



City of Norfolk  
Block-by-Block Neighborhood Pride Grant Program  
Mini Grant Application  
Requests of \$500 or less

Title of Project/Activity:

Neighborhood Organization:

Please thoroughly answer the following questions. Attach additional sheets if necessary.

**Project Description**

1. Please describe your proposed project below. (1200 character limit) How many volunteers do you expect to participate?

2. What issue will the project address? Please select **one** category that best describes the issue your project will address:

- Landscaping/Beautification
- Capacity/Skill Building workshops
- Community Outreach
- Neighborhood Pride/Celebrations
- Neighborhood Safety
- Other

**Neighborhood Benefit**

3. Please describe how your neighborhood/residents will benefit from this project. (800 character limit)

**Budget**

4. What is the total funding amount requested? Please describe how you plan to spend this money. (800 character limit)

5. Is this funding for a one-time event or does your organization intend to do this annually? And if annually, how do you intend to sustain your project beyond the current year and beyond the use of the Block-By-Block funds. (800 character limit)

**Neighborhood Contact Information**

Contact Person:

(Suggestion: Select a person who is available to answer questions prior to and during proposal review, and who will receive and address all correspondence related to the project.)

Email:

Phone:

Mailing Address:

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Alternate Contact Person:

Email:

Phone:

Mailing Address:

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**Civic League Endorsement:**

By signing below, I/we certify that we have reviewed this proposal and it has the full endorsement and support of \_\_\_\_\_ Civic League.

Civic League President Name

Email:

Phone:

Date:

Signature

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**Neighborhood Development Specialist Endorsement:**

Please have your Neighborhood Development Specialist sign the application as verification that they have previewed the application.

Neighborhood Development Specialist Name:

Signature

**BLOCK-BY-BLOCK  
SUBMISSION CHECKLIST**

Item	No	Yes
Read all grant instructions carefully.	<input type="checkbox"/>	<input type="checkbox"/>
Have provided documentation that the civic league or organization is a legal entity listed on the Virginia State Corporation Commission website.	<input type="checkbox"/>	<input type="checkbox"/>
Group approval is achieved on the grant project from the civic league(s) of the neighborhood(s) involved. [Project cannot be a lone individual's idea.]	<input type="checkbox"/>	<input type="checkbox"/>
Conducted due diligence in identifying any necessary permissions or permits needed for the project from government departments or property owners.	<input type="checkbox"/>	<input type="checkbox"/>
Have provided documentation of specific and accurate cost estimates for the budget.	<input type="checkbox"/>	<input type="checkbox"/>
Obtained your Neighborhood Development Specialist's signature as verification they have previewed the application.	<input type="checkbox"/>	<input type="checkbox"/>
Have preliminary commitment of volunteers for the project.	<input type="checkbox"/>	<input type="checkbox"/>
Have the W-9 signed and prepared to submit.	<input type="checkbox"/>	<input type="checkbox"/>

**If the answer to any of the above is “No,” your grant is not ready to submit.**