



NEIGHBORHOOD
MATCHING
GRANTS



Neighborhood Matching Grants Program *2022-2023*

Sponsored by the City of Houston
Department of Neighborhoods



Office of Neighborhood Engagement

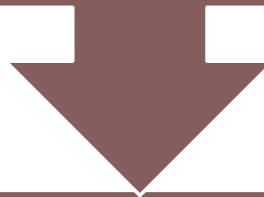
The Matching Grants program is coordinated annually by the Department of Neighborhoods- Office of Neighborhood Engagement. The division creates community partnerships that provide information and engages residents in civic activities with the goal of increasing civic participation. Current programming includes:

- Mayor's Youth Council
- Complete Communities University
- A Month of Service workshops
- Will Clinics
- Matching Grants Programs



What is the Matching Grant?

The Neighborhood Matching Grant Program helps neighborhoods fund various beautification and improvement projects by providing a dollar-for-dollar matching grant reimbursement ranging from \$500.00 to \$5,000.00 dollars. This program is administered in partnership through the Department of Neighborhoods and Council Member's Offices via Council District Service Funds. It is designed to build solid relationships among neighbors, cultivate the spirit of volunteerism, and to develop projects that build a sustainable and stronger community.



Department of Neighborhoods goal is simple. We want to improve the quality of life for Houston communities and partner with active residents to:

Improve neighborhood organization and pride.

Improve community appearance and beautification.

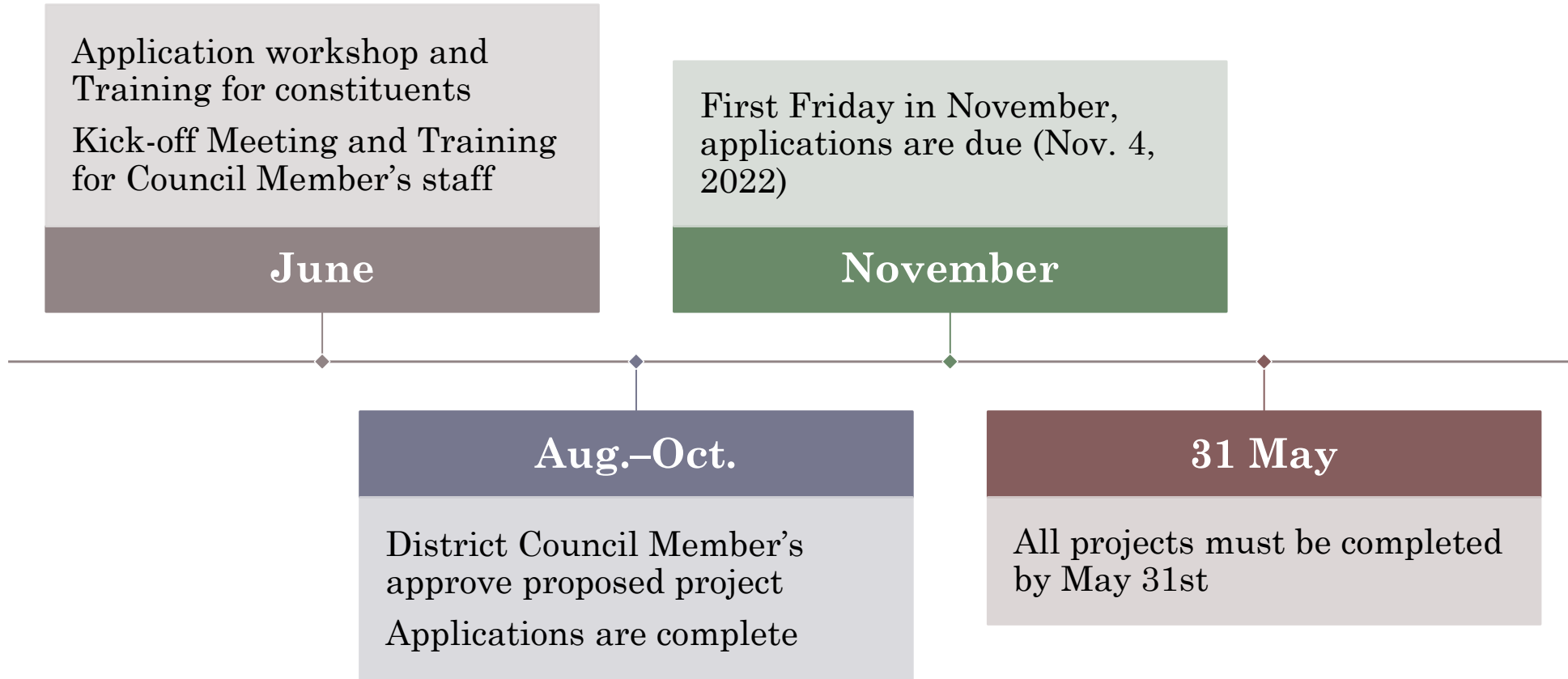
Enlist and increase community participation.

How it works

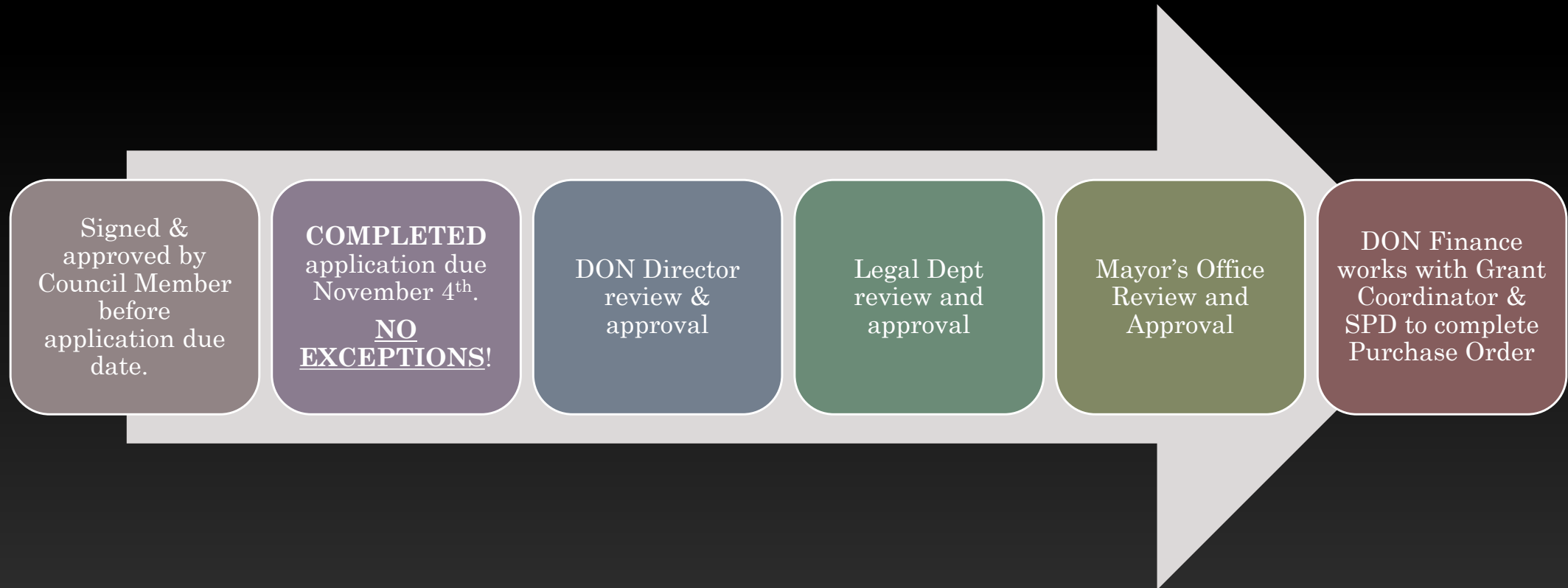
The grant money represents a partnership between the City (through your Council Member's office) and an organization. The City will reimburse up to 50% (not to exceed \$5,000) of a project's total budget. The minimum project amount is \$1,000. The minimum matching grant award amount is \$500, and the maximum matching amount is \$5,000. The project must be completed by the project deadline and **MUST** be paid in full by the eligible organization to receive reimbursement. Original receipts/invoices and cancelled checks/credit card receipts must be submitted after project completion to receive your matching grant reimbursement on expenses incurred. Cash transactions or in-kind services (food, materials, volunteers or equipment) cannot be submitted for reimbursement.

The program helps pay for physical improvements or projects that are accessible and beneficial to the community. The program will **not** pay for ongoing operation or maintenance such as upkeep of landscaping or a community garden. Completed projects or completed parts of a project are not eligible to apply. All procurement policies must be followed throughout the process.

Key Dates



Approval Process



PROJECTS SHOULD NOT BEGIN BEFORE PURCHASE ORDER IS ISSUED IN ACCORDANCE WITH AP 4-11.

Project Criteria

Improve a neighborhood through a physical improvement.

Involve neighborhood residents, have long-standing benefits.

Accessible to the public.

Letter of permission from property owners and/or government agencies of the proposed site at the time of submittal. The property owner may be a government agency, the owner of private property, or an association if the property is a common area.

Proof of ownership of proposed site (Ex: Copy of Deed, HCAD record, etc.)

Project Criteria continued

Photo of proposed site.

Three letters of support for your project (Ex: Neighborhood or area organizations, businesses, elected officials, schools, super neighborhood council, etc.)

If the proposed projects require approval and/or permitting from a City of Houston department, pre-approval from the appropriate city department is required. (Ex: Pre-approvals must be issued by, Parks & Recreation Department for the Adopt-An-Esplanade Program, Public Works & Engineering Department for Subdivision Markers, etc.) The application is ineligible without the pre-approval from the appropriate city department (s).

Examples of approved projects include, but are not limited to, street sign toppers, entryway signage, entryway columns, esplanade landscaping and irrigation, park benches, electrical signage, walkways with pavers, murals, etc.



Maplewood Community Matching Grant Project





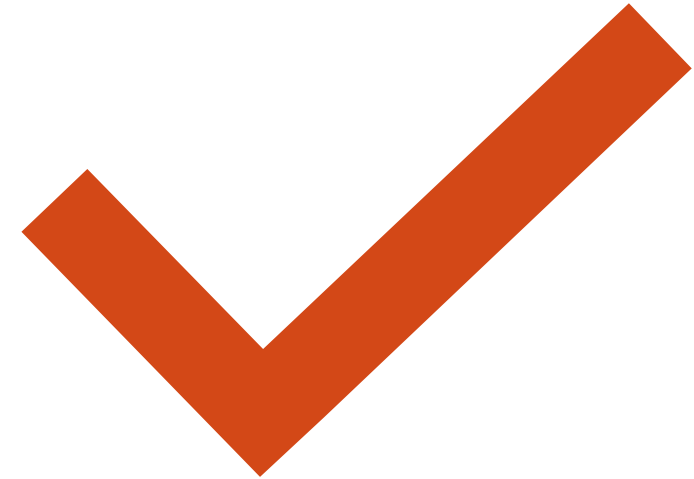
Prince Square Matching Grant Project




Norhill Community Matching Grant Project

Application Packet Checklist

- Completed the Required Training for Matching Grant Program
- Council member approval of projects and funds
- Reviewed and completed ALL questions and answers.
- 501 (c) (3) or a 501 (c) (4) Certificate of Incorporation from the State of Texas
- 12-month Operating budget for 501 (c) (3) or a 501 (c) (4) organization
- Signed letter of permission from owner of the proposed site
- Proof of ownership of proposed site
- Photo of proposed site
- 3 signed letters of support for your project
- ALL required City of Houston approval(s)
- Scope of Work/Quote



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- Approved application packet
 - Photo of completed project
 - City vendor number
 - Proof of services and payment (Original receipts/completed invoices and cancelled checks/credit card receipts)
 - **NOTE: INCOMPLETE PACKETS WILL NOT BE ACCEPTED FOR CONSIDERATION, REGARDLESS OF COUNCIL MEMBER APPROVAL OF THE PROJECT.**

Reimbursement Checklist



1. Once the project is completed, the eligible organization will pay for the project in full and submit **original** receipts/invoices and cancelled checks/credit card receipts to the appropriate DON Council liaison within 5 business days of the project completion. The project must be completed by the project deadline and must be paid in full by the organization to be eligible for reimbursement.
2. The DON Finance Office will process the reimbursement to the vendor within 30 business days of receipt in the approved grant amount from the Council member with DON funds. Checks will only be made payable to the organization listed on the Purchase Order, which must be the sponsoring 501 (c) (3) organization. Once the Purchase Order is complete, no changes can be made. Please verify that all information on the Purchase Order is correct (ex. Name, Address, etc.); checks will be mailed to the Name and Address listed on the Purchase Order only.
3. The DON will request reimbursement of CDSF through the Administrative Office of City Council.

Reimbursement Process



Department of Neighborhoods Office of Neighborhood Engagement

Matching Grants Application Link

<https://www.houstontx.gov/neighborhoods/matching-grant-program.html>

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