



## **NEIGHBORHOOD INITIATIVES FUND PILOT PROGRAM 2019 APPLICATION**

### **INSTRUCTIONS:**

**Please fill out the entire application and answer the questions as completely as possible. The application summary at the end will be auto-populated based on what you enter below. Email the completed application, along with all required attachments, to [mreizell@ura.org](mailto:mreizell@ura.org).**

**Applications are due no later than 3:00 PM on Tuesday, October 1, 2019.  
Program Guidelines are available [here](#).**

**Applicant Information**

<b>Organization Name:</b>			
<b>Primary Contact:</b>			
<b>Organization Address:</b>			
<b>Address Line 2:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone Number:</b>	<b>Email Address:</b>		
<b>Non-profit Status:</b>	<b>Website:</b>		

**Type of Grant**

Tier 1 - Under \$20,000	No Matching Requirements
Tier 2 - \$20,000 - \$100,000	Matching Requirement: For every two dollars (\$2) of Program funds invested into a project, there must be at least one-dollar (\$1) match invested in the project. Matching funds must come from sources other than the URA and the City of Pittsburgh.

**Eligibility Checklist**

- The applicant is a non-profit (including government agencies)
- The applicant can provide a recent financial audit and copy of not-for-profit certification
- The applicant has finances of at least \$10,000 prior to URA reimbursement
- The applicant has been in existence for at least two years
- The project must be entirely located in the City of Pittsburgh
- The project must comply with local zoning requirements
- The applicant has either site control over the property or a reasonable plan to acquire site control within the project's timeframe
- The applicant has an itemized project budget
- Any design or construction is compliant with City of Pittsburgh building standards
- The applicant has reviewed URA construction bidding requirements, and has verified that any construction within the scope of the project can meet these requirements
- The applicant has researched any required permitting, environmental review, historic review, or other compliance standards associated with the scope of the project
- The project can demonstrate public support

**Project Information**

<b>Project Name:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Total Grant Request:</b>		<b>Total Project Costs:</b>	
<b>Neighborhood:</b>		<b>CDBG Eligible?</b>	<b>Yes      No</b>
<b>Project Address:</b>			
<b>Address Line 2:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>

1. Describe the proposed project, including the creation process, current conditions, and how the project will address community needs to improve these conditions. (3,000 characters)

**Project Information**

2. How does this project address issues of equity in Pittsburgh? (1,500 characters)

3. What outcomes and impacts does the Applicant anticipate realizing from this project? What indicators will be used to measure these outcomes? (1,500 characters)

**Project Information**

4. Is your project in compliance with a neighborhood plan, district plan, or overarching goals of the City of Pittsburgh? Explain. (1,500 characters)

5. Does your project have public support? Are you a community-based organization? Provide documentation of community support such as meeting minutes, letters of support, or other evidence of support as an attachment to this application. (1,500 characters)

**Project Information**

6. The URA encourages the full participation of Minority- and Woman-Owned Business Enterprises (MWBE). Describe your efforts to provide opportunities for MWBE firms. More information can be found [here](#). (1,500 characters)

**Project Budget**

7. Enter the sources and uses of project funds into the budget table below.

Uses of Funds	Sources of Funds				Totals
	NIF	1.	2.	3.	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Totals:					

**Project Budget**

8. Provide the current status of each funding source, including the required funding match for Tier 2 Grants. Explain how any project funding gap will be addressed. Provide evidence of matching funds as an attachment to this application. (1,500 characters)

**Organizational Experience / Financial Capacity**

9. Describe your organization. Include history of the organization, its mission, and current business operations. If responding organization(s) are forming a team, explain the relationship among the proposed team-members. (1,500 characters)

**Organizational Experience / Financial Capacity**

10. Describe your organization's relevant experience implementing similar projects and in collaborating with community partners and local stakeholders. (3,000 characters)



**Organizational Experience / Financial Capacity**

11. Has the Applicant worked with the URA or received URA funds before? If so, describe. (1,500 characters)

12. What is the Applicant's annual revenue and operating budget? How will the applicant provide funding for adequate administration? (1,500 characters)

**Organizational Experience / Financial Capacity**

13. Describe the Applicant's systems in place for financial management, invoicing, and reporting, and monitoring. (1,500 characters)

**Schedule / Readiness to Proceed**

14. Provide a project schedule including tasks such as outreach, bidding, etc. NIF funding must be expended by December 2020. (1,500 characters)

**Schedule / Readiness to Proceed**

15. Describe your approach to staffing and project management, should you be awarded NIF funds. Do you anticipate that you will need technical assistance from the URA? If so, how many hours? (1,500 characters)

**Additional Information**

16. If there is any additional significant information about the proposal, please use this section to provide such information and/or supply additional attachments if necessary. (1,500 characters)

**Attachments Checklist**

Documentation of community support

Recent financial audit

Applicant's current annual budget

Not-for-profit certification

Organizational chart

Map showing project location

Itemized project budget

Evidence of secured matching funds

Project renderings (if available)

**Application Summary (auto-populated)**

<b>Organization Name:</b>			
<b>Project Name:</b>			
<b>Total Grant Request:</b>		<b>Total Project Costs:</b>	
<b>Neighborhood:</b>		<b>CDBG Eligible?</b>	<b>Yes      No</b>
<b>Primary Contact:</b>			
<b>Phone Number:</b>		<b>Email Address:</b>	