



## NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION

- Complete the application in full, do not leave any part of the application blank.
- All volunteer pledged hours require an original signature from the pledging resident.
- If any questions do not apply to your project or event, write or type “N/A.”
- Additional sheets may be used if necessary.
- Submit the completed application to the City of Denton at 401 N. Elm St. or email a PDF with all supporting documents to [CommunityDevelopment@cityofdenton.com](mailto:CommunityDevelopment@cityofdenton.com)
- All applications must be received no later than 5 p.m. on the closing date published on the City’s website.
- All grant funds shall be awarded/ or paid only to groups identified with a particular Denton neighborhood.
- An example of an approved grant application can be found at the end of this document.
- If you still have questions regarding this grant or the application, please call (940) 349-7726 or visit [www.cityofdenton.com/grants](http://www.cityofdenton.com/grants).

**1. Project Title**

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**2. Name of Neighborhood Association or Group**

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**3. Federal Tax I.D. number (if applicable)**

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**4. Name of Partner (if applicable)**

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**5. The number of Households in your Neighborhood Association or Group: \_\_\_\_\_**

6. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program?  Yes  No

7. Name, address, phone numbers, and email of **Neighborhood Association or Group** contact(s):

a. Name: \_\_\_\_\_

b. Mailing Address: \_\_\_\_\_

c. City and Zip code: \_\_\_\_\_

d. Phone Number: day \_\_\_\_\_ evening \_\_\_\_\_

e. Email: \_\_\_\_\_

f. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

a. Partner Name: \_\_\_\_\_

b. Mailing Address: \_\_\_\_\_

c. City and Zip code: \_\_\_\_\_

d. Phone Number: day \_\_\_\_\_ evening \_\_\_\_\_

e. Email: \_\_\_\_\_

f. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

a. Partner Name: \_\_\_\_\_

b. Mailing Address: \_\_\_\_\_

c. City and Zip code: \_\_\_\_\_

d. Phone Number: day \_\_\_\_\_ evening \_\_\_\_\_

e. Email: \_\_\_\_\_

f. Signature: \_\_\_\_\_ Date \_\_\_\_\_



**11. Budget Information**

a. Total Project Expenses:	\$
b. Total amount of money requested (up to \$10,000):	\$
c. Neighborhood Match	
1. Neighborhood Association Matching Funds:	\$
2. In-kind donations/Services	\$
Volunteer Hours - A minimum <b>25 percent</b> of Neighborhood Match must come from volunteer hours, at a rate of <b>\$18 per hour</b> . For example, 25 percent of a \$10,000 matching grant is \$2,502, a total of 139 volunteer hours would be required.	
Volunteer Hours _____ x \$18.00	\$
Monetary Donations	\$
Donated Materials or Supplies	\$
Donated Professional Services	\$
Total amount of Neighborhood Match:	\$

**12. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.**

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Please note in addition to a completed application, the following are required **BEFORE** the project:

- Attend a Neighborhood Project Matching Grant Workshop
- Volunteer Hours Pledge Sheet:
  - A minimum 25 percent of the Neighborhood Match must come from volunteer hours
  - Original signatures from all pledging residents are required
- W-9 Form
- Neighborhood Project Matching Grant Agreement
- City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- Final Project Report (no later than 30 days upon completion of the project)
- Financial Records (invoices, original receipts, contracts, etc.)
- Photos of finished Project or of Program

# VOLUNTEER HOURS PLEDGE SHEET

Project Title: \_\_\_\_\_

Name of Neighborhood Association or Group:

\_\_\_\_\_

NAME	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED	ORIGINAL SIGNATURE