



City of
MEMPHIS
HOUSING & COMMUNITY DEVELOPMENT

FY27
Strategic Community Investment Fund
(SCIF)
Neighborhood Partnership GrantNPG)
Program Guidelines

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NEIGHBORHOOD PARTNERSHIP GRANT

PROGRAM PURPOSE

The primary purpose of the Neighborhood Partnership Grant (NPG) is to provide funding to nonprofit organizations for community and economic development activities that benefit the citizens. This grant is not meant to be the sole source of funding for an applicant's programs projects or services. An important factor is the ability to leverage existing funds and/or provide seed funds for capacity building and program implementation.

SOURCE OF FUNDS

NPG is funded annually by the City of Memphis General Fund.

DESCRIPTION OF NEIGHBORHOOD PARTNERSHIP GRANT CATEGORIES

Business and Economic Development

Funds may be used to support business and economic development programs designed to increase the standard of living, create or retain jobs or that increase wealth within the community through the enhancement and introduction of new businesses or opportunities that generate commerce. *Examples: Workforce Development/Job Training programs for low-to-moderate income persons. Small, minority and women-owned business enterprise development programs that offer technical assistance, counseling, etc.*

Community Initiatives

Funds may be used to support community initiatives aimed at addressing social problems, such as teen pregnancy, increasing income, developing assets, such as housing stock, and creating social services. These programs can also include social, educational, economic, physical, and cultural activities designed for community building that strengthens the capacity of neighborhood residents, associations, and institutions. Most programs in this category are short-term in nature and will have a positive impact on the community. *Examples: Community events, clean-ups, housing, green initiatives, park improvements, housing activities, etc.*

Community Development

Funds may be used to support community development activities that seek to empower people/groups by providing activities that will enhance the skills needed to affect change in their community/neighborhood. Community Development programs are activities considered longer-term and will play a vital role in creating a 'sustainable neighborhood' of choice. *Examples: Financial literacy classes for homeownership (supports CHDOs), neighborhood organization*

capacity building, computer literacy classes, self-sufficiency classes, drug/alcohol treatment, programs catered to 'at-risk youth etc.)

ELIGIBLE APPLICANT

Non-Profit Organizations

ELIGIBILITY REQUIREMENTS

- Must be a non-profit organization with a 501(c)3 classification as determined by the IRS.
- Must be incorporated in Tennessee under the Tennessee Nonprofit Corporation Act for at least one year prior to application.
- Must provide documentation of fiscal stability and soundness of organization.
- Must provide documentation of managerial competence and organizational capacity.
- Must provide documentation of compliance with all applicable federal, state and local regulations.

WHO TO CONTACT

Inquiries regarding this grant program should be directed to contact Joyce Cox, Manager, Office of Neighborhood Engagement at (901) 636-6982 or Joyce.Cox@memphistn.gov.

**HOUSING AND COMMUNITY DEVELOPMENT
NEIGHBORHOOD PARTNERSHIP GRANT**

APPLICATION

FISCAL YEAR 2026

Date:

Organization Name:

Address:

AMOUNT REQUESTED - \$ _____

GRANT REQUEST

Program Name: _____

Program Administrator: _____

Phone:

Email: _____

Amount Requested: \$ _____ (\$15,000 maximum)

Please explain the grant usage specifically.

ORGANIZATION DESCRIPTION

1. Give a brief description of your organization and its' function.
2. What activities are carried out by your agency?
3. What services are provided by your agency?

INSTRUCTION

Dear Applicant,

Complete all the required budget information as well as the justification section before submitting your application. Kindly itemize costs for each category indicated on the budget. Your Budget Justification provides a narrative explanation of the funding requested. Be sure to provide sufficient information to enhance your grant application in the justification section.

YOUR APPLICATION WILL BE REJECTED IF THE PROGRAM BUDGET JUSTIFICATION IS NOT SUBMITTED.

"Applications with incomplete Budgets will be penalized"

Neighborhood Partnership Program Budget

APPLICANT/AGENCY BUDGET			
TOTAL AGENCY REVENUES AND EXPENDITURES			
Agency Name:	<i>enter agency name here</i>		
Agency Fiscal Year:	<i>enter fiscal year</i>		
REVENUE	Actual Budget*	Current Budget*	Estimated F Budget*
Agency Fund-raising			
Donations			
Government Grants (Public)			
Loans			
Non-Govt. Grants			
Fees for Services			
Other Income			
TOTAL REVENUE (A)	0	0	0
EXPENDITURES	Actual Budget*	Current Budget*	Estimated Budget*
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Subscriptions/Memberships			
Communications			
Materials and Supplies			
Occupancy / Rent			
Local Transportation			
Client Services			
Major Equip. Purchases			
Bookkeeping/Audit			
Bank Fees & Interests			
Utilities			
Postage			
Phone services			
Other			
TOTAL EXPENDED (B)	0	0	0
BALANCE (A-B)	Actual Budget*	Current Budget*	Estimated Budget*
Revenue - Expenditures	0	0	0

APPLICATION SELECTION PROCESS

THRESHOLD REQUIREMENTS

All proposals submitted by the deadline will be reviewed by The Office of Neighborhood Engagement Department staff for technical completeness and adherence to the format required in SCIF General Application and in this Neighborhood Partnership Grant Program Application Packet. Applications submitted after the deadline will be rejected.

Technically complete applications will be reviewed by City staff to determine applicant eligibility and program eligibility.

- 1 **Applicant Eligibility.** Applicant eligibility is determined based largely on the SCIF General Application. Staff will review required documents listed in the Matrix of Required Documents which are threshold requirements of the SCIF General Application to determine that the agency is eligible for funding. If the City determines these standards are not met, the program will be rejected, and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for program eligibility.
- 2 **Program Eligibility.** Staff will review the Neighborhood Program Application to determine that the proposed activities are eligible for funding. This will include ensuring that all proposed funded activities are eligible, that they do not exceed any limitations, and that they propose to serve only eligible program participants. If any of the activities or participants are not eligible, the application will be rejected, and the applicant agency notified by letter. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

GRANT REVIEW AND SELECTION PROCESS

The City of Memphis will establish a Review Committee to evaluate applications and recommend programs for approval. The committee will be composed of City of Memphis employees and representatives from other funding sources within the Greater Memphis area.

The City will not appoint any individuals who have assisted, or intend to assist, applicants with preparing their submissions for these funds. In addition, individuals employed by agencies that apply for FY27 funding will not be eligible to serve on the committee.

RATING AND RANKING APPLICATIONS

Committee members will rate and rank all eligible applications. The points awarded for the rating factors total 106. **Applicants must have a minimum score of 75 to be considered for funding.** The factors for rating and ranking applicants are listed below and in the Appendix. Each applicant should carefully read the factors for rating and ranking applications described below.

Applicant Capacity and Track Record (I –VIII; Maximum Points – 35)

- If applicant demonstrates community development or economic development experience and success with other programs like the proposed program.
- If applicant has the capacity to manage funds properly
- If applicant involves neighborhood residents or other community organizations

- If applicant has the human resources and financial capacity to implement the proposed program
- If applicant demonstrates longevity

Project Quality (Maximum Points – 35)

- If proposed program or organization activity is meeting neighborhood needs; and if proposed program serves low-to moderate income individuals or families
- If proposed program's goals and objectives aligns with the City of Memphis goals and objectives
- If proposed programs will have a measurable impact of outcome on community
- If proposed program is sustainable (limited or continuous)

Project Budget (Maximum Points – 20)

- Budget allocations (Amount of salaries less than 20% of to actual program costs.)
- If program budget and expenses are realistic
- If proposed program funding request is sufficient to complete program in the fiscal year.

Leverage Funds Maximum Points – 10)

If applicant has leveraged funding (other sources)

If applicant has received prior grant funding from the City, County, State or Federal Government