



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 offers 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.

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 required to outline how grant funding was used, the impact to the community, receipts supporting final project/program budget, and photos/videos.

TIMELINES

- **Summer**
Applications accepted July 1 – August 31
Funding: October 1
- **Winter**
Applications accepted January 1 – February 28
Funding: April 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. Only one application per neighborhood, per cycle.



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



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

EUNA

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EUNA

All applications must be submitted through Euna. This website 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 an Euna 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 application, there are unique questions that applicants answer thoroughly and completely. Associations may apply for funding from any combination of categories and only one application should be submitted per neighborhood. All applicants should provide thorough documentation. Applications missing requested documents may not be funded.

See Appendix for full list of application questions and required documents.

BUDGETS

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 awards will be announced twice per year, approximately 30 days after the application cycle closes. Funds will be available within 45 days of Energize receiving all required documents.

REPORTING

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

See Appendix for final 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. Euna 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 Euna 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 Euna.

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

See Appendix for final report questions.

TIMELINES

Award recipients should submit the final report within 30 days of the event/activity/project conclusion with all reports due by September 30.

SUBMISSION

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



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](https://www.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 may 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 receiving all required documents from the applicant.
- Q. How long will we have to spend the funding awarded?**
- A. Funding must be used by September 30th.

GRANT REPORTING

- Q. Will Euna tell us if we 'owe' a report?**
- A. Yes, the Euna site sends an automatic email reminder 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

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APPENDIX - APPLICATION QUESTIONS

GENERAL

1. Provide an overview of your proposed effort and how the requested funds will be used.
2. What else would you like to share about your proposal?

CELEBRATION

Brings together neighborhoods by engaging the community through events and placemaking activities like National Night Out, block parties and holiday related events.

1. What is the goal of your neighborhood celebration or gathering? How does the event foster connection and community spirit among residents?
2. Describe the proposed event or placemaking activity. What will take place, and how will the requested funds be used?
3. Where will the event or activity occur? Why was this location selected, and how is it accessible and welcoming to the community?
4. Who will be involved in planning and hosting the event? Include residents, businesses, local organizations or artists.
5. How will you promote the event to engage a broad and diverse audience? What communication methods will you use?
6. How will you define and measure success for this celebration? What outcomes are you hoping to achieve?

COMMUNICATION

Supports neighborhood communication efforts for meetings, website hosting, flyers, newsletters, and materials.

1. What communication needs is your neighborhood seeking to address? How will this support ongoing neighborhood engagement?
2. What tools or strategies will you use (e.g., flyers, websites, signage, newsletters)? How will requested funds be used to support these efforts?
3. Who is your intended audience? How will your communication efforts ensure inclusive outreach (e.g., hearing/vision impaired, languages other than English, etc.).
4. How will you evaluate the effectiveness of your communication tools or efforts? What indicators will show success?

COMMUNITY SERVICE

Addresses a community need through projects like cleanups, beautification, murals, or minor infrastructure improvements.

1. What is the community need or challenge this project addresses? Who will benefit, and how?
2. Describe your proposed project or service effort. What will be done, and how will the funds be used?
3. Who has been involved in developing this project? What community input or partnerships are supporting it?
4. Where will the project take place, and why was that site selected? Are there long-term benefits for the neighborhood?
5. What accommodations or inclusive services will be offered (e.g., accessibility, translation)?
6. Are there legal, permitting, insurance, or maintenance considerations? Please describe your plan, including cost and responsibility.
7. How will success be measured? What results or community impact do you expect?

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:		

FINAL REPORT

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APPENDIX - FINAL REPORT

CELEBRATION

For events and placemaking activities that bring neighbors together.

1. Has the event or activity occurred? If not, what is the scheduled date?
2. Describe what has been completed so far. Include any planning meetings, outreach, or purchases.
3. How many people participated or are expected to participate?
4. What feedback have you received from attendees or participants?
5. Did you encounter any unexpected challenges? If so, how were they addressed?
6. Share any photos or media coverage (if applicable).
7. How does the event reflect the neighborhood's identity and support a sense of place?

COMMUNICATION

For efforts to strengthen neighborhood outreach and information sharing.

1. What communication materials have been created or distributed so far? (e.g., flyers, newsletters, signage, website updates)
2. What tools or platforms have been most effective in reaching your audience?
3. Have you seen an increase in engagement (e.g., meeting attendance, website traffic, social media interaction)?
4. Are you on track with your communication plan and budget?
5. Have you identified any gaps or barriers in reaching your intended audience?
6. What's your plan for ongoing communication or follow-up?

COMMUNITY SERVICE

For projects addressing community needs or physical improvements.

1. What progress has been made on the project to date?
2. Who has participated in implementation (volunteers, partners, contractors)?
3. Have there been any permitting, insurance, or legal considerations, and how have they been addressed?
4. Have you encountered delays or obstacles in the timeline or budget?
5. How is the community responding to the project so far?
6. What will be needed for continued maintenance or follow-up?
7. What early outcomes or benefits have you observed?

WRAP-UP

1. Do you anticipate completing the project on time and within budget?
2. What lessons have you learned so far that may help other neighborhoods?
3. Is there any additional support or guidance you need from the city or program staff?

SCORING QUESTIONS

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SCORING QUESTIONS

GENERAL SCORING QUESTIONS

1. CLARITY OF PURPOSE AND ACTIVITIES

Does the proposal clearly describe the project's purpose and the planned activities?

2. ALIGNMENT WITH PROGRAM GOALS AND COMMUNITY VALUES

How well does the proposal align with the grant program's objectives and the broader community vision (e.g., connection, quality of life)?

3. INCLUSION AND ACCESSIBILITY

Is the project designed to be inclusive and accessible to people of diverse backgrounds, abilities, and neighborhoods?

4. COMMUNITY ENGAGEMENT AND PARTICIPATION

Does the project demonstrate meaningful involvement of residents, stakeholders, or partners in its design and implementation?

5. PLANNING AND FEASIBILITY

Is there a realistic, detailed, and achievable plan—including timeline, responsibilities, and resource use?

6. EVALUATION AND IMPACT

Does the proposal identify specific goals and methods for measuring the success or impact of the project?

7. BUDGET JUSTIFICATION AND SCALE APPROPRIATENESS

Is the budget reasonable, detailed, and appropriate for the project's scope and goals?

8. INNOVATION OR ADDED VALUE (OPTIONAL)

Does the project offer a creative or distinctive approach that adds value to the community?

9. OVERALL APPLICATION STRENGTH

How strong is the proposal overall in terms of clarity, planning, potential impact, and alignment with values?

10. SUSTAINABILITY AND LONG-TERM BENEFIT

Does the project demonstrate potential for lasting impact or continued benefit to the community beyond the grant period?



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