



ENERGIZE
our
NEIGHBORHOODS

CITY *of* BOISE

A.C.T. GRANTS

ACTIVATE • CONNECT • TRANSFORM

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ACTIVATE. CONNECT. TRANSFORM.

PROGRAM OVERVIEW

ENERGIZE OUR NEIGHBORHOODS supports the work of the City of Boise's neighborhood associations, striving to build capacity and spark creativity in their community engagement efforts. The A.C.T. Grant program provides up to \$2,500 each fiscal year for neighborhood associations to host smaller projects and events, including neighborhood clean-ups, and support communication efforts.

REQUIREMENTS

Only recognized City of Boise neighborhood associations in good standing are eligible to apply for these funds. Neighborhood associations must submit an annual report and adhere to grant guidelines to be in good standing.

Any improvements/events/resources funded through this program must be located on public property (with appropriate permits) within Boise city limits.

A final report will be due within 30 days of the event/activity/project concluding. The report should outline in detail how grant funding was used, the impact to the community, receipts supporting final project/program budget, and photos/videos.

If a final report is not provided, the neighborhood association will become ineligible for grant funding the following cycle/year. This includes funding under A.C.T. Grants and the Neighborhood Investment Program.

TIMELINES

- **Summer**
Applications accepted June 1 – August 31
Funding announced October 1
- **Winter**
Applications accepted January 1 – March 31
Funding announced May 1

FUNDING AVAILABLE

A maximum of \$2,500 may be awarded to an association each fiscal year, October 1 - September 30.

Neighborhood associations may apply for projects that fit within any of the three funding categories. There is no maximum or minimum number of applications a neighborhood association may submit within any grant cycle, or for the fiscal year, but the maximum amount of funding any neighborhood association can receive within a fiscal year is \$2,500.



GRANT FUNDING CATEGORIES

1

COMMUNITY SERVICE

Addresses a community need by making visible neighborhood-level change.

PROJECT EXAMPLES:

Neighborhood clean-up event, beautification efforts, sign maintenance/replacement, murals, small community projects

2

CELEBRATION

Brings neighborhoods together by engaging the community through events and placemaking activities.

PROJECT EXAMPLES:

Community events (National Night Out, picnics, block parties, festivals) and other initiatives aimed at engaging and connecting residents

3

COMMUNICATION

Supports the communication efforts of the association.

PROJECT EXAMPLES:

Flyers/signage, website hosting fees, printing, meeting supplies, interpreters, and translation services, additional postcard mailings



LEARN MORE
[CITYOFBOISE.ORG/ACT-GRANTS](https://cityofboise.org/act-grants)



ELIGIBLE & INELIGIBLE EXPENSES

Use the table to identify eligible expenses under the A.C.T. Grant program. Any items not listed should be considered ineligible. Exceptions may be granted only with the formal, written permission of the program administrator(s), documented prior to purchase.



ELIGIBLE EXPENSES

COMMUNITY SERVICE

Event supplies (flipcharts, markers, stickers, printing), flyers, advertising, online survey platform subscriptions, tools, cleanup supplies (gloves/trash bags), landscaping materials, graffiti removal supplies, paint, dumpster fees, artist payments, signage materials/hardware, and flyers.

CELEBRATION

Refreshments, party supplies (napkins, cutlery, decorations), parks-use/permit fees, entertainment, sound equipment, and portable restroom rental, special event fees, printing, flyers, sandwich board signs, banners, and advertising.

COMMUNICATION

Website hosting fees, newsletter printing, post office box rental, postage, meeting supplies (markers, pens, flipcharts, printer ink), online survey platform and virtual conferencing subscriptions, tablecloths, business cards, promotional materials, recognition items for board members (\$50 max/year), and fees for interpretation and translation services.



INELIGIBLE EXPENSES

ALCOHOL

Grant funds may not be used to purchase alcohol.

LEGAL FEES OR MEMBER INSURANCE

Grant funds may not be used to pay legal fees or insurance fees for the association or any members.

PUBLIC RECORDS REQUESTS

Grant funds may not be used to pay for Public Records Requests.

DONATIONS

Grant funds may not be used to make donations to other agencies/organizations, or to make purchases on their behalf.

GIFT CARDS

Gift cards may not be purchased from any establishment that serves or sells alcohol.

CAMPAIGN CONTRIBUTIONS

Grant funds may not be donated to any political campaigns or used to support candidates.

APPLICATION PROCESS

ZOOMGRANTS

APPLICATION PROCESS

ZOOMGRANTS

All applications must be submitted through ZoomGrants. This software program will be used to collect applications, notify applicants of funding awards, submit invoices, complete status reports, and send reminders about due dates.

Neighborhood associations should create a ZoomGrants account using their generic email address. Using one generic email address (ex: neighborhood@email.com) will allow associations to access historic application information.

A webinar recording may be viewed at cityofboise.org/programs/energize/act-grants with instructions and frequently asked questions to help through the application process.

APPLICATION QUESTIONS

Within the ZoomGrants application, there are unique questions that applicants should answer thoroughly and completely. Associations may apply for funding from any combination of categories. A separate application is not needed for each category. All applicants should provide thorough documentation with each application. Applications missing requested documents will not be funded.

See Appendix for full list of application questions and required document uploads.

BUDGETS

All applications must include a detailed budget, including line item expenses. Quotes should be obtained for any professional services or expenses outlined in the application. A budget template has been provided (see Appendix), but applicants may use other formats, assuming the same requested information is provided.

FUNDING

Funding announcements will be made twice per year, approximately 30 days after the application cycle closes. Funding will be available within 45 days of Energize receiving all required documents. All funds will be provided on an upfront basis, with appropriate receipts and documentation submitted through ZoomGrants.

REPORTING

Status reports will be required for all funded grants. Award recipients must submit the status report within 30 days of the event/activity/project concluding for funding. Associations that fail to submit status reports in a timely manner will be considered ineligible for future A.C.T. Grant and Neighborhood Investment Program grants funding.

See Appendix for status report questions.

FUNDING + REPORTING

FINANCIAL INFORMATION

FUNDING

Associations have the option of having a physical check mailed to the address on file or having funds directly deposited to the association's bank account. ZoomGrants is used for all financial management of grants.

REQUIRED DOCUMENTATION

W-9 FORM

All associations must include a completed W-9 form as part of their application. Funding checks will be mailed to the address listed on the W-9 form (unless the association has enrolled in direct deposit).

To change the address on file, upload a W-9 form in ZoomGrants and notify energize@cityofboise.org of the changes.

SIGNED AGREEMENT

Once funding is approved, applicant must review and sign the agreement between the City and the association receiving funds. The agreement will be viewed and signed within ZoomGrants.

RECEIPTS

At any given time, the city may request documented proof of purchase and payment for expenses outlined in the project application's budget. Receipts should not include purchases unrelated to the grant project (i.e. personal purchases) and must be itemized and clearly legible. The receipts must show proof of payment; a quote or invoice without accompanying cash, check, or credit card payment is not acceptable.

EXCEPTIONS

PARK RESERVATIONS: If the association plans to use a facility owned by Parks and Recreation that requires a rental fee, notify the Energize team (energize@cityofboise.org) prior to paying the fee. Funding will be transferred from the association's A.C.T. Grant to Parks and Recreation directly.

REPORTING

All funded A.C.T. Grants require a status report. The status report will provide information about the project, volunteers and community organizations involved, successes and opportunities encountered, and expenses. Associations with delinquent status reports will not be eligible for future A.C.T. Grant funding or funds under the Neighborhood Investment Program.

See Appendix for status report questions.

TIMELINES

Award recipients must submit the status report within 30 days of the event/activity/project conclusion.

SUBMISSION

Reports, along with any applicable photos and/or supplemental materials, should be submitted in ZoomGrants.



PHOTO RELEASE: By providing photos, you give the City of Boise permission to use the images to promote neighborhoods on the website and in printed materials.

EXAMPLE OF SUPPLEMENTAL MATERIALS: Testimonials from stakeholders involved or served, final plans/designs, workshop materials, event flyers, etc.

GENERAL GUIDANCE

POSTCARD MAILING

Each neighborhood association may send a postcard to all neighborhood residents once each year at no cost to the association. The city provides graphic design services for the postcard. *Postcards must be requested at least one month prior to the desired mailing date.* Contact Energize for further details.

Associations may use A.C.T. Grant funds to pay for additional mailings using the city's Print & Mail Services or another entity, as long as those expenses have been outlined in the grant application.



BEST PRACTICE: Many associations send a postcard listing all meeting dates and events for the full year. Please allow four weeks to create, print and mail postcards.

USING BOISE SCHOOL DISTRICT FACILITIES

The Boise School District uses a program called Facilitron (facilitron.com) to manage all facility rentals. For meetings/events held Mon – Fri, there is typically no charge for using a classroom/library/cafeteria space. There are fees for weekend meetings to cover janitorial costs.

Associations should use their generic email address when setting up a Facilitron account.

POLITICS/CAMPAIGNING

A.C.T. Grant funds may not be used to endorse political candidates.

Funding may be used for operational costs associated with hosting candidate forums. If an association plans to use A.C.T. Grant funds to hold a candidate forum, the event must be specifically outlined in the project application.

DONATIONS

A.C.T. Grant funds may not be used to make donations to any individual, political campaign, non-profit organization, community group, or other entity.

RAFFLES

Any raffles held by neighborhood associations must comply with the regulations in IDAHO STATUTES (Title 67, Chapter 77, Section 67-7710 (legislature.idaho.gov/statutesrules/idstat/title67/t67ch77/sect67-7710/)) including reporting to the Idaho State Lottery.



RECOMMENDATION: Include signage with a “suggested donation” amount for raffle tickets; this alleviates the necessity to report raffle proceeds to the state lottery.

SELLING ITEMS

In order to sell any type of item, a neighborhood association (or representative of the association) must have a valid seller's permit, collect sales tax, file a sales and use tax return, and forward the tax to the Idaho State Tax Commission. Temporary seller's permits are available. For more information go to tax.idaho.gov/sales

FREQUENTLY ASKED QUESTIONS

LEARN MORE

FUNDING AWARDS

- Q. Is the maximum funding award per category, per approved application, or per fiscal year?**
- A. The maximum total amount of funding a neighborhood association can receive is \$2,500 per fiscal year (Oct. 1 – Sept. 30). That \$2,500 can be awarded in any combination and number of applications.*
- Q. How much should we apply for?**
- A. Applicants can request any amount of funding, up to the maximum of \$2,500. Each application should include a detailed budget, and the amount requested should match the planned expenses for the project/activity/event. Including a small amount for contingency is acceptable.*
- Q. Will these funds be deposited into my association's bank account?**
- A. All A.C.T. Grant funds are disbursed within 45 days of invoice date. If the NA is setup to receive direct deposit, funds will be deposited into the account. Otherwise, paper checks will be physically mailed.*
- Q. How long will we have to spend the funding awarded?**
- A. Regardless of the date of the award, funding must be used by September 30th. Late requests will not be accepted.*

GRANT REPORTING

- Q. Will ZoomGrants tell us if we 'owe' a report?**
- A. Yes, ZoomGrants sends an automatic email reminder 14 days before reports are due.*
- Q. Is the webinar PowerPoint available?**
- A. Yes, a recording of the webinar and the slides are available at cityofboise.org/act-grants.*
- Q. When is the city's fiscal year?**
- A. October 1 – September 30*

APPLICATION QUESTIONS

ZOOMGRANTS

APPENDIX - APPLICATION QUESTIONS

1. Provide an overview of your proposed effort (event/activity/project) and how the requested funds will be used?
2. What is the goal of the event/activity/project the neighborhood is requesting funds for? Describe how this project or program supports the city's vision to create A City for Everyone and aligns with the mission to cultivate a sense of place?
3. Where will the event/activity/project be within the neighborhood? Describe how that location/area was selected and who will be involved during the project or program, (businesses, non-profit organizations, etc.)
4. How will the requested funds impact engagement with the community? Describe your intended audience(s). Explain the marketing and promotion strategies you will use to reach them.
5. How has the community been involved in the development/planning of this effort? Who has been involved or shared interest and/or commitment to the efforts?
6. What community need or challenge will this effort address? Include who will be served and how the community will benefit. Describe any accommodations or services that will be offered as part of your project or program (such as related to hearing or vision, physical accessibility, language translation, etc.).
7. What kinds of legal, licensing, insurance, or permitting will be needed for your event/activity/project? Be sure to include cost estimates in the budget outline.
8. What, if any, maintenance will be required? Describe the maintenance plan to include responsibility of labor, cost, etc.
9. What does success look like for this event/activity/project? How will you measure if the goal was met?
10. What else would you like to share about your proposal? This question is options, but you do need to type something, such as "N/A" in the space below to submit the application.

APPENDIX - BUDGET TEMPLATES

Templates are available at cityofboise.org/act-grants.

PROJECT BUDGET TEMPLATE

NEIGHBORHOOD ASSOCIATION:		
GRANT CATEGORY:		GRANT REQUESTED AMOUNT:
TOTAL ESTIMATED EXPENSES:		
*Complete the estimated amounts and submit with your application.		
**Complete the actual amounts and submit with the final status report.		
	ESTIMATED*	ACTUAL**
TOTAL:		
	ESTIMATED*	ACTUAL**
TOTAL:		
	ESTIMATED*	ACTUAL**
TOTAL:		
	ESTIMATED*	ACTUAL**
TOTAL:		

STATUS REPORT

ZOOMGRANTS

APPENDIX - STATUS REPORT

STATUS REPORT QUESTIONS

1. Provide a short description of the event/activity project.
2. Does the association feel that the event/activity/project met the anticipated measure(s) of success/goal?
3. What challenges did the association encounter and what, if any, resources be needed, or action be taken to help achieve success in the future?
4. Does the association plan to replicate this event/activity/project in the future?
5. Did the budget align with the anticipated cost outlined in the application?



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