

**TeamBrockton Resident Leader Program
Grant Award Determination Process**

MiniGrant Request Process

The association will email their request to the Team Brockton RLP mentor. The TeamBrockton RLP mentor/instructor (Lynn Smith) will review the application to verify that:

1. The association is eligible to apply for a MiniGrant per the eligibility document.
2. The event qualifies as a neighborhood building event under the purpose of the program
3. The MiniGrant application is filled out completely, including information on:
 - date, time, place
 - flyer
 - budget
 - promotion and marketing
 - purpose
4. The association demonstrates that it has 50% of the grant amount request in hand in the form of cash donations from supporters.
5. The budget numbers reconcile properly.
6. The association has funds available during the fiscal year to draw on (\$500 max).

Once those components are complete, Lynn will forward the request to the CITY. The city (Andrea Burton and her team) will:

1. Review the request as to the purpose of the event and its impact on neighborhood building.
2. Reserves the right to contact the donors listed in the application to verify those donations
3. Reserves the right to ask for additional information, if needed, on the use of the MiniGrant funds being request.
4. Reserves the right to review the association's neighborhood meeting minutes that contain the information about the creation and planning of the event.

Once the CITY determines that the application is complete and all information needed is verified and in hand, the city will decide whether or not to approve the request.

If the request is NOT approved, the city will contact the association and advise why the request was denied.

If the CITY determines that the MiniGrant request is approved, it will send a notice to Lynn Smith to issue a check in the MiniGrant amount to the association.

LYNN will **mail the check to the association** at the address on file in their operating principles. It will be payable to the neighborhood association in the exact name on their operating principals and W-9.

Please allow 4 to 6 weeks prior to any event to complete this process. **There will be NO emergency issuance of checks, or rushed issuance of checks, at any time.**