



# NEIGHBORHOOD CRIME PREVENTION GRANT GUIDELINES

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## Eligibility and Guidelines:

Applications are accepted from resident-led groups. Examples of such groups include:

- Neighborhood watch groups
- Neighborhood associations
- Homeowner's associations
- Block clubs
- Civic clubs
- Faith-based organizations
- Tenant associations
- Non-profits or organizations that have crime prevention programs for youth.

Groups may be long-standing, newly established, in the process of forming, and are not required to have non-profit or 501(c) (3) status. The crime prevention project will need to be resident-led and benefit the neighborhood listed in your application.

*Examples* of projects we support include **neighbors working together** to:

- Install additional lighting; (such as motion censored lighting)
- Install surveillance systems
- Install doorbell cameras
- Installation costs; to licensed and bonded installers.
- Organize recruitment
- Neighborhood watch engagement events and neighborhood engagement events
- Transform areas into community gardens
- Funds for National Night Out events (\$200 limit of food)
- Conduct youth enrichment programs (after school, at-risk youth, seminars for professional development, and/or similar programs)
- Enhance beautification by way of community-wide clean-ups and landscaping
- Neighbor strategy for monitoring their blocks (walking groups, walkie-talkie groups, and /or similar activities)
- Create and distribute newsletters and resident directories

- Private signage ; submit a sample with application and cannot place signs on public property or MLGW poles etc.

Applicants are responsible for keeping a record of the serial numbers of all equipment and receipts of all purchases. You are not allowed to sell Neighborhood Crime Prevention Grant-funded equipment.

Projects may not benefit just one household. All projects must be agreed upon by your group, equipment placement must be agreed upon by your group, and equipment storage location must be secure and agreed upon by your group. The Neighborhood Crime Prevention team has to know the location of all equipment purchased with the grant funds.

### **Surveillance Cameras:**

The Memphis Police Department cannot refer brand vendor names for camera equipment, nor can we refer you to security camera consulting firms. It is at the decision of your resident-led group, the kind of cameras you decide to purchase. You have 12 months from the time you receive your funding to purchase, install, and complete your project funded by the Neighborhood Crime Prevention Grant. You are not allowed to sell Neighborhood Crime Prevention Grant-funded equipment.

### **Equipment Purchased with NCPG Funding:**

You are responsible for keeping a record of the serial numbers and purchase receipts of all equipment. Any equipment purchased with NCPG funds should be stored at a secure and agreed-upon location. You are not allowed to sell Neighborhood Crime Prevention Grant-funded equipment. It is your responsibility to keep a record of the receipts from your purchased items. If any items you purchase do not work at the time of purchase, it is also your responsibility to exchange the items for working items. If your items are stolen you must first report the items stolen, serial numbers, and all required records to the Memphis Police Department. Secondly, you are required to inform the MANW office of this action by email/ letter, including the police report number, date, and time of theft. The equipment purchased with funds from this program is to benefit the neighborhood. If the leadership listed on the application changes, persons move to a different neighborhood, or other similar circumstances, the group will notify our office. The next step would be to make sure that the equipment stays within the association and/or neighborhood listed in the application.

### Signs :

While you can apply to use part of your funds for private deterrent signage it is highly encouraged that you acquire signs that are the official neighborhood watch signs through your local Memphis Police Department. There is a process to receive city signs from your local station upon establishing your group. Neighborhood Watch Signs are eligible to be ordered for Neighborhood Watch Group presidents only after the groups have been established as a trained NW group. Neighborhood Watch Group Sign Request form must be filled out completely and submitted by the MPD NW Coordinator. The area will then be surveyed by a NW officer prior to the requests/ required forms being submitted to the Station Commander and signed for approval. If you decide to apply for private signs, they can only be installed on private property. By City Ordinance, Signage installed in the public ROW (Right of Way) without City approval can be considered a public nuisance. This signage can be removed from the ROW without notice. All private signage purchased must not have threatening language or visuals or contain any profanity. Private sign designs are subject to approval by the Grant Review Committee.

### Projects operated by churches or religious entities are eligible:

Grant funds may be used by a church or religious organization for operating costs of a **public service activity (with the focus on crime prevention)** if the organization agrees to abstain from proselytizing, religious teaching, or requiring participation in religious activities to receive services or employment. You are not allowed to use the funding to pay the lease or rent of any building, structure, or area.

### Our grants are not for:

Individuals; for-profit projects, security consultants, starting a business, businesses; compensating (paying) organization volunteers or members; or improvements that directly benefit a particular household. **We also do not fund the following:** political or religious campaigns/activities; alcoholic beverages or other drugs; sexual obscenities; or proselytizing. We also do not fund field trips, or transportation. We do not fund religious events, political rallies, food costs over \$200, food serving equipment, utensils, fencing, weapons, mace, offensive signs, activities that promote violence, gas, gift cards, stipends, or payment to volunteers.

Non-compliant groups will be ineligible to apply in the future for additional funding.

We highly encourage groups to not work with any previous groups that have been unsuccessful in completing their projects. This includes groups that have been asked to return their group's funding. Non-compliance includes not completing your groups volunteer hours.

**Please make sure to keep your group name consistently the same throughout the application process.** Grant funds cannot be used to reimburse expenditures made by the group before their application is approved. **Costs incurred before execution of the grant are not eligible.** The City of Memphis may require any grant funds used in such an unauthorized manner to be returned.

**Projects receiving other City funding may be excluded:**

Agencies may receive City funding for more than one project; however, the City of Memphis discourages awards from more than one City source for the same activity. **Double-dipping is not allowed.** No funds will be awarded for a project for a period already covered by another grant. Projects that duplicate an existing service already funded by the City of Memphis will not be considered for funding unless the applicant can demonstrate that there is an identifiable need for increased services in the City.

**Groups interested in submitting an application:**

Must complete neighborhood watch training as offered by your local Memphis Police Department station; your station's Colonel will provide a letter verifying your group's training. You can request a letter from your local precinct's neighborhood watch coordinator. If you have completed the necessary training with your local station, the coordinator will give you a letter of verification from their station leader. A current letter must accompany your grant application during each submission. If you are a faith-based organization or a not-for-profit, we encourage you to connect with your local station neighborhood watch coordinator to be involved with your local station.

Also, your group must attend a grant application workshop (How to apply for the Neighborhood Crime Prevention Grant) as offered by our Neighborhood Crime Prevention Grant / Memphis Area Neighborhood Watch office. You must sign in for the workshop. **Please make sure to keep your group name consistent throughout the application process.** Your group will be required to submit proof of a valid checking account in the group's name. We encourage you to call a variety of banking institutions and seek out those that offer free accounts that best fit the needs of the group.

**NOTE: The Neighborhood Crime Prevention Grant is 100% matched by *Neighbor Labor* (volunteer hours). This means you must show at least 108 hours or more of volunteer commitment hours in your application.**

### **Submitting an application is easy:**

Describe a project to strengthen crime prevention in your community, and that can be carried out within 12 months. Estimate how much it will realistically cost and request a grant amount that accurately reflects that cost.

### **Projects we are looking for:**

Developed and led by groups of individuals who directly experience the issues the project addresses; are clear and thoughtful; address important community concerns; contribute to building stronger communities; bring neighbors together, and result in neighborhoods feeling safer.

### **Compliance:**

- The applicant is responsible for remaining compliant after being awarded NCPG funding.
- You will have 12 months from the time you receive funds to complete your project.
- You are not allowed to change your project listed in your application after receiving funding.
- If unforeseen circumstances occur and your original project needs to be amended, please contact our office immediately. You must notify our office of project changes before the action plan takes place.
- The applicant group is subject to two or more sight visits.
- If you have funds remaining at the end of your grant period because of under-budgeting, you will be required to submit a letter stating how you will use the remaining funds. If the reason is not approved by our office, you will need to return the remaining funds.

### **Payable to: City of Memphis**

- Upon the award disbursement of a group's project, we will request two reports: a mid-year report and a final report. Groups will also be required to **submit receipts** for expenses associated with the project. **If your group has received a grant from us in the past and has not submitted a final report for that grant, we will not be able to consider your application.**

Applications are accepted **BI-ANNUALLY**, and must be submitted by email as a PDF file, submitted in the online application portal, or dropped off, by 4:00 pm on the specified due date.

Groups who receive a grant award for two consecutive cycles will become ineligible to apply for another grant award until after 12 months of receiving the Neighborhood Crime Prevention Grant funds. This means that you can apply 2 rounds in a row and then you will need to wait a year before applying again.

### **All projects must be accessible to persons with disabilities:**

Programs, information, participation, communications, and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. All projects must comply with other federal regulations, including without limitation: nondiscrimination, equal access, and equal opportunity.

### **Application technical assistance:**

We can also offer technical assistance when completing the application by attending one of our workshops. This workshop that we offer is specifically about the application process and is one of the requirements to apply for this grant. Contact the Neighborhood Crime Prevention Grant /Memphis Area Neighborhood Watch at 901.636.3105, [Danielle.Boothe@memphistn.gov](mailto:Danielle.Boothe@memphistn.gov) & [Audra.Lanehart@memphistn.gov](mailto:Audra.Lanehart@memphistn.gov)

### **Internal Conflicts**

Our Neighborhood Crime Prevention Grant /Memphis Area Neighborhood Watch Office will not resolve any internal leadership conflicts within your organization, association, or otherwise listed group on your application. We do understand that sometimes groups have disagreements. We encourage you to follow your own internal association by-laws, rules, and policies to resolve your conflicts. If you have a concern about completing certain requirements of your group project, please do not hesitate to contact our office.

## **APPLICATION SELECTION PROCESS**

### **Threshold Requirements:**

All proposals submitted by the deadline will be reviewed by Neighborhood Crime Prevention Grant Team for technical completeness and adherence to the format required. Applications that do not adhere to the required Neighborhood Crime Prevention Grant format will be rejected. The City of Memphis may request information to correct technical deficiencies but cannot ask for information that will improve the quality of the application. If the information to correct the technical deficiency is not submitted within the time provided, the application will be rejected. The applicant will be informed of all Committee decisions via email. Should the applicant not have an email address, a certified letter will be sent to the contact person(s) listed in the application. Technically complete applications prepared in the correct format will be reviewed by Neighborhood Crime Prevention Grant staff to determine the eligibility of the applicant agency and proposed project.

Project Eligibility—staff will review the Neighborhood Crime Prevention Grant applications to ensure that all proposed activities are eligible for funding. This will include ensuring that all proposed Neighborhood Crime Prevention Grant-funded activities are eligible and that they do not exceed any limitations. If any of the activities or participants are not eligible, the application will be rejected and the applicant group will be notified by email or phone call. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

### **Grant Review and Selection Process:**

To review and rank applications, the Neighborhood Crime Prevention Grant team has appointed a Grant Review Committee, including persons not employed by the City of Memphis, to obtain certain expertise and outside points of view. The committee will have three members. Committee members will review only applications from eligible applicants for eligible activities. They may call applicant groups to answer questions about their applications during the actual review meeting. Monitoring information related to previous and current grants from the City of Memphis will be made available to committee



members for use in the review and evaluation process. This information is made available through information gathered in the application.

### **Rating and Ranking Process:**

Applications will be rated and ranked by each member of the Grant Review Committee. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below. Each applicant should carefully read the factors for rating and ranking applications described below.

**Need for Project:** Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the project. It will describe the specific needs of the Neighborhood Crime Prevention Grant project. The application will describe the demand for the need as well as how the project will meet City priorities.

**Applicant Capacity:** Up to 20 points will be awarded based on the extent to which the application demonstrates that the agency has sufficient capacity to carry out the project. The application must show that the residents possess sufficient expertise to carry out the proposed project and past grant expenditures. Other rating factors include adequate fiscal capacity and group infrastructure to implement the project.

**Project Quality:** Up to 20 points will be awarded based on the quality of the project. The application must demonstrate a clear understanding of the needs of crime prevention in their neighborhoods. The proposed project must be appropriate to the needs of the community. The project should be cost effective and, at all costs, should be reasonable, not to exceed the maximum \$2,500 grant amount. The application should clearly state expected outcomes that are acceptable; and evidence of collaboration with other existing law enforcement or crime prevention agencies.

**Operational Feasibility:** Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project;
2. An adequate strategy for securing additional support and commitment;
3. Adequate number of well-trained residents to carry out the proposed project; and
4. Indicators that demonstrate that the project is ready to be implemented.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score. In addition to the foregoing factors, the City of Memphis reserves the right to base its award decision on other factors within its reasonable discretion.

The Chief of the Memphis Police Department will review and approve all grant awards and committee recommendations. The City of Memphis reserves the right to adjust funding amounts within its sole discretion.

### **Grant Award & Disbursement:**

Upon award notification, your group will be required to submit proof of a valid checking account in the group's name.

As projects are approved, Neighborhood Crime Prevention Grant /Memphis Area Neighborhood Watch will notify grant awardees by email or phone call . If grantee awards are less than the original requests, the grantee might be asked to provide a revised scope of the project, revised budget, and measurable goals for the adjusted award. The Grant Review Committee can deny certain parts of the budget. And they can approve a lesser budget amount than the originally requested amount.

There will be an award ceremony to celebrate the recipient's successful award of the neighborhood crime prevention grant.

There will then be a check in the approved award amount presented at the award ceremony or sent to your group by mail from the City of Memphis accounts payable. This process can take up to two weeks to complete.

All approved applications require that the Grantee Agreement is signed prior to the actual issuance of the check. If you do not sign this agreement, the check issuance process will be delayed until this form is complete. Therefore, if you complete your application online pages 6, 8, 10, 11 & 12 should be signed. We suggest that you print, sign, scan, and then email the application.