



## **TASK FORCE 2 PROJECT FUND**

**Funded by the Ball Brothers Foundation & the Community Foundation of Muncie and Delaware County**

### **PROJECT FUND DESCRIPTION**

This project fund is intended to support both the start-up of new neighborhood associations and projects initiated by established associations located throughout the City of Muncie.

#### **Requirements:**

- Amount requested may not exceed \$500.00
- Two quotes must be provided for equipment and services
- Each neighborhood may only receive one allocation per calendar year, not to exceed \$500 in total funding
- The association must be able to provide its Articles of Organization or By-Laws
- The association must be able to provide its last two bank statements

\*If for any reason the association cannot meet these requirements, a detailed explanation must be provided in the application email.

#### **Requests will be evaluated using the following criteria:**

- Need
- Will the project, equipment or service impact the neighborhood's quality of life?
- Will it generate excitement/interest in the neighborhood?
- Will it be visible?
- Did the neighborhood vote to approve the project, equipment or service?
- Attendance at Neighborhood Leadership Council meetings and training sessions

#### **Process:**

- Neighborhood Associations submit the request form found on the [muncieneighborhoods.org](http://muncieneighborhoods.org) website
- Applications and required documentation must be emailed to Heather Williams at [hlwilliams@bsu.edu](mailto:hlwilliams@bsu.edu)
- Applications will be evaluated by Task Force 2 within two weeks of being received and notification of award will be made within one month of application
- Applications will be accepted as long as funding is available
- A check will be cut in the name of the Neighborhood Association and mailed to the individual named on the Application Form
- The follow-up report will be due within 30 days after the funds are expended
- Funds that are awarded, but not used, must be returned to Task Force 2 no later than 30 days after the equipment or service was purchased or the date of the funded event