

NEIGHBORHOOD SUPPORT PROGRAM

Neighborhood Support Program:

The City's Neighborhood Support Program (NSP) provides annual funding to Community Councils for neighborhood projects and activities.

What Can Funds Be Used For?

In FY 2019, each eligible Community Council can receive up to \$6,085. Each approved NSP proposal includes activities/projects designed for successful outcomes that positively impact the neighborhood or community overall. The Cincinnati City Council has determined that the following types of activities are in the best interest of the City and its citizens when carried out by Community Councils:

- Neighborhood Leadership Activities
- Communications
- Neighborhood Improvement Activities
- Other projects or activities improving the quality of life/serve public needs that are consistent with the NSP Guidelines.
- Educational Activities
- Neighborhood Services
- Problem-Solving Projects

Examples of Successful NSP projects includes:

- Membership drives
- Newsletters
- Beautification and clean-up activities
- Summer employment or cultural activities for neighborhood youth
- Networking and training workshops for community leaders

Who's Eligible?

There are currently 51 Community Councils recognized in the City of Cincinnati. The Neighborhood Support Program is an annual process open only to these 51 Community Councils.

- Community Councils must adhere to the NSP Guidelines and the democratic operation of its Community Council.
- Each Council must submit the following when applying for NSP funds:
 - **Proof of Non-Profit Registration** with the Ohio Secretary of State.
 - **Certificate of Liability Insurance** proving the Council has secured Directors & Officers and General Liability insurance. The City of Cincinnati is an additional named insured on the policy.
 - **Community Council Bylaws or Constitution** – if updated within the past year.
 - **Annual Election Meeting Minutes & Sign-In Sheets**
 - **Meeting Minutes & Sign-In Sheets** from the meeting where the NSP Proposal was introduced, reviewed and voted on by the Neighborhood – including all residents, regardless of Council membership.
 - **Authorized Signature Form**
 - **Community Profile**

How to Apply?

A Community Council's NSP proposal must be approved by residents living within that neighborhood prior to making a presentation to the NSP Review Committee. **The NSP Review Committee** is comprised of representatives from 9 Community Councils. Each Review Committee serves a 13-month term. Members of the committee serve as a peer review group for all NSP proposals. The purpose of the Review Committee is to review and vote for or against NSP proposals, recommend the issuance of contracts to communities by the City and provide input to the City relative to changes or enhancement of the program.

2019 NSP Review Committee Members

College Hill	Downtown	Hyde Park
Madisonville	North Fairmount	Oakley
Sedamsville	Walnut Hills	Winton Hills

2019 NSP Review Committee Meeting Schedule

Tuesday, September 25th
Wednesday, October 24th
Tuesday, November 27th
<i>No December Meeting</i>
Tuesday, January 22rd
Tuesday, February 26th
Tuesday, March 26th

Proposal Review Process & Final Contracts:

- NSP proposals are initially presented during an open Community Council meeting allowing community residents or neighborhood businesses to vote on proposed activities/projects.
- After the City’s NSP Manager receives the approved proposal, the content is reviewed for eligibility. Once reviewed the proposal is scheduled to be presented before the NSP Review Committee.
- The proposal is presented to the Review Committee for vote and recommendation to the City for NSP funding.
 - After approval by the Review Committee, the proposal is attached to the City’s NSP contract. The Review Committee date is the date of execution and Community Councils may begin incurring expenses for approved activities.

Payment Process-Community Councils may receive payment in two ways:

1. Reimbursement via Claim Voucher

- Once a City contract is finalized then Community Councils can submit vouchers for payment. ALL vouchers must be submitted with original signatures.
- Any voucher correction or changes must be done by the vendor.
- Once a voucher submission is approved by the City’s NSP Manager it is processed for payment.
- All Program funds must be expended by the end of the contract term. No expenses incurred before or after the contract will be reimbursed.

2. Advanced Payments via Affidavit

- Community Councils must complete the City’s Affidavit of Grant Activities and Expenditures form (notarized), along with a Claim Voucher Form showing amount requested for advancement.
- Once all funds are expended, proper support documentation must be submitted to the City’s NSP Manager to show the funds were used according to the Affidavit terms.
- If any expense is NOT within the terms of the Affidavit, those funds must be returned to the City.

Final Reports:

Each Community Council receiving funding for the program year, must submit a Final Report consisting of project results and expenditure details. As part of the process, Community Councils are to provide copies of all invoices/receipts and cancelled checks/bank statements proving that proper payment was made for all funds expended on approved activities. A Final Report must be received and approved prior to submitting a proposal for the next NSP funding cycle.