



# NAF Guidelines and Application Checklist

### PURPOSE

The Neighborhood Activity Fund (NAF) provides grants to **Neighborhood-Based Community Groups (NBCG)** to support activities that build social capital, trust, and relationships between neighbors, enhance the capacity of the group, and improve the sense of community in the neighborhood. Creativity is encouraged and may increase community participation in your event or activity.

**Grant Restrictions:** All activities must

- Be inclusive and benefit all neighbors
- Be located within the city limits
- Not be used to purchase alcohol
- Not be used to support political activities

### WHO CAN APPLY

Neighborhood-Based Community Groups (NBCG) that have achieved **active** status with the Neighborhood Group Leaders Association (NGLA), meaning they have registered and participated in a minimum of two NGLA meetings in the calendar year. Neighborhood eligibility updated after each meeting at: <http://bit.ly/LongmontNAF>.

### FUNDING ELIGIBILITY

NAF funding is no longer competitive for eligible NBCGs within the primary application period from April 1 through August 31. Any eligible neighborhood that submits a *valid application* within the primary application period will be awarded a grant. Funding availability is determined by the number of households in the community. Your neighborhood may apply funding to as many activities as you choose if the total request doesn't exceed total funding eligibility. *If funds remain unallocated after August 31, all active neighborhoods may apply for up to \$400 in additional competitive funding during the fall application period, regardless of prior awards or number of households.*

Primary application period: 4/1 through 8/31		
Funding availability	Households	Funding
	149 or fewer	\$200
	150 or more	\$400
Fall application period: 9/1 through 10/31		
<i>if funds remain</i>	All	\$400

### APPLICATION PROCESS CHECKLIST

#### Preparation

- Review NAF Guidelines (page 1)
- Confirm neighborhood eligibility ([online](#))
- Review application and plan your activities

#### Complete and Submit an Application *(below)*

- Provide a contact person (page 3)
- Describe each proposed activity (pages 3 & 4)
- Estimate expenses for each activity (page 5)

#### Payment Request *(within two weeks after the activity)*

- Submit a payment request + **receipts** (page 6)
- Submit an evaluation form and photos (page 7)

#### Fall Application *(based on funding availability)*

- Submit a bonus fall application after September 1 for an additional \$400 grant

### PAYMENT REQUEST

Please submit request within two weeks after activity completion

**Funds must be spent and payment request with dated receipts submitted to CNR by December 1, 2023**

*\*Receipts/invoices must illustrate proof-of-payment*

- **Electronically:** [NGLA@longmontcolorado.gov](mailto:NGLA@longmontcolorado.gov)
- Community and Neighborhood Resources, 350 Kimbark Street, Longmont, Colorado, 80501

Once the activity is complete, submit a payment request form with evaluation, photos, and dated receipts/proof of payment. Grant activities may take place anytime between receiving award notification and December, but funds must be spent and payment requested by the first Friday in December. **Ask about exceptions for December activities.**

- Funds spent before award notification will **not** be reimbursed and payment requests not submitted by the deadline will be forfeited.
- Complete a separate payment request form for each check recipient required. Most grants will be reimbursements.
- **Include itemized original receipts/invoices for all appropriate expenditures (don't include non-relevant/personal expenses on receipts)**
- **Cancelled checks and credit card statements are not acceptable proof of payment**



# Neighborhood Activities Fund

Available to NGLA Neighborhoods with active status



## NAF Grant Timeline

Neighborhood-Based Community Groups must be active with NGLA for the current calendar year to be eligible  
 \*Active status requires a current registration and participation in at least two NGLA meetings

### Primary Application Period *non-competitive funding to eligible neighborhoods*

**April 1** Neighborhood Activity Fund (NAF) application packets are available and applications are accepted from eligible neighborhood groups

**August 31** Primary Application Period Deadline

### Fall Application Period *Competitive funding, dependent on remaining funding availability*

**September 1** NAF applications accepted from all eligible neighborhoods.  
*Eligibility is not impacted by previous awards.*

**October 31** Fall Application Period Deadline (or when funds are exhausted)  
*Activities may take place until November 30*

**Payment Request** Please submit reimbursement requests within two weeks after the activity

**Dec 1** Last day to submit a reimbursement request *funds not requested may be forfeited*  
 Friday *Must include request form, evaluation, valid receipts/proof of payment, and digital photos. Request an extension for December activities, but all payments must be processed before December 31.*

## NAF Activity Samples

There is no limit to the number of activities eligible neighborhoods may apply funds to, but the total funds requested cannot exceed total eligibility. **Previously funded activities include:**

Summer Fun	Community Events	Functional Activities	Holiday Celebrations
<ul style="list-style-type: none"> <li>Block party</li> <li>Neighborhood picnic/Pot luck</li> <li>Ice cream social</li> <li>Pool party</li> <li>BBQ/Chili cook off</li> </ul>	<ul style="list-style-type: none"> <li>Movie in the park</li> <li>Neighborhood to farm dinner</li> <li>Concert with local bands</li> <li>Food truck gathering</li> <li>Bike rodeo</li> </ul>	<ul style="list-style-type: none"> <li>National Night Out</li> <li>Annual meeting</li> <li>Community Cleanups</li> <li>Neighborhood yard sale</li> <li>Neighborhood networking</li> </ul>	<ul style="list-style-type: none"> <li>Independence Day Parade</li> <li>Halloween/Pet Costume Parade</li> <li>Tree lighting ceremony</li> <li>Luminaires</li> <li>Harvest festival</li> </ul>





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## NAF APPLICATION

**Submit applications to:**  
[n gla@longmontcolorado.gov](mailto:n gla@longmontcolorado.gov) or  
 Community & Neighborhood Resources,  
 350 Kimbark Street, Longmont, CO 80501

Select correct application period

- Primary: April 1 thru August 31
- Fall: September 1 thru October 31  
\*If funds remain

<b>CONTACT</b>	Neighborhood Group Name:		
	Application Date:		Number of Neighborhood Households:
	Contact Person <i>Does not need to be an NGLA representative</i>		
	Name:		Phone:
	Email:		
	Address:		Zip code:

<b>ACTIVITY I DESCRIPTION</b>	<b>ACTIVITY I</b>		
	Date Planned:		Number of Residents expected to participate:
	Proposed Activity 1 Title:		
	Activity Location:		
	Activity Description:		
	How will this activity improve the sense of community/social bonds in your neighborhood?		
	Resources <i>(must match budget)</i>		
	A: NAF grant request: <i>activity 1 only</i> \$	B: Total other resources: <i>optional</i> \$	C: Total activity cost: $A+B=C$ \$
	Will the activity take place on a street or public right of way? NO _____ YES _____, permit required <small>Permit application available at <a href="http://bit.ly/SpecialEventsPermits">http://bit.ly/SpecialEventsPermits</a></small>		





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<b>ACTIVITY II DESCRIPTION</b>	ACTIVITY II <i>if necessary</i>		
	Date Planned:	Number of Residents expected to participate:	
	Proposed Activity 2 Title:		
	Activity Location:		
	Activity Description:		
	How will this activity improve the sense of community/social bonds in your neighborhood?		
	Resources <i>(must match budget)</i>		
	D: NAF grant request: <i>activity 2 only</i> \$	E: Total other resources: <i>optional</i> \$	F: Total activity cost: $D+E=F$ \$
	Will the activity take place on a street or public right of way? NO _____ YES _____, <i>permit required</i> Permit application available at <a href="http://bit.ly/SpecialEventsPermits">http://bit.ly/SpecialEventsPermits</a>		

<b>ACTIVITY III DESCRIPTION</b>	ACTIVITY III <i>if necessary</i>		
	Date Planned:	Number of Residents expected to participate:	
	Proposed Activity 3 Title:		
	Activity Location:		
	Activity Description:		
	How will this activity improve the sense of community/social bonds in your neighborhood?		
	Resources <i>(must match budget)</i>		
	G: NAF grant request: <i>activity 3 only</i> \$	H: Total other resources: <i>optional</i> \$	I: Total activity cost: $G+H=I$ \$
	Will the activity take place on a street or public right of way? NO _____ YES _____, <i>permit required</i> Permit application available at <a href="http://bit.ly/SpecialEventsPermits">http://bit.ly/SpecialEventsPermits</a>		





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## NAF APPLICATION BUDGET ESTIMATE

Distinguish between activities if applying for more than one, total at bottom. *Other resources are not required.*

<b>BUDGET ESTIMATE</b>	Neighborhood Group Name: <input type="text"/>				
	Activity # <small>From application if applicable</small>	Detailed Item Description, Unit Price, and Amount <small>*Please round all numbers up to the next whole dollar*</small>	NAF Grant Request <small>per item</small>	Other Resources <small>neighborhood contributions</small>	Total Item Cost
	<i>Example Activity 2</i>	<i>3 packages of hot dogs @ \$5 each [rounded up from \$4.75 ea]</i>	\$ 10	\$ 5	\$ 15
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
				Total Grant Request	Total Contribution
Activity 1 Total (C)			\$	\$	\$
Activity 2 Total (F) <i>if included on application</i>			\$	\$	\$
Activity 3 Total (I) <i>if included on application</i>			\$	\$	\$
<b>COMBINED TOTAL</b>			\$	\$	\$



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## NAF PAYMENT REQUEST FORM

**Submit AFTER activity, payment requests not accepted after Friday, December 1, 2023**

<b>REIMBURSEMENT REQUEST</b>	<i>Remember to include dated receipts*, evaluation, and photos!</i>		Funding Period: <input type="text"/>	
	Today's Date:			
	Neighborhood:			
	Date of Activity:			
	Activity Title(s) (#'s ____): <i>From application</i>			
	<b>Make Check Payable To:</b> <i>submit a separate request form for each check required</i>			
	Total Payment Amount Requested: (cannot exceed approved amount)	\$ <input type="text"/>	<input type="checkbox"/> This is the full request for this activity <input type="checkbox"/> Multiple check requests submitted, # ____	
	First & Last Name:			
	Full Address:			
	Phone Number:			
Email:				

**\*Please submit a separate payment request for each check recipient  
and attach all dated receipts as required proof of payment  
*canceled checks and credit card statements are not proof of payment***

*For internal use only:*

<b>Approval:</b>	_____
<b>Date:</b>	_____
<b>Notes:</b>	_____

**Submit payment requests to:**  
[n gla@longmontcolorado.gov](mailto:n gla@longmontcolorado.gov) or

City of Longmont, Community & Neighborhood Resources  
350 Kimbark Street, Longmont, CO 80501

**A/C #:** \_\_\_\_\_



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## NAF ACTIVITY EVALUATION

Submit with Payment request, valid proof of payment, and photos or video of your activity

<b>ACTIVITY I EVALUATION</b>	<b>ACTIVITY I EVALUATION</b>		Funding Period: <input type="text"/>
	Date of activity:	Number of Residents that participated:	
	Activity title:		
	Did the activity improve your community's sense of community or quality of life? Yes or No Please Explain:		
	Do you consider the activity successful? Yes or No How can the activity be more successful next year?		
	Did you borrow or use any resources from Community and Neighborhood Resources? Yes or No Please Explain: _____ What additional resources would have been helpful?		

<b>ACTIVITY II EVALUATION</b>	<b>ACTIVITY II EVALUATION</b> <i>if applicable</i>		Funding Period: <input type="text"/>
	Date of activity:	Number of Residents that participated:	
	Activity title:		
	Did the activity improve your community's sense of community or quality of life? Yes or No Please Explain:		
	Do you consider the activity successful? Yes or No How can the activity be more successful next year?		
	Did you borrow or use any resources from Community and Neighborhood Resources? Yes or No Please Explain: _____ What additional resources would have been helpful?		