

Neighborhood Association Newsletter Grant FY 2016-2017 *Application Form*

1. **Neighborhood Association :** _____

2. **Contact Person:** _____

Address: _____
(Street) (City) (State) (Zip)

(Phone Number) (Fax Number) (E-Mail Address)

3. **Payment to be made to
(if different than Contact Person):** _____

Address: _____
(Street) (City) (State) (Zip)

(Phone Number) (Fax Number) (E-Mail Address)

4. **Grant Request For:**

Printing: \$ _____ X _____ X _____ = \$ _____
(Cost per Issue) (Total Issues/Mailing) (Number of Mailings) (Total Grant Request)

or

Postage: \$ _____ X _____ X _____ = \$ _____
(Cost per Issue) (Total Issues/Mailing) (Number of Mailings) (Total Grant Request)

I have read the "Eligibility, Terms, and Conditions" of the Neighborhood Association Newsletter Grant and the Neighborhood Association identified above agrees to abide by them.

(Neighborhood Association President or other Representative Registered with Ames City Clerk)

Print Name: _____

Signature: _____ **Date:** _____

Approved for City of Ames by:

Print Name: _____

Signature: _____ **Date:** _____

Neighborhood Association Newsletter Grant

Eligibility, Terms, & Conditions

1. Eligible participants include Neighborhood Associations that are currently registered with the City Clerk of the City of Ames.
2. Financial assistance through the *Neighborhood Association Newsletter Grant* will be limited to cost of **printing or postage** of the Neighborhood Association Newsletter, **but not both**.
3. The Neighborhood Association Newsletter must be distributed to every household within the boundaries of the Neighborhood Association as registered with the City Clerk of the City of Ames. The City will not support cost of newsletter distributed beyond the Neighborhood Association boundaries or outside city limits. (*These boundaries may also be obtained from the City of Ames website, www.cityofames.org.*)
4. The grant is for the publication of newsletters for **one** fiscal year (July 1 through June 30). The grant amount will be based on the number of households within the current Neighborhood Association boundary as registered with the City and the number of times per year the newsletter will be published. The grant amount awarded to any one Neighborhood Association for any fiscal year will not exceed \$1000.
5. At the time of distribution, the Neighborhood Association must provide to the City at least one copy of the newsletter supported by this grant (digital version preferred).
6. The City does not make any warranty, either expressed or implied, that the proceeds of the grant available for payment of the costs of printing or postage will be sufficient to pay any specific portion of the costs that will be incurred in that connection. The City is under no obligation to provide funds in addition to those specified in the grant approval by the City.
7. The City takes no responsibility for the content of any newsletter supported by the Neighborhood Association Newsletter Grant. Each newsletter supported by the grant **must include a disclaimer to this effect when provided by the City**.
8. Funds approved under this grant will be expended during the fiscal year for which the grant is approved. The City fiscal year runs from July 1 until June 30. Grant funds approved for any one Neighborhood Association that are not reimbursed by the end of the fiscal year will not carry over for that Neighborhood Association to use in the following fiscal year. The Neighborhood Association can apply for a new grant for each fiscal year.
9. Only expenses incurred after the date of grant approval are eligible for reimbursement. Before the fifth of the month following the month in which expenses are incurred, submit to the City evidence as may be reasonably required to substantiate all payments that are requested, such as paid receipts for postage or for printing costs. The City will disburse approved funds to the grant recipient as soon practical after receiving this evidence of payment and the copy of the newsletter addressed above. **This payment period is usually within ten (10) calendar days.**
10. The grant funds **shall not** be spent on any other purpose(s) than postage or printing for the Neighborhood Association Newsletter.
11. Upon grant approval, the applicant will provide either the Social Security number of the person to receive payments or taxpayer identification number, if the Neighborhood Association is a corporation.
12. Failure to abide by these terms and conditions, after due notice is given by the City, will result in cancellation of the grant and any payments.