

User Guide: NMF Idea Submission

This guide will take you step-by-step through the Neighborhood Match Fund (NMF) Idea Submission form. We will show you what to expect when submitting your NMF idea, and further explain what we are asking from you each step of the way.

Actual submissions must be done online at www.grandrapidsmi.gov/nmf by the due date.

You will be asked:

1. Are you a resident of Grand Rapids?

☐ Yes

☐ No - If "No" is selected, please **STOP**. You are not eligible to submit a project idea. Only GR residents are eligible. Perhaps you can co-lead with a GR resident on this project. Have the GR resident fill out this form.

2. Do you live in the impact area of the proposed project?

☐ Yes

☐ No - If "No" is selected, please **STOP**. You are not eligible to submit a project idea. Only GR residents from the area impacted by the project can submit a project idea.

3. Is your project open and free to the public?

☐ Yes

☐ No - If "No" is selected, please **STOP**. This project is not eligible. All NMF supported projects must be open and free to the public.

4. Are you 18 years of age or older?

☐ Yes

☐ No - If "No", we will need to collect contact information for an adult that will be sign for the contract if awarded.

Adult Contact Information (only if the Project Lead is under 18 years of age)

First Name: _____ Last Name(s): _____

Email Address: _____

Phone Number: (_____) _____

Home Street Address: _____ Apt/Unit/Suite: _____

City: Grand Rapids State: Michigan Zip Code: _____

5. Contact Information of Project Lead (GR Resident from the impact area of the project):

First Name: _____ Last Name(s): _____

Email Address: _____

Phone Number: (_____) _____

Home Street Address: _____ Apt/Unit/Suite: _____

City: Grand Rapids State: Michigan Zip Code: _____

6. OPTIONAL Information. We encourage you to fill this out, but it is not required.

- a. Which gender do you identify as? _____
- b. Do you identify as Hispanic, Latinx, Latina, and/or Latino? ☐ Yes ☐ No
- c. Which race do you identify with? (Check all that apply)
- | | |
|--|---------------------------------------|
| <input type="checkbox"/> African-American/Black | <input type="checkbox"/> White |
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Asian or Pacific Islander | |
- d. Your age: _____
- 7. Is this project focused on youth (12 – 24 years of age)?**
- ☐ Yes – If yes, you will need at least 1 youth on the project planning team.
- ☐ No
- 8. Project Pitch! (Write pitch or Upload a brief video)** Imagine you ran into Mayor Bliss in an elevator and had to pitch her your idea. How would you make a clear, compelling case for the project you'd like funded? Make sure you are clear on what your project is and hopes to accomplish.
- 9. Objective Alignment: How does your project align with each of the 4 NMF objectives?**
- a. Lift up resident leadership in the development and implementation of the project.
- b. Build stronger connections (relationships) between neighbors.
- c. Promote social justice and inclusion.
- d. Benefit the public/community as a whole.
- 10. The Funds! We award between \$200 and \$2,500 per NMF project. We want to get a sense for how you might spend/use NMF dollars for your project. If awarded, how might you spend/use the NMF dollars?**

Last Steps

- In the online submission, there are a list of agreements for you to click "I agree". You must agree to all conditions to be eligible.
- Digitally sign and click the "submit" button to complete your submission.
- If you advance in the process, you will need to meet with NMF staff to complete the full proposal and discuss the contract. Visit www.grandrapidsmi.gov/nmf for "Required meeting with NMF staff" date. Time and location of the meeting to be determined.
- Meanwhile, make sure your fiduciary is a registered vendor with the City of Grand Rapids. Visit www.grandrapidsmi.gov/nmf for more details and the link to vendor registration.