



## NEIGHBORHOOD MICRO GRANT APPLICATION

The purpose of the Neighborhood Micro Grant is to assist neighborhoods in hosting meetings or events that serve to create a new neighborhood organization/group or solicit additional memberships for an existing organization/group. Micro grants are available for up to \$500 under the Neighborhood Empowerment Program (NEP) Guidelines. See guidelines below and an example of a previously approved application at the end of this document.

### MICRO GRANT GUIDELINES

- Neighborhoods are eligible to receive funds up to two times a year.
- Funds are available on a first-come, first-serve basis until depleted.
- Financial documents (invoices, original receipts, contracts, etc.) for items related solely to the meeting or event must be submitted before micro grant funds will be reimbursed.
- Items purchased with the Micro Grant should be used for promoting, administering and hosting the meetings or events. The items should be sustainable, used for future meetings and events. Items include, but are not limited to:
  - Administrative materials, such as clipboards, paper and pens
  - Printing of fliers, and/or other announcement materials
  - Promotion and advertisement materials, such as signs, banners, welcome bags
  - Rental fees of public facilities, such as recreation centers, schools or churches
  - Portable tables, chairs, benches, tents, and umbrellas
  - Traffic calming signs, barricades, and traffic cones
  - Flash lights, extension cords, portable work lights, and solar lights
  - Entertainment supplies for children, such as color books, crayon and games
  - Cooling and heating equipment, such as misters, fans, and outdoor heaters
  - Presentation supplies, such as easels and megaphones
  - Cooking supplies and food serving items
  - Food warmers and coolers
  - Food and non-alcoholic beverages
  - Cleaning and waste collection items
  - Storing and organizing supplies
- Changes to the application information regarding the date, time, place, and purpose of the event may nullify the micro grant. If changes are necessary, please advise the City of Denton Neighborhood Planning Program (CDNPP) in advance to ensure that the event still meets the guidelines.
- A copy of the meeting or event notification should accompany the application.
- Neighborhood Micro Grant applications should be submitted no later than four weeks prior to the neighborhood event.
- City of Denton representatives are available to attend the neighborhood meeting or event to provide information about City Neighborhood Programs.
- Neighborhood meetings or events must be held before August 31st.

**HOW TO APPLY**

Completed applications may be emailed to [pz@cityofdenton.com](mailto:pz@cityofdenton.com) or mailed to the following address:

City of Denton Neighborhood Planning Program  
215 E. McKinney St.  
Denton, TX 76201

If you have questions regarding this grant or the application, please call (940) 349-8541. For additional information, visit [www.cityofdenton.com/neighborhoodplanning](http://www.cityofdenton.com/neighborhoodplanning).



## NEIGHBORHOOD MICRO GRANT APPLICATION FORM

Date: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

About  
the  
Group

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email: \_\_\_\_\_

Is this an existing Neighborhood Association or Group: ☐ Yes ☐ No

If yes, what is the name of the Neighborhood Association or Group: \_\_\_\_\_

The number of Households in your Neighborhood Association or Group: \_\_\_\_\_

About  
the  
Event

Describe the purpose of the Meeting/Event:

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Date and Time of the Meeting/Event: \_\_\_\_\_

Address of the Meeting/Event: \_\_\_\_\_

How will you notify your neighborhood of the meeting or event?

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How many neighborhood households will you notify of the meeting or event? \_\_\_\_\_

Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary:

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What information may we provide your neighborhood association/group? \_\_\_\_\_

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Based on the forgoing, the undersigned applicant requests this application be approved administratively by the CDNPP and attests that all statements made in this application are true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Witness by my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

# NEIGHBORHOOD MICRO GRANT APPLICATION FORM (EXAMPLE) AND SUPPORTING DOCUMENTS

## NEIGHBORHOOD MICRO GRANT APPLICATION FORM

Date: 9.27.17 Requested Amount: \$ 365.86

About  
the  
Group

Contact Person: [Redacted]

Mailing Address: [Redacted]

City and Zip Code: Denton, Texas 76210

Phone Number: Day: [Redacted] Evening: [Redacted]

Email: [Redacted]

Is this an existing Neighborhood Association or Group: ☒ Yes ☐ No

If yes, what is the name of the Neighborhood Association or Group: Sundown Ranch HOA

The number of Households in your Neighborhood Association or Group: 552

About  
the  
Event

Describe the purpose of the Meeting/Event:

It is our National Night Out. Our annual community-building campaign that promotes police/community partnerships and neighbor camaraderie.

Date and Time of the Meeting/Event: Oct 3, 2017 6:30-8:30 pm

Address of the Meeting/Event: [Redacted]

How will you notify your neighborhood of the meeting or event?

Website, posted signs in neighborhood, facebook, and Sundown Ranch Connection, Nextdoor Neighbor

How many neighborhood households will you notify of the meeting or event? 552

Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary: Food has not been purchased yet but these two items have. (Food will be an additional \$300.)

Griddle & Griddle kit \$320.52

Boys for party favors at sign in \$45.34

What information may we provide your neighborhood association/group? Any you have that will help us promote this campaign.

Based on the foregoing, the undersigned applicant requests this application be approved administratively by the CDNPP and attests that all statements made in this application are true and correct.

Applicant Signature: [Redacted] Date: 9.27.17

Approved by: [Redacted]  
Title: Long Range Planning Administrator

Witness by my hand this 28 day of September, 20 17.





Party Favor Bags  
for NNO  
**Party City**  
Sundown Ranch

2315 COLORADO BLVD., SUITE 120

DENTON, TX 76205

940 387-3305

10.3.17

048419628170 PRPL SM PRTY \$13.96 T  
PRPL SM PRTY BAG

4 @ \$3.49

048419628163 APPLE RED SM \$13.96 T  
APPLE RED SM PRTY BAG

4 @ \$3.49

048419628194 BRT RYL BLU \$13.96 T  
BRT RYL BLU SM PRTY BAG

4 @ \$3.49

SUBTOTAL \$41.88

GEN MERCH TAX @ 8.250% \$3.46

TOTAL \$45.34

CR VISA \$45.34

ITEMS = 12

CR VISA SALE \$45.34

XXXXXX

APPR: 617213

JOURNAL: 0416130654788265

STORE 416 TRN 88 REG 3

09-27-2017 04:24:55 PM

OH8 15NE 003 03G8



\*OH815NE00303G8\*

WE WILL GLADLY ACCEPT RETURNS  
AND EXCHANGES ONLY WITH UNOPENED  
PACKAGES ACCOMPANIED WITH A RECEIPT  
WITHIN 30 DAYS OF PURCHASE RETURNS

Griddle purchase  
for [REDACTED]  
Ranch 10.3



LOWE'S HOME CENTERS, LLC

1255 S LOOP 288

DENTON, TX 76205 (940) 320-1938

- 10.00% OFF MILITARY- PERSONAL USE DISCOUNT SALE -  
- SALE -

SALES#: S0183D89 13 TRANS#: 70850959 09-19-17

366180 BLACK STONE GRIDDLE KIT 26.99

29.99 DISCOUNT EACH -3.00

363588 BLACKSTONE 4-BURNER GRIDD 269.10

299.00 DISCOUNT EACH -29.90

SUBTOTAL: 296.09

TAX: 24.43

INVOICE 35906 TOTAL: 320.52

VISA: 320.52

TOTAL DISCOUNT: 32.90

THANK YOU FOR YOUR  
MILITARY SERVICE

VISA:XX [REDACTED] AMOUNT:320.52 AUTHCD:419175

SWIPE REFID:018335039231 09/19/17 14:54:42

STORE: 0183 TERMINAL: 35 09/19/17 14:58:26

# OF ITEMS PURCHASED: 2

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
SEE REVERSE SIDE FOR RETURN POLICY.  
STORE MANAGER: CRAIG SIMPSON

OCT  
03

## National Night Out

Tue, Oct 3, 6:30 PM - 8:30 PM  
3449 Sundown Boulevard, Denton, TX

### Interested

...

2 attending

### Event details

National Night Out is an annual community-building campaign that promotes police/community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. NNO enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. The Denton Police and Fire Departments will be represented by personnel who will provide an ambulance, a fire truck, and a police car for the kids to see. Other attractions for the evening: bounce house, cake walk, pie-eating contest, popcorn, sno cones, hamburgers, hot dogs, and treat bags for the kids. This is the perfect time to get out with your family to meet your neighbors and the first-responders in your community. We are in need of volunteers for the evening so please contact  if you are interested.   Facebook) See you there!

Tuesday, October 3, 2017  
Sundown Ranch Clubhouse

Please join us October 3, 2017 at 6:30-8:30 PM for National Night Out. Come and meet your neighbors, as well as local police and fire departments..

We will be serving hamburgers, hot dogs, and snow cones and have lots of goodies for the kids!

See you there!!!