



## NEIGHBORHOOD INVESTMENT PROGRAM Capital Project Applicant Checklist

The following steps must be completed prior to application submittal in ZoomGrants.

Note: if you are submitting more than one application, you will likely have different Project Managers for each, and should complete this checklist separately for each application.

### PRE-PLANNING

- Engage neighborhood residents to solicit project ideas or feedback on potential application options
- Watch the NIP Workshop webinar
- Identify the appropriate Project Manager for your application.
- Contact the Project Manager to discuss your project idea.
- Schedule a time to meet with the Project Manager at the project site, if appropriate.

### APPLICATION

- Work with Project Manager to identify appropriate supplemental materials to include in the application. (This may be photos of the site, maps, detailed project specifications/plans, easements, and/or letters of support from affected entities/neighbors.)
- Engage the neighborhood and other affected parties to gather feedback about the project idea.
- Meet with the Project Manager to discuss/develop a detailed project budget (this must be included in your application).
- Complete any additional steps requested by the Project Manager.
- Provide the Project Manager with the Project Manager Approval Form to review and sign prior to application submittal.