will be serving hamburgers, hot dogs, and snow cones and have lots of goodies for the kids!

See you there!!!