

**Green Bay Neighborhood Leadership Council**  
**2015 Operating Grant (up to \$1,000) for**  
**Established Neighborhood Associations**  
As Recognized by the Common Council

**The Grant**

The GBNLC supports the on-going commitment of established Neighborhoods Associations that are working to improve the quality of life in neighborhoods throughout the City of Green Bay. As a showing of its support, the GBNLC will award a grant of up to \$1,000.00 per calendar year to each established Neighborhood Association as recognized by the Common Council. Applications can be submitted anytime from January 1, 2015 to December 31, 2015.

**General Requirements for Grant**

To receive up to a \$1,000.00 award, the following general conditions must be met:

- 1) The Association must have an open membership. A Neighborhood Association cannot discriminate in the admission of members, and must actively seek membership or involvement of neighborhood residents or business operators.
- 2) The Association must be represented at a minimum of 75% of the prior 12 GBNLC meetings.
- 3) No GBNLC grant funds will be paid, by or on behalf of a funded organization, to any person for influencing or attempting to influence an officer or employee of any City, State, or Federal agency. Funded Neighborhood Associations shall not support any political candidate or favor a candidate in its actions.
- 4) The grant CANNOT be spent on any activity that involves alcohol, tobacco or any illegal activity.
- 5) Monies may then be spent for one of the following activities:
  - a. Hold Fundraising Events to strengthen the existing neighborhood organization.
  - b. Hold social or food events to promote sense of community in neighborhood.
  - c. Capital Improvements to benefit neighborhood such as signs or lighting.
  - d. Offer educational or informational programs to develop leadership skills in existing neighborhood organization.

**Application Requirements**

The Chairperson or President of the Neighborhood Association must complete this Operating Grant Application with the most accurate information possible, on the following categories:

- I. Board Members
  - a. Provide a list of your current board members, including contact information.
- II. Newsletter and Distribution
  - b. Attach your most current newsletter and how it was distributed.
- III. Annual Meeting and Quorum
  - c. Provide information on your last annual meeting, and if you have not had it yet, the date of your upcoming 2015 annual meeting.
- IV. Fundraising
  - d. Detail how the funds for this grant were raised and the grant amount you are requesting.
- V. Financial Information
  - e. Provide the current balance of your Association's bank account and attach your 2015 budget or the proposed use of funds for this grant period.
- VI. Verify attachments
  - a. Verify all necessary documents are attached.

**Green Bay's Neighborhood Leadership Council (GBNLC)  
2015 Application (up to \$1,000)**

<b>Neighborhood Association Name</b>	<b>Association President or Contact Person</b>
<b>Mailing Address</b>	<b>Day Phone/Evening Phone</b>
<b>Email Address</b>	

<b>I. Board Members.</b>	
a. Please provide a list of your current board members, including contact information.	
<b>NAME</b>	<b>CONTACT INFO (PHONE OR EMAIL)</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

<p><b>II. Newsletter.</b> It is mandatory for the submission of this application that a newsletter be published and distributed in the prior 12 months.</p> <p>a. <b>Attach</b> your most current newsletter. The newsletter may not be the same newsletter you use for your 2014 Operating Grant Application.</p> <p>b. Describe (in the space below) how it was distributed. If newsletters were hand delivered to each household within your boundaries, simply sign the statement. If the newsletters were mailed please <b>attach</b> an invoice from the mailing house.</p>
<b>DESCRIPTION OF DISTRIBUTION</b>

<p><b>III. Annual Meeting.</b> You can apply for the 2015 Operating Grant if you have not yet had your 2015 annual meeting, as long as you provide the date of your upcoming annual meeting.</p> <p>a. Fill out line 1 and 2.</p> <p>b. Fill out line 3 if you have not had your 2015 annual meeting yet.</p>	
<b>1</b>	<p><b>QUORUM REQUIREMENT.</b> Did you meet your quorum requirement at your last annual meeting? Check yes or no.</p> <p style="text-align: center;"><input type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p>
<b>2</b>	<p><b>DATE.</b> Provide the date of your Association's last annual meeting.</p>
<b>3</b>	<p><b>2015 DATE.</b> Provide the date of your upcoming 2015 annual meeting.</p>

<p><b>IV. Fundraising for Determination of Amount Requested.</b> This Operating Grant will match your total fundraised amount (\$0-\$250) by four, for a maximum grant amount of \$1,000. The funds raised may be from the prior 12 months but may not be the same funds that you applied to your 2014 Operating Grant Application. Volunteer time will not be allowed to count toward this match.</p> <p>a. Fill out the table below; begin by detailing how your funds were raised.</p>	
RECEIVED FROM	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL FUNDRAISED AMOUNT</b>	\$
Multiply your total fundraised amount by four	\$
Maximum grant amount	\$1,000
<b>GRANT AMOUNT REQUESTED.</b> Enter the lowest amount from the two lines above.	\$

<p><b>V. Financial Information.</b></p> <p>a. Provide the current balance of your Association's checking and/or savings account in the space below.</p> <p>b. <b>Attach</b> your 2015 budget or proposed use of funds for this grant period.</p>	
<b>ACCOUNT TOTAL</b>	<b>\$</b>

<b>VI. Attachments.</b>		
a. Verify the necessary documents are attached.		
<b>1</b>	Newsletter and invoice from the mailing house, if mailed. Check yes or no.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>2</b>	Budget or proposed use of funds. Check yes or no.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

The signatory declares that he/she is the elected Chairperson or President of the Neighborhood Association, assures that a majority of members of the organization’s governing body voted to undertake this project, any funds received as a result of the application will be used only for the purposes set forth herein, and that to the best of his/her knowledge all information is accurate.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Submit Application To:

Green Bay Neighborhood Leadership Council  
ATTN: Caitlin Green  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301

Or email application and attachments to: [CaitlinGr@greenbaywi.gov](mailto:CaitlinGr@greenbaywi.gov).

**2015 Operating Grant Application will not be accepted after  
December 31, 2015.**