

2025-2026

UPDATED AUGUST
2025

COMMUNITY MICROGRANTS

PROGRAM GUIDELINES

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PROGRAM OVERVIEW

The Community Microgrant Program is a citywide initiative that invests in grassroots leadership and local problem-solving. It provides small grants, ranging from \$500 to \$5,000, to support resident-led efforts that make Charlotte's neighborhoods more connected, vibrant, and engaging. With a focus on accessibility, the program has no match requirement and accepts applications on a rolling basis from October through March. Projects must be completed within six months.

Purpose

This grant supports:

- Investing in grassroots leadership and resident-led, neighborhood solutions
- Strengthening neighborhood connections and sense of belonging
- Promoting accessible, short-term projects that create long-term community impact

PROGRAM PRIORITIES

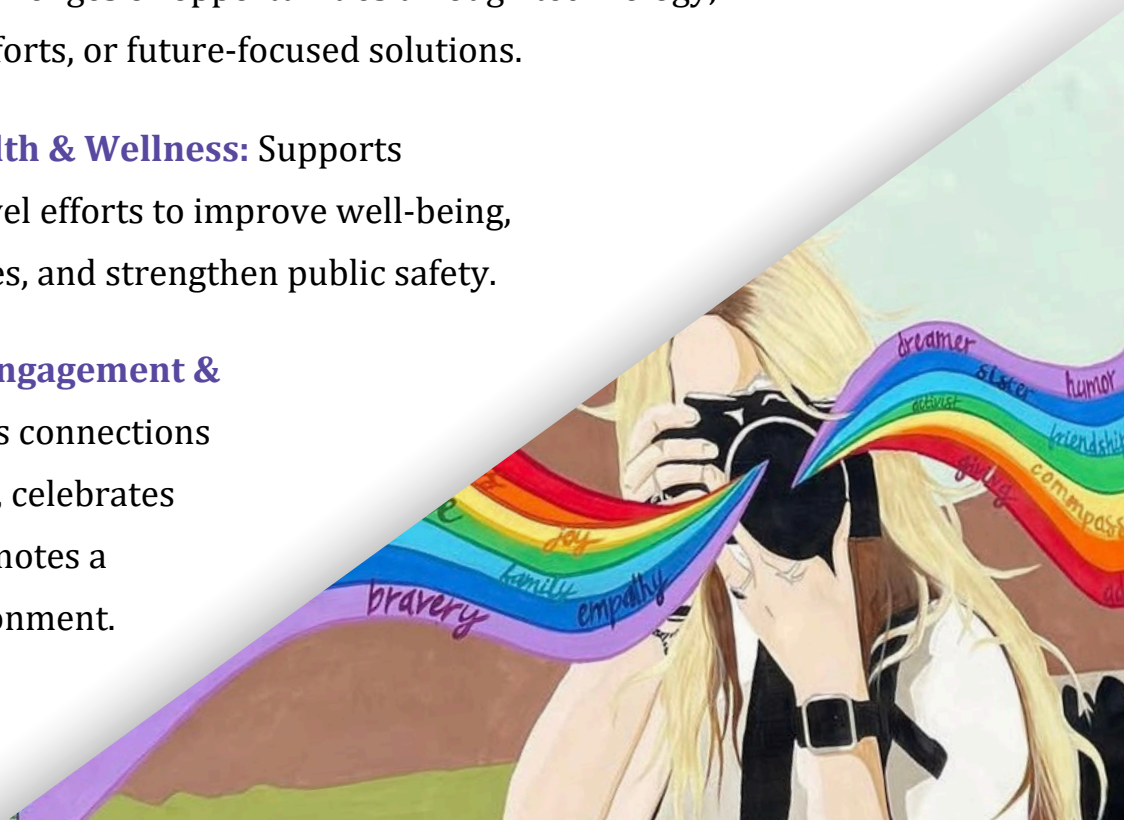
The Community Microgrant is designed to support small, resident-led projects that can be quickly implemented and make a real difference in the neighborhood. The program helps:

- Bring neighbors together to build stronger relationships and shared ownership
- Support practical, low-barrier projects that address real neighborhood needs
- Strengthen neighborhood identity, safety, and connection through community-driven action

Focus Areas

Projects must align with one or more of the following focus areas:

- **Innovation & Sustainability:** Supports creative approaches to neighborhood challenges or opportunities through technology, environmental efforts, or future-focused solutions.
- **Community Health & Wellness:** Supports neighborhood-level efforts to improve well-being, address disparities, and strengthen public safety.
- **Neighborhood Engagement & Belonging:** Builds connections among neighbors, celebrates identity, and promotes a welcoming environment.



ELIGIBILITY

Applicant Type

The grant is open citywide to the following neighborhood-based organizations:

- Neighborhood Associations
- Homeowners Associations (HOAs)
- Resident-led Groups in Rental Communities
- Neighborhood Coalitions
- Neighborhood and Business Associations
- HOAs or Neighborhood Associations in Affordable Housing Communities (10+ units)

Please see Appendix A for definitions and requirements related to eligible organization types.

Additional Eligibility Notes:

- Projects must take place within Charlotte city limits
- Neighborhoods may only have one active Community Microgrant at a time. A new application may be submitted once the previous grant is considered closed. A grant is considered closed when the project is complete and the final report and required documentation have been submitted and approved. No more than two Community Microgrants may be awarded to the same neighborhood within a calendar year.



GRANT DETAILS

Funding Amount

Grant amounts start at \$500 and may not exceed \$5,000.

Use of Funds

Funds may be used for:

- Project supplies and materials
- Event-related costs
- Contractor or instructor fees directly tied to the project
- Equipment rental or purchase
- Up to 25% of the grant amount may be used for food and non-alcoholic beverages related to the project, not to exceed \$1,000

Funds may not be used for:

- Items or expenses not directly related to the approved project
- Expenses from past activities, unfinished work from prior projects/grants, or efforts previously funded through the NMG program
- Projects requiring zoning/building permits or encroachment agreements (Temporary Infrastructure Agreements are permitted)
- Efforts that duplicate existing public or private programs
- Political or religious programming
- Property acquisition, including the purchase of land, buildings, or vehicles (these items are considered long-term assets, not short-term project expenses)
- General operating support (outside of project-related staff time), including operating expenses such as rent, utilities, salaries, maintenance bills, and insurance
- Debt, loans, or other similar financial obligations
- Fundraising events, raffles, giveaways, or entrance fees
- Entertainment (bands, DJs, clowns, etc.)
- Food & beverages in excess of \$1,000 for non-grant funded events or activities
- Equipment or other items that cannot be stored in a shared, community-accessible location (e.g., neighborhood clubhouse or storage shed)
- Personal use items or volunteer labor
- Annual plants (perennials permitted) and organic mulch or pine needles (materials with longer longevity are allowed, e.g., rubber mulch, mats or pellets, stone/gravel)

This list is not exhaustive. The program reserves the right to deny funding for any expense or item deemed unrelated to the project or inconsistent with program goals.

PROJECT OPPORTUNITIES

Below are examples of eligible projects that align with the Community Microgrant's focus areas. Projects should be collaborative, community-driven, and reflect new or expanded efforts; not ongoing programs.

Innovation & Sustainability

- Pilot projects using new tools or models
- Digital access initiatives
- Green infrastructure (e.g., rain gardens, composting)
- Water conservation, bike racks, pollinator gardens
- Renewable energy education or demonstrations



Community Health and Wellness

- Fitness, nutrition, or mental health programming
- Emergency preparedness events
- Lighting improvements for safety
- National Night Out or other public safety-focused events

PROJECT OPPORTUNITIES

Below are examples of eligible projects that align with the Community Microgrant's focus areas. Projects should be collaborative, community-driven, and reflect new or expanded efforts; not ongoing programs.

Neighborhood Engagement & Belonging

- Community gatherings or festivals
- Neighborhood branding and storytelling (e.g., welcome packets, signage, history projects)
- Resident involved training or leadership development
- Intergenerational or cross-cultural events
- Outreach activities to boost participation and readiness for future Neighborhood Matching Grants
- Materials such as flyers or translated resources to increase resident participation



Note

- *Projects may be one-time events or a short series of activities. Grant funds may not be used to support ongoing programs or previously existing efforts. All proposals must reflect new or expanded work that directly engages the community.*

NOTE ABOUT FESTIVALS & SPECIAL EVENTS



Festivals and special events are eligible for funding and can be a great way to bring neighbors together. However, events should not be the only type of project a neighborhood applies for over time. Neighborhoods may request funding for events more than once, but priority may be given to new ideas or projects that build on previous efforts and promote long-term impact. Multiple event dates may be included in a single application when part of a broader neighborhood strategy.

Permits

Temporary road closures and over-street banners may be permitted for events—contact Charlotte Department of Transportation (CDOT) for details and permit requirements.

- Roads abutting residential property- CDOT ROW approval
 - Pat Brown Patrick.brown@charlottenc.gov or 704-579-1307
- Roads abutting commercial property Joe Yanicak, jyanicak@charlottenc.gov or 704.336.5531

The same event may not be funded by multiple neighborhoods.



APPLICATION PROCESS

Application Deadline

Applications for the Neighborhood Microgrant are accepted on a rolling basis from October 1 through March 1 each year. The online application must be submitted at least 8 weeks before your planned project start date. Late submissions will not be reviewed.

The application is short and simple, but all applicants are required to complete a brief e-Learning Module before submitting. This module outlines key information about eligibility, project expectations, and what's needed for a complete application. A link to the module is available on the Neighborhood Microgrant webpage.

We recommend starting early to allow time for gathering project details and completing the required steps.

For assistance, applicants may contact the Community Engagement team at hnsgrants@charlottenc.gov or through the contact information provided on the grant webpage.



HOW TO APPLY

Use the steps below to navigate the application process. Each step is important to help you submit a complete and competitive proposal.

Confirm Eligibility

The applicant must be an eligible neighborhood-based organization. Instructions for eligibility verification can be found on page 3 of the guidelines or by calling 704-336-4594.

Review Program Materials

Read the program guidelines thoroughly before starting your application. You must complete the e-learning module prior to applying. Contact the Community Engagement team for support or guidance.

Select or Confirm Project

Work with your neighbors to confirm the project for which you'd like to request funding. Keep documentation of meetings and community input to support your application.

Create Account

Access and create an online account by visiting the grant portal at <https://www.grantinterface.com/Home/Logon?urlkey=charlottenc>. From there, click "Create New Account." Returning applicants should contact our office if login assistance is needed. *Note: Only one person can manage the grant in the system. All communications will be sent to the email address associated with the application account.*

Begin Application

Review the application questions and complete all required worksheets, including the project budget.

Complete Application

Submit your completed application by 11:59 PM on the posted deadline. Applicants who are unable to complete the application online may call 704-336-4594 to request assistance or alternative options.

Applications must follow all instructions and include all required documentation. Incomplete applications will not move forward in the review process. Application deadlines cannot be extended.



REVIEW PROCESS

Applications will be reviewed by an inter-divisional review team. Applications must be complete, accurate, and clearly communicate the proposed project. Because this is a competitive process, submitting a thorough and well-prepared application gives your project the best chance of being funded. Once submitted, applications cannot be revised.

SELECTION CRITERIA

Applications will be scored based on the following criteria:

Community Involvement & Engagement(25 points)

- Project was developed with input from community members
- Evidence of inclusive planning, collaboration, or outreach
- Proposal demonstrates commitment to building or strengthening neighborhood connections
- Letter of support or examples of engagement are included (if applicable)

Alignment with Focus Area & Community Benefit (25 points)

- Strong connection to one or more of the program's three impact areas (Innovation & Sustainability, Health & Wellness, Engagement & Belonging)
- Clearly defines a neighborhood issue or opportunity the project will address
- Anticipated outcomes are relevant and likely to benefit the broader community

Organizational Readiness and Local Leadership (20 points)

- Organization is rooted in the neighborhood and reflects local leadership
- Demonstrates ability to carry out the proposed project within 6 months
- Shows capacity to manage project and complete reporting requirements

Project Plan and Feasibility (20 points)

- Timeline and steps are clear, realistic, and achievable
- The goals and expected outcomes are realistic, clearly stated, and a good fit for the project's size, timeline, and budget.
- The proposal is well thought out and aligns with the funding request

Budget and Use of Funds (10 points)

- Accurate, itemized, and reasonable project budget
- Grant funds used only for eligible, project-specific expenses

GRANT TIMELINE

The program accepts applications on a rolling basis from October 1 through March 1. It may take up to 4 weeks from the date of submission for a final funding decision.



Funding Decisions

If your project is approved for funding, you will receive a notice of award along with instructions for next steps. Grant-funded projects may not begin until the contract is fully executed.

If your project is not selected for funding, you will receive written notification along with a brief explanation. If you're interested in strengthening your proposal for a future application, our staff is available to assist you. We encourage you to apply again.

Funding decisions for the Community Microgrant are made by an inter-divisional review team. The review team evaluates all eligible applications based on scoring criteria, alignment with program priorities, and available funding.

Grants team staff manage the overall process, provide technical assistance, and support applicants throughout the application and grant cycle.

Contingencies for Recommended Projects

In some cases, projects recommended for funding may be approved with contingencies. A contingency is a condition that must be met before the grant agreement can be finalized or funds released. Project contingencies include requirement to obtain permissions, permits or agreements to comply with city or county ordinances. Project contingencies must be resolved before funds can be released.

If your project is approved with contingencies, Community Engagement staff will contact you with details and work with you to address any outstanding items.

GRANTEE REQUIREMENTS

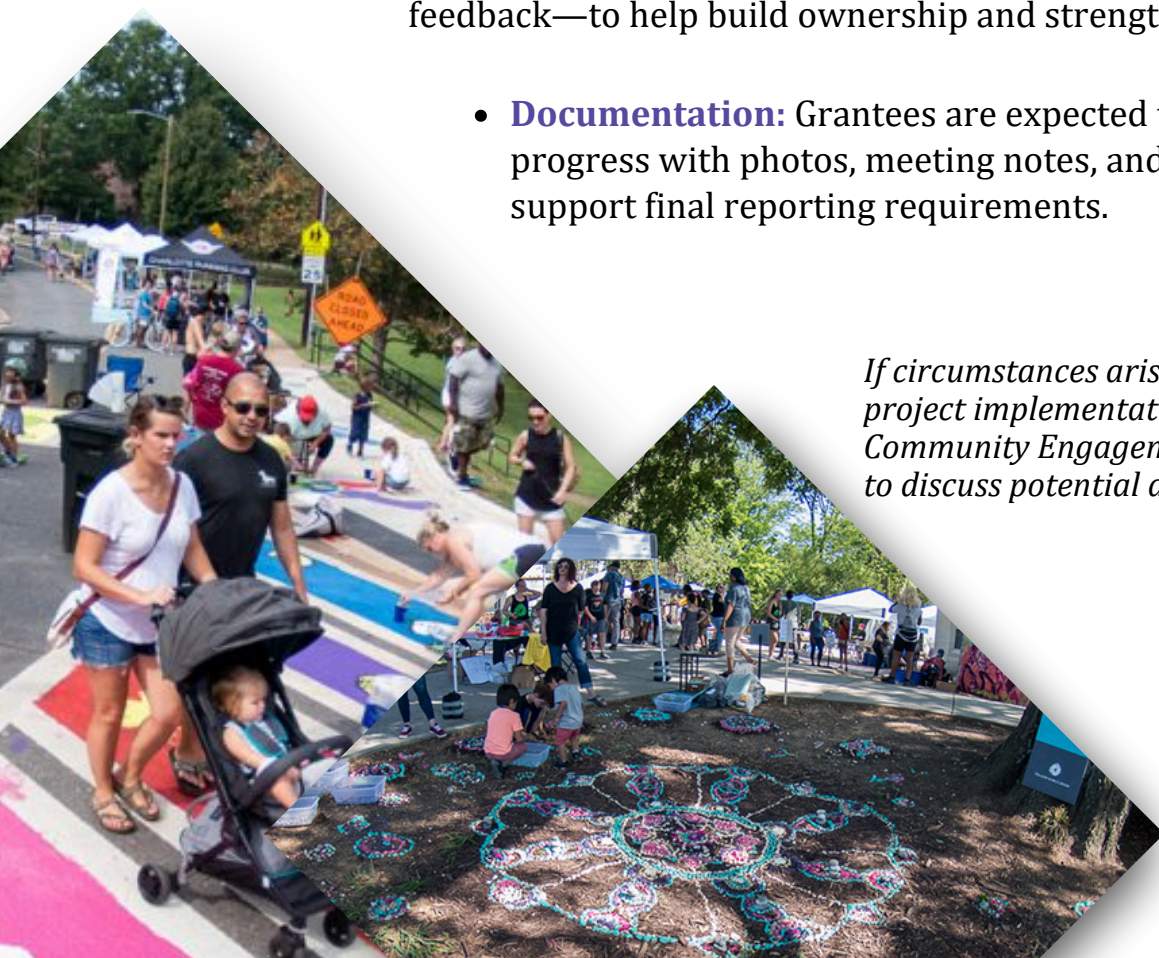


Project Implementation

Grantees are responsible for completing the approved project as described in their application and grant agreement. Projects must be implemented in a timely, collaborative, and inclusive manner. Key expectations include:

- **Project Timeline:** All projects must be completed within 6 months from the date the agreement is signed. Extensions will not be granted.
- **Community Engagement:** Residents should remain involved during project implementation—through planning, participation, or ongoing feedback—to help build ownership and strengthen community ties.
- **Documentation:** Grantees are expected to document project progress with photos, meeting notes, and resident reflections to support final reporting requirements.

If circumstances arise that may delay or alter project implementation, grantees must notify the Community Engagement team as soon as possible to discuss potential adjustments.





CHANGES TO APPROVED PROJECTS



Any changes to the approved project scope, budget, timeline, or key partners must be submitted in writing and approved by the Community Engagement team before the change is implemented.

Unapproved changes may result in loss of funding or affect eligibility for future grant opportunities.

Grantees are encouraged to contact staff early if adjustments are needed due to unexpected circumstances. Staff can help determine whether a formal amendment is required and provide guidance on next steps.

PROJECT ACTIVATION, IMPLEMENTATION, AND CLOSING

Contracts

Within 7-10 days of approval, successful applicants enter into a contract with the City of Charlotte, thus activating the approved project. Registration with Vendor Services is required when the organization is notified about approval. The organization's taxpayer identification number is required for the city to encumber the grant funds. Approval is withdrawn if the agreement is not signed within 2 weeks of contract effective date. Project contingencies must be completed before reimbursement will be processed.

Contractual agreements reflect project goals and budget that are contained in the approved application. Fraud, misuse of funds, or non-compliance on other agreements constitutes default on the contract. Appropriate penalties apply, including loss of eligibility for a period of at least two years. A grant may be withdrawn at the request of the grantee, however reimbursement of expended funds may be required.

Microgrants are not eligible for contract extensions. All projects must be complete within 6 months of contract effective date.

Projects under contract with the City of Charlotte are carried out in accordance with all applicable laws and regulations.



DISBURSEMENT OF FUNDS

Grant funds are not awarded in advance; funds are released once documentation is submitted showing the vendor invoice has been paid. Microgrant reimbursement will be processed in one payment upon receipt of the required closeout survey and appropriate documentation of funds spent.



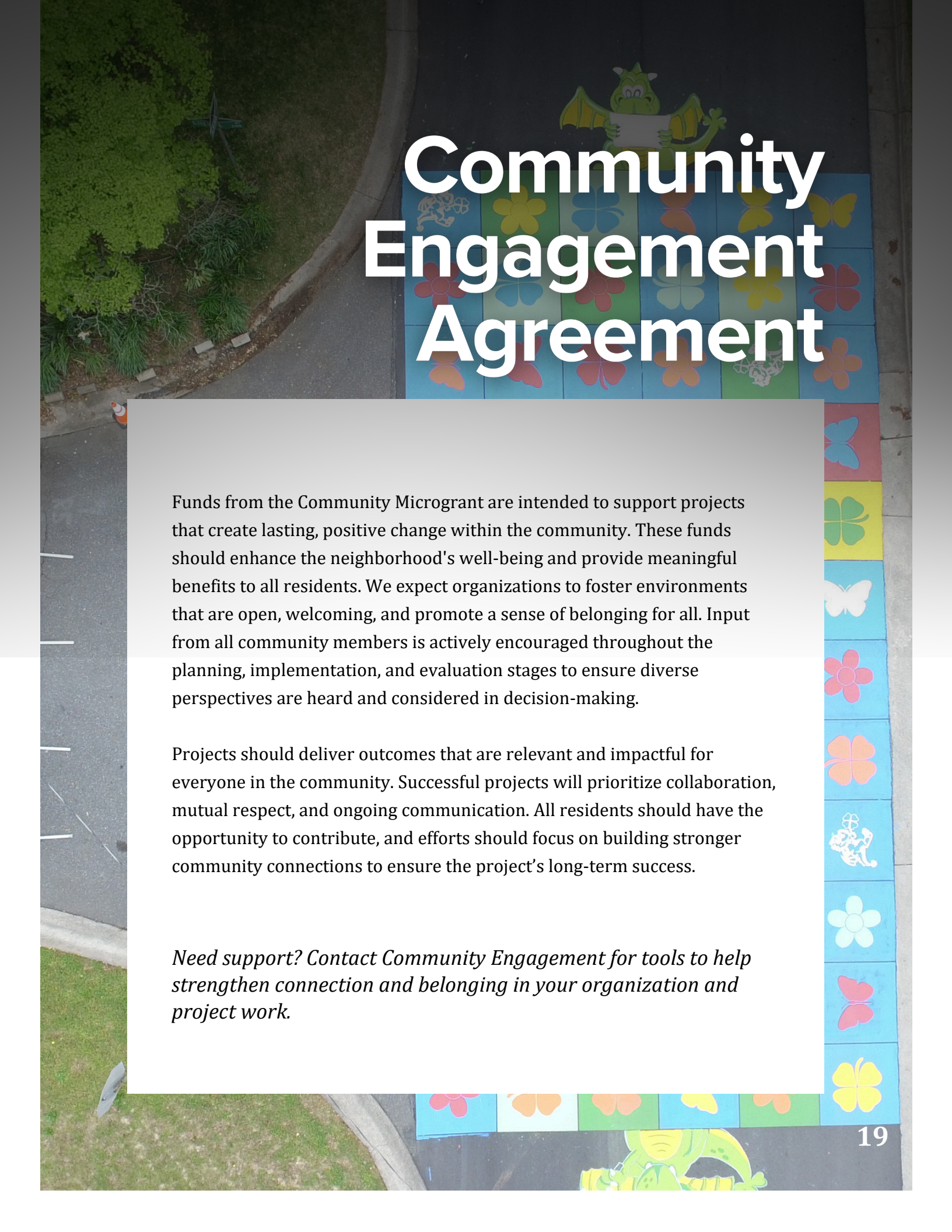
- Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.
- Organizations are encouraged to use reliable vendors to avoid potential problems or delays. Vendors must demonstrate professional competence in the field for which they are requesting payment. Verification may be requested.

At the end of the contract term any funds remaining will be returned to the program.

Reporting and Documentation

Grantees must submit a final report that includes:

- A summary of project outcomes
- Budget use and documentation
- Reflections or testimonials from residents involved
- Pictures of project
- Interim check-ins or site visits may be required depending on the project

An aerial photograph of a playground. A large, colorful mural of a green dragon with yellow wings is painted on the pavement. The dragon is holding a sign that says 'Community Engagement Agreement'. The mural is surrounded by various colorful flowers and butterflies. The text 'Community Engagement Agreement' is overlaid in large white letters on the dragon's sign.

Community Engagement Agreement

Funds from the Community Microgrant are intended to support projects that create lasting, positive change within the community. These funds should enhance the neighborhood's well-being and provide meaningful benefits to all residents. We expect organizations to foster environments that are open, welcoming, and promote a sense of belonging for all. Input from all community members is actively encouraged throughout the planning, implementation, and evaluation stages to ensure diverse perspectives are heard and considered in decision-making.

Projects should deliver outcomes that are relevant and impactful for everyone in the community. Successful projects will prioritize collaboration, mutual respect, and ongoing communication. All residents should have the opportunity to contribute, and efforts should focus on building stronger community connections to ensure the project's long-term success.

Need support? Contact Community Engagement for tools to help strengthen connection and belonging in your organization and project work.

SUPPORT AND RESOURCES

Technical Assistance

Community Engagement staff are available to provide technical assistance throughout the application process. Support may include:

- Clarifying eligibility requirements
- Answering questions about the application or required documents
- Reviewing draft applications upon request
- Helping troubleshoot issues with the online application system

Applicants are encouraged to reach out early to request support and ensure enough time to prepare a complete and competitive application.

Contact Information

For questions or assistance, contact the Community Engagement team:

Phone: (980) 416 -7035

Email: hnsgrants@charlottenc.gov

Language Access

To ensure equitable access to city services, the City of Charlotte can assist you with obtaining translation and interpretation services free of charge. Contact Armando Cruz-Martinez | Armando.CruzMartinez@charlottenc.gov | (980) 297-3711





APPENDICES

- A -Neighborhood Organization Definitions
- B - Support for Newly Formed Organizations
- C - FAQs
- D - Sample Application (includes budget template)



ORGANIZATION DEFINITIONS

Neighborhood Associations

Neighborhood Associations are voluntary organizations made up of residents within a defined neighborhood area. They typically have elected officers, governing documents, and hold regular meetings. These associations may or may not collect membership dues and often organize community projects like clean-ups, beautification efforts, and neighborhood festivals. Their focus is on addressing broad community issues and improving overall neighborhood conditions.

Neighborhood Associations are eligible to apply when all of the following criteria are met:

- Organizations must represent at least 25 or more homes (units) and be registered on the Neighborhood Organization Contact List (NOCL)
- 75% of association members must live or own property in the neighborhood (can include renters).
- Must be established and active for at least six months preceding the NMG application cycle deadline (see page 7 for newly forming organization support)
- Created and governed by residents within the neighborhood
- Open for membership to everyone in the neighborhood
- Has a duly elected board and established by-laws or governing documents
- Holds regular meetings and maintains records via agendas and meeting minutes
- Expands and/or promotes existing neighborhood goals and objectives

Homeowners Associations HOA

Homeowners Associations (HOAs) are involuntary organizations typically comprised of homeowners in a specific residential development or subdivision. These organizations manage and maintain common areas, enforce community rules and regulations, and collect dues to fund upkeep and community activities. While some HOAs may be involved in community events or improvements, their primary role is to ensure that the neighborhood's physical infrastructure and community standards are maintained. Membership in an HOA is typically required as part of the property ownership in the designated area.

Homeowners Associations are eligible to apply when all of the following criteria are met:

- Organizations must represent at least 25 or more homes (units) and be registered on the Neighborhood Organization Contact List (NOCL)
- 75% of association members must live or own property in the neighborhood (can include renters).
- The HOA must be established and active for at least six months preceding the NMG application cycle deadline or have been turned over to the residents and under resident board control for at least six months prior to the application deadline
- Created and governed by residents within the neighborhood
- Open for membership to everyone in the neighborhood
- Has a duly elected board and established by-laws or governing documents
- Holds regular meetings and maintains records via agendas and meeting minutes
- Expands and/or promotes existing neighborhood goals and objectives

Neighborhood Coalitions

Neighborhood Coalitions are groups of nearby neighborhood organizations formally associated to address shared concerns in a specific, defined geography, and achieve common goals. Neighborhood coalitions may work to advocate for changes, improve community services, raise awareness about issues, and implement initiatives that benefit the neighborhood.

Neighborhood Coalitions are eligible to apply when all of the following criteria are met:

- Organizations must represent at least 25 or more homes (units) and be registered on the Neighborhood Organization Contact List (NOCL)
- Represented neighborhood coalition's leadership must comprise at least 75% of the governing board
- Must be established and active for at least six months preceding the grant application (see Appendix B for newly forming organization support)
- Open for membership to everyone in the represented neighborhoods
- Has a duly elected board and established by-laws or governing documents
- Board meets quarterly or more frequently and maintains record via meeting agendas and minutes
- Board meetings have regular participation from members of all represented neighborhood organizations

Resident Organizations in Rental Communities

A resident organization is a group of people living in the same building or complex who come together to address common needs and advocate for their community. Resident organizations play a role in enhancing the quality of life for residents and fostering a sense of community. Tenant Association and Residents Councils are included in this category.

Resident organizations are eligible to apply when all of the following criteria are met:

- The organization represents residents of a single building, complex, or defined residential community with at least 25 homes (units) and is registered on the Neighborhood Organization Contact List (NOCL)
- Membership is open to all residents within the property or community area
- The group has a defined leadership structure, such as elected officers or a resident council

- Must be established and active for at least six months preceding the grant application (see Appendix B for newly forming organization support)
- Has a duly elected board; maintains governing documents (e.g., bylaws, charter, or written guidelines)
- The organization holds meetings on a regular basis and keeps basic records (e.g., agendas, notes, or sign-in sheets)
- Demonstrates active engagement of members in planning or decision-making
- The organization is formed to improve quality of life, address community issues, and strengthen connections among residents
- Activities and projects benefit the broader resident community, not just a small group of individuals
- The organization is recognized by property management, building ownership, or another appropriate authority, if applicable
- Resources are used exclusively for projects and products specified in the agreement and exclude capital improvements or other items or services standardly provided by landlords/building management.

Neighborhood & Business Association

Neighborhood and Business Associations are formal organizations formed by residents, property owners, or local businesses within a defined geographic area. These organizations work collaboratively to address neighborhood issues, promote community engagement, and improve local conditions. They often focus on issues such as safety, beautification, community events, and economic development. Note: This does not include merchant associations.

Neighborhood and Business Associations are eligible to apply when all of the following criteria are met:

- The association represents a defined geographic area, corridor, or business district within the City of Charlotte; registered on the [Neighborhood Organization Contact List \(NOCL\)](#)
- Membership is open to residents, property owners, and/or businesses within the defined area.

- The association has a duly elected board or officers and a set of governing documents (e.g., bylaws, charter, or articles of organization)
- Board composition includes representation from both homeowners/residents and business owners within the defined area
- Must be established and active for at least six months preceding the grant application (see Appendix B for newly forming organization support)
- The association holds regular meetings and maintains records (e.g., agendas, minutes, or sign-in sheets)
- The association demonstrates active engagement of members in decision-making and community activities
- The organization focuses on community improvement projects or initiatives that benefit the entire neighborhood or business area, not just individual members

HOAs or Neighborhood Associations in Affordable Housing Communities (10+ units)

HOAs or Neighborhood Associations in affordable housing communities are resident-led groups formed by homeowners living within the same development. Traditionally, neighborhoods with fewer than 25 units were not eligible for grant opportunities. This category extends eligibility to affordable housing communities that may not meet the 25-unit threshold but have at least 10 units. These groups function like traditional HOAs or neighborhood associations and play a role in supporting community connection, resident leadership, and long-term neighborhood stability.

Small-scale HOAs or NAs are eligible to apply when all of the following criteria are met:

- The group represents an affordable housing development with at least 10 homes (units)
- Membership is open to all homeowners within the development.
- Must be established and active for at least six months preceding the grant application (see Appendix B for newly forming organization support)

- The group has an elected leadership structure or another established process for resident decision-making
- The group maintains governing documents (e.g., bylaws, charter, or other written guidelines)
- The group holds regular meetings and keeps basic records (e.g., agendas, minutes, or sign-in sheets)
- The group has been established and active for at least six months prior to the application deadline
- Activities and projects benefit the broader development community, not just individual households
- The group demonstrates collaboration with any development leadership entity, board, or property management, if applicable



SUPPORT FOR NEWLY FORMED ORGANIZATIONS

Organizing helps neighbors connect, support one another, and work together toward shared goals. Organized neighborhoods have a stronger voice and greater influence in community decisions. Community Engagement offers support to residents interested in organizing. To learn more, visit our [Training Programs & Resources](#) page or contact your Neighborhood Engagement Service Team representative.

FREQUENTLY ASKED QUESTIONS

Who can apply for a Community Microgrant?

Neighborhood-based organizations within Charlotte city limits—including neighborhood associations, HOAs, tenant organizations, and resident-led groups in rental communities, etc. —are eligible. See Appendix A for detailed definitions.

What type of projects are eligible for funding?

Projects must align with one or more of the program's focus areas: Innovation & Sustainability, Community Health & Wellness, or Neighborhood Engagement & Belonging. They should be community-driven, achievable within six months, and demonstrate visible impact.

How much funding is available through the grant?

Grant amounts start at \$500 and may not exceed \$5,000. There is no match requirement.

When can I apply?

Applications are accepted on a rolling basis from October 1 through March 1. Submit at least 8 weeks before your planned project start date.

What do I need to complete before applying?

All applicants must watch a brief e-Learning Module before submitting an application. This module explains key requirements and best practices.

FREQUENTLY ASKED QUESTIONS

How long do I have to complete my project?

All projects must be completed within six months of the grant agreement's effective date. No extensions will be granted.

What can grant funds be used for?

Grant funds must be used for a single project that benefits the broader community. Eligible expenses include project supplies, event costs, contractor or instructor fees, and food (limited to 25% of the grant amount, not to exceed \$1,000). Funds cannot be used for entertainment, giveaways, raffles, personal items, or any costs not directly related to the approved project.

How are applications reviewed and selected?

A review team scores applications based on community involvement, alignment with focus areas, organizational readiness, feasibility, and budget clarity. See the "Selection Criteria" section for details.

Can my neighborhood apply for funding more than once?

Neighborhoods may only have one open Community Microgrant at a time. However, they may apply again once the previous grant has closed. A maximum of two Community Microgrants may be awarded to the same organization within a calendar year.

Where can I get help or ask questions about my application?

Community Engagement staff are available to provide technical assistance. Email hnsgrants@charlottenc.gov or refer to the contact information in the guidelines for additional support.

Community Micro Grants 2025-26

City of Charlotte

Part I: General Application Requirements

Project Name*

Name of Project.

Character Limit: 100

Brief Project Description*

Please provide a brief summary of your project (1-3 sentences); you will have the opportunity to fully describe the project further into the application.

Character Limit: 250

Amount Requested*

This amount should be equal to the grant request on the budget worksheet. **Request must be between \$500 and \$5,000.**

Character Limit: 20

Pre-Application Workshop*

Please enter the date you completed the e-learning module (required).

Character Limit: 10

Part II: Organization Info & Verifying Documentation

Board Roster*

Please upload a copy of your current Board Roster/ Officer Contact List **including names, street addresses, email, phone number and board position.**

* Coalitions should also indicate which individual neighborhood each board member represents

File Size Limit: 1 MB

Neighborhood Boundaries*

Please list your physical street boundaries. You may also upload a map of your neighborhood.

Character Limit: 250 / File Size Limit: 2 MB

What is your organization's annual budget?*

Please list your approximate annual operating budget. If your organization does not have a budget, type \$0.

Character Limit: 20

Previous Grant Activity*

Has your organization previously received funding through the NMG or CMG program*?

*Organizations that have never received funding from either program will be required to submit documentation verifying their organizational status with this application.

Choices

Yes

No

I don't know

Part III: Project Information

Projects must align with one or more of the following focus areas.

- **Innovation & Sustainability**
Supports creative approaches to neighborhood challenges or opportunities through technology, environmental efforts, or future-focused solutions.
- **Community Health & Wellness**
Supports neighborhood-level efforts to improve well-being, address disparities, and strengthen public safety.
- **Neighborhood Engagement & Belonging**
Builds connections among neighbors, celebrates identity, and promotes a welcoming environment.

Project Type*

Choose the project type that most closely describes the project for which grant funding is being requested.

Choices

Innovation & Sustainability

Community Health & Wellness

Neighborhood Engagement & Belonging

Project Objective/Purpose (Impact & Need)*

- Describe the recognized problem or identified need the project seeks to address in your community.

- Demonstrate how the project is connected to one or more of the program's three impact areas.
- How will the project contribute toward the future success of your organization (i.e why is this project important to your neighborhood, what benefits does it provide to residents?).

Character Limit: 2500

Community Involvement and Engagement*

- Describe how the community was involved in choosing and planning this project.
- Provide any documents, including meeting minutes, surveys, or petitions documenting community support for the project.

Character Limit: 2500 / File Size Limit: 3 MB

Project Evaluation*

Explain how your organization will evaluate the project's success (i.e # new members, % decrease in crime, increased volunteerism/participation, attendance diversity, etc.)

Character Limit: 2500

Sustainability*

Explain how your organization will sustain your project. For physical projects think about future costs and maintenance, for capacity building projects think about how relationships will be sustained or future opportunities that may be seeded through this effort.

Character Limit: 2500

Marketing & Promotions*

Detail your plan for marketing and promoting your project within your community, and beyond if desired.

Character Limit: 2500

Project Location/Closest Physical Address*

Provide the specific, or nearest address of where the project will take place. If multiple locations, please list each location or provide a map of the project location(s).

Character Limit: 2500 / File Size Limit: 1 MB

Property Ownership*

Please indicate the ownership of the property upon which the project will be implemented. If there is no physical project funded via this grant request select n/a.

Choices

Public property

Private property

Both Public and Private property

N/A

Part IV: Required Worksheets

Project Plan

Use the table below to provide a detailed plan for your project. If additional space is needed, continue on a separate sheet and upload in the space for additional attachments (part V).

Project Step/Activity/Task	Where will this occur?	Responsible Person/Group/Vendor	Approx. Start Date	Approx. End Date

Budget

List all items/services for which you are requesting funding.

If a vendor is to be paid, list the vendor name. If an item is to be purchased/rented, indicate where the items will come from (eg: Lowe's, amazon.com, Community Toolbank, etc.)

Total value of all items requested must be between \$500 and \$5,000.

- Grant funded expenditures may NOT begin until project is approved and grant agreement is signed.

Vendor/Suppliers to be Paid with Grant Funds	Item or Service to be Funded	Amount	Quote(s) Provided

Cost Estimates*

Please upload cost estimates for each proposed expenditure.

- At least one estimate is required for items or services under \$1,000, **at least two estimates are required for individual items or services exceeding \$1,000.**
- Be sure that sales tax and applicable delivery fees and/or installation charges have been accounted for.

File Size Limit: 5 MB

Estimate 2 (required for items/services over \$1,000)

File Size Limit: 5 MB

Part V: Application Attachments

The following file upload areas are for your application's supporting documentation. Here you might upload:

- Photos of existing conditions or sketches of proposed project components (photos use a lot of space, try inserting them into a Word document, then upload)
- Additional letters of neighborhood participation or external support
- Strategic plan, reserve study or other planning documents
- Security Survey for Crime & Public Safety project
- Any other supporting documents you would like for the Review Team to see

Please use the space provided below for additional photos or documents. Note the maximum file size for each field and combine documents if necessary.

If you need assistance, please email our grants team at hnsgrants@charlottenc.gov. Please include your organization name and "CMG application" in the subject line.

Photos or Additional documents

File Size Limit: 6 MB

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File Size Limit: 6 MB

Please review your application in it's entirety before submitting. Once your application is submitted, you will no longer be able to access it to makes changes.

Verifying Documentation - New Applicants

Organization Type*

Choose an organization type from the listed eligible organizations.

Choices

Homeowners Association (HOA)
Neighborhood Association
Neighborhood Coalition
Neighborhood & Business Association
Resident-led Group in Rental Community
Registered Tenant Organization in Rental Community
Resident-led Groups in Affordable Housing Development

Verifying Documentation*

1. Upload at least one (1) of the following governing documents for your organization: Bylaws, Articles of Incorporation and/or Covenants Conditions & Restrictions (CC&Rs)

File Size Limit: 1 MB

2. Please upload meeting minutes from a community meeting, annual meeting or other meeting that shows your organization has been active for at least 6 months prior to the application deadline.

For example, if you are submitting an application for the September cycle, minutes should be from the previous March (or earlier).*

File Size Limit: 1 MB

Property Owner Permission

Property Owner*

Who owns the property where your project will be installed? If the property is owned by the City, State or other public entity our staff can assist to determine contact info and approval processes.

Character Limit: 250

Property Owner Permission

Please upload documentation confirming that the property owner has provided permission for use of their property. If the property is to be installed on public property, please upload permission from the appropriate regulatory agency (i.e. CDOT, Mecklenburg Co, State of NC)

File Size Limit: 3 MB

Verifying Documentation - Returning Applicants

Verifying Documentation

If you are a returning applicant and have updated your organization's bylaws or CC&R's since your last application, please upload the current document(s) here.

File Size Limit: 1 MB