



ENERGIZE OUR NEIGHBORHOODS

NEIGHBORHOOD INVESTMENT PROGRAM Policies

1. **ELIGIBILITY:** Applications must meet the following requirements:
 - a. conform to submission deadlines.
 - b. benefit and be free and open to the general public (i.e. in public space).
 - c. be compatible with adopted City plans and policies, including those related to ADA accessibility.
 - d. include a formal letter of support from potential partner agencies (i.e. a project proposed on a school site requires a letter of support from the school district).

2. **PHASING:** Phased projects require separate applications for each phase. Approval of any single phase is limited to that phase. Progress on earlier phases is considered when making decisions on new applications.

3. **MATCHING SHARES:** Applicant matching shares are strongly encouraged. To qualify, a match must be composed of expenses that would be eligible in this program.
 - a. Eligible matches include donations of labor, equipment and/or materials, or grants from other organizations for the same plan or project.
 - b. Ineligible matches include Boise City monies, labor, equipment and/or materials, and previous grants awarded by this program, including any related expenses.

4. **PROJECT MANAGEMENT:**
 - a. **Capital projects:** Boise City staff will manage all capital projects in consultation with the Neighborhood Association.
 - i. All community garden requests must adhere to Boise City Community Garden Policies: <http://parks.cityofboise.org/media/227330/boise-city-community-garden-policy.pdf>.
 - b. Once the request is approved, the ZoomGrants application becomes the Neighborhood Association's Project Agreement.

5. **LIABILITY:** The Neighborhood Association assumes liability for all mini-grant expenditures related to the project. City project managers will assure capital project expenditures remain within approved budgets.

6. **CANCELLATION:** Capital projects not completed within three years due to Neighborhood Association inactivity will be canceled.

7. **RECORDS MANAGEMENT:** All records relevant to funded projects must be on file with the applicant and/or project manager and are subject to audit and inspection. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, restitution must be made to the Neighborhood Investment Program.

For assistance in developing Neighborhood Investment Program project applications or for questions about ZoomGrants, please contact Melinda McGoldrick: mmcgoldrick@cityofboise.org or 208-570-6834.

The City of Boise does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, familial status, sexual orientation, or gender identity/expression. This document can be translated into other languages upon request.

CONTACT: 208-570-6834 | Energize@cityofboise.org