

COMMUNITY PARTNERSHIP GRANTS



OVERVIEW

The Community Partnership Grant is designed to help community-based nonprofit organizations build or strengthen partnerships with neighborhood-based associations in order to deliver programs, services, or projects that provide direct neighborhood benefit.

Nonprofit organizations serve as the project lead and are responsible for all administrative, legal, and financial requirements of the grant. Neighborhood partners participate in a limited, supportive role and do not manage grant funds or reporting.

PURPOSE

- Deliver tangible benefits to participating neighborhoods
- Strengthen collaboration between nonprofits and neighborhood leaders
- Increase access to resources, services, or knowledge at the neighborhood level
- Achieve clear, measurable outcomes within a 12-month period

PROGRAM PRIORITIES

Through nonprofit-neighborhood partnerships, the program aims to:

- Support effective, community-informed project delivery
- Reduce administrative burden on neighborhood volunteers
- Ensure responsible stewardship of public funds
- Provide shared neighborhood benefit and demonstrate collective impact that improves overall neighborhood quality of life.

FOCUS AREAS

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

- Youth Development & Education
- Health, Wellness & Community Safety
- Community Engagement, Education & Leadership
- Arts, Culture & Cultural Preservation
- Food Access & Nutrition
- Environmental Stewardship & Sustainability

GEOGRAPHIC FOCUS

- Nonprofit organizations may be located anywhere within the City of Charlotte
- Proposed projects must benefit neighborhood-based groups located in Geographic Area 1 or 2, as defined by the City of Charlotte's Neighborhood Matching Grant guidelines
- All project activities must take place within Charlotte city limits
- Projects may serve multiple neighborhoods but must clearly identify the specific neighborhoods impacted

ELIGIBILITY

This grant is intended for community-based nonprofit organizations that:

- Are a registered tax-exempt nonprofit organization in good standing, excluding religious organizations, political organizations, and private foundations
- Have been operating for at least two (2) years
- Have experience delivering community-based programs and services that benefit people within Charlotte city limits
- Have the organizational and financial capacity to implement the proposed project, manage partnerships, and comply with reimbursement and reporting requirements, including the ability to cover project costs prior to reimbursement.

Neighborhood-based organizations that also hold nonprofit status should apply to the City's Community Microgrant or Neighborhood Matching Grant programs, which are specifically designed to support neighborhood-led initiatives

INDEPENDENT GOVERNANCE AND LEADERSHIP

The applicant nonprofit organization and its neighborhood partner must be independent of one another. No individual may serve on the governing board or hold a leadership or decision-making role in both the applicant organization and the participating neighborhood association or coalition.

REQUIRED DOCUMENTS

Applicants must submit all the following with the full application:

- IRS Form 990
- The organization's operating budget for the current and most recently completed fiscal years, showing both revenues and expenses.

REQUIRED DOCUMENTS

- Documentation demonstrating the ability to manage reimbursement-based funding
- Applications missing any required financial documentation will be deemed ineligible.

NEIGHBORHOOD PARTNERSHIP REQUIREMENT

Projects must demonstrate a clear and direct benefit to one or more neighborhoods.

Participating neighborhood partners must be neighborhood-based organizations that:

- Have a duly elected board of directors
- Have governing documents (such as bylaws)
- Have been actively operating for at least six (6) months

ROLE OF NEIGHBORHOOD ORGANIZATIONS (NON-GRANTEE)

Neighborhood organizations are responsible for:

- Providing input or perspective related to neighborhood needs or priorities, as appropriate
- Supporting community awareness or outreach related to the proposed project
- Submitting a letter of support as part of the full application

Neighborhood organizations are not responsible for:

- Applying for funding
- Managing grant funds
- Submitting reimbursement requests or reports
- Serving as the fiscal or legal entity for this grant

ELIGIBLE ACTIVITIES (EXAMPLES)

Eligible activities may include, but are not limited to:

- Neighborhood-based education and skill-building
- Facilitated community engagement or planning efforts
- Outreach and improved access to services and resources
- Safety, wellbeing, or quality-of-life programming
- Environmental stewardship or place-based activities that do not involve capital improvements
- Pilot or demonstration projects testing new nonprofit-neighborhood partnership approaches

Projects may be one-time events or a short series of activities. Grant funds may not support ongoing or previously existing programs.

Applicants may refer to the Community Partnership Grant Pre-Application Workshop for additional project examples.

USE OF FUNDS

Grant funds may be used for direct project-related expenses, including:

- Program delivery costs
- Materials and supplies
- Facilitator or consultant fees
- Community engagement activities

The City reserves the right to deny funding for any expense deemed inconsistent with program goals.

INELIGIBLE USE OF FUNDS

This grant does not fund:

- Capital improvements including but not limited to the purchase or acquisition of land, buildings, furniture, vehicles, equipment as well as construction, renovation, permanent installations, or other property improvements.
- Ongoing or existing programs
- General operating expenses unrelated to the project
- Projects that place administrative or financial responsibility on neighborhood partners



APPLICATION PROCESS

Phase 1: Letter of Intent (LOI)

Applicants submit a Letter of Intent (LOI) to assess eligibility, alignment, and readiness. Letters of support and financial documentation are not required at the LOI stage. However, the LOI includes a question confirming that the applicant has had preliminary conversations with the proposed neighborhood partner(s) and is confident that required letters of support can be obtained if invited to Phase 2.

Applicants must create an online account to submit an LOI through the City's grant portal at:

<https://www.grantinterface.com/Home/Logon?urlkey=charlottenc>

Select "Create New Account" to begin. Returning applicants should contact the grants office for login assistance. Only one individual may manage the application within the system, and all grant-related communications will be sent to the email address associated with the application account.

Please note: Incomplete or insufficient LOIs will not advance to the next phase of review.

Phase 2: Invitation Only - Full Application

Selected applicants must submit:

Project Materials

- A detailed project plan and timeline
- A project budget

Organizational and Financial Documentation

- IRS determination letter confirming tax-exempt status
- Most recent IRS Form 990
- Organizational operating budgets for the current fiscal year and the prior fiscal year
- Documentation demonstrating the organization's ability to cover project costs prior to reimbursement (e.g., a brief financial capacity statement, summary of available cash reserves, committed funding, or a line of credit)

Partnership Documentation

- Required neighborhood letter(s) of support

Projects may not begin until a grant agreement is fully executed.

REVIEW PROCESS

Applications are competitively reviewed by an interdepartmental review team.

GRANT TIMELINES & AWARD DECISIONS

- Letters of Intent accepted: January 24 – February 28
- LOI review: Approximately four weeks
- Full applications open: Mid-March (invitation only)
- Award notifications and contracting: Begin mid-April

Grant-funded projects may not begin until contracts are fully executed.

AWARD AMOUNTS

The city may award one grant or multiple grants in varying amounts, up to the total funding available for the grant cycle.

GRANTEE RESPONSIBILITIES

The applying nonprofit organization serves as the grantee and is responsible for implementing the approved project and complying with all grant agreement, reimbursement, and reporting requirements.

Projects must be completed within 12 months of the contract start date.

REPORTING AND REIMBURSEMENT

Grant funds are reimbursed upon submission of documentation for approved grant expenses. Acceptable documentation includes cancelled checks, receipts, paid invoices, etc.

All documentation must be dated on/after the contract effective date.

Funds are not awarded in advance.

Reporting requirements focus on the following areas:

- Project outcomes
- Neighborhood impact
- Use of grant funds

CONTACT US

For questions about eligibility or the application process, please contact hnsgrants@charlottenc.gov

