

Neighborhood Improvement Program
NEIGHBORHOOD ENRICHMENT GRANT PROGRAM
FY24-25 CHECK REQUEST & GRANT AGREEMENT

** Grant changes are effective beginning Fiscal Year 24/25 (July 1, 2024 through June 30, 2025) **

Neighborhood Organization:	
Projects Approved:	
Grant Award:	

Mailing Address:	Contact:	Physical Address:
Richland County Community Planning & Development Neighborhood Improvement Program P.O. Box 192 Columbia, SC, 29202	NIP@richlandcountysc.gov Phone: (803) 576-2190 Fax: (803) 576-2182 Website: https://tinyurl.com/NIPGRANTS	Richland County Community Planning & Development Neighborhood Improvement Program 2020 Hampton St, Columbia, SC 29204

Please read this entire form carefully. Email, fax, or drop off this completed form to Neighborhood Improvement Program staff (NIP) by **September 30th, 2024**.

CHECK REQUEST

FUNDING AMOUNT REQUESTED: *(Request your entire grant award amount)*

NAME OF APPROVED PROJECT(S):

ADDRESS/CITY/STATE/ZIP *(Same as on W-9 form):*

EMAIL: _____ **PHONE:** _____

REPRESENTATIVE NAME PRINT: _____ **DATE:** _____



GRANT CONDITIONS

- a. The grantee must comply with all applicable laws, ordinances, and codes and shall secure all necessary permits.
- b. Business cooperating with the grantee must be licensed to do work in Richland County.
- c. The grantee holds the County harmless, including its elected officials, agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees and expenses arising out of or resulting from the carrying out of any portion of this Agreement, arising out of any work activities performed under this Agreement, or constituting a breach of any term of this Agreement, except if a direct result of an act of the County.
- d. Projects/items/events funded entirely or partially by the grant must clearly indicate sponsorship by the Richland County Neighborhood Improvement Program (NIP). For example, newsletters and sign-in sheets must include the following statement: “Sponsored by the Richland County Neighborhood Improvement Program’s Neighborhood Enrichment Grant”
- e. Projects that include printed materials (flyers, posters, etc.) must include the Neighborhood Improvement Program logo and Community Planning & Development Logo. JPEG and PNG versions of the logos are available online at <https://tinyurl.com/NIPGRANTS>

DECLINING GRANT FUNDS AND SPECIAL CONDITIONS

- a. The grantee shall have the right to terminate this agreement and grant award. The grantee must complete a Termination of Grant Letter that states their decision to decline grant funding, provide reasoning, and return the funds. Failure to do so will result in the organization to be ineligible for future NEGP funding, until funding is returned.
- b. If the grantee does not submit a Grant Agreement & Check Request Form by the deadline, the Grantee must submit a Termination of Grant letter.
- c. If the grantee receives their check, but decides not to go through with their project(s), the grantee must submit a Termination of Grant Letter and return all NEGP award funds to NIP Staff via check by the deadline. Check must be made to Richland County Finance Department.
- d. If the grantee receives their check, but spends partial NEGP award funds, the grantee must submit a Termination of Grant letter and return remaining awarded grant funds to NIP Staff via check by the deadline. Check must be made to Richland County Finance Department. The Grant Closeout Report is still required.
- e. If the grantee has used NEGP award funds on ineligible expenses, they must refund the amount spent on said expenses to NIP Staff via check by the deadline. Check must be made to Richland County Finance Department.
- f. If the grantee has broken rules as outlined in the NEGP Guidelines and Grant Agreement, the grantee’s organization will be unable to apply for funding in the future. Certain situations can allow the organization to receive funding again.
- g. The Termination of Grant Letter template can be found online at <https://tinyurl.com/NIPGRANTS>

FUNDING PROCEDURE

- a. Funds will be distributed in the form of a check made payable to the grantee’s neighborhood organization. Please allow up to thirty (30) days after submission of this form for the check to be issued.
- b. All projects must be consolidated for the total approval grant requested.
- c. Per County Council’s directive in December 2011, neighborhood organizations are able to receive grant funds upfront or as a reimbursement.

PROPER SPENDING

- a. The County's grant funds will only cover expenses purchased in conjunction with the grant project. Deviation from the items approved in the Neighborhood Enrichment Grant application is prohibited unless authorized by NIP staff.
- b. Prior to the initiation of any changes, written justification from the grantee outlining the proposed amendments must be submitted to the Neighborhood Improvement Program staff for review. Unauthorized changes will render the project ineligible; thus, requiring a reimbursement of the grant funds to Richland County Government.
- c. Please contact staff prior to purchasing items if you have questions regarding expense eligibility.
- d. All projects utilizing Neighborhood Enrichment Grant funds must be paid directly from the neighborhood organization's account.
- e. All eligible expenses must be dated between July 1, 2024 to June 30, 2025.
- f. Grant monies not expended by June 30, 2025 will be forfeited by the grantee.

GRANT CLOSEOUT REPORT DOCUMENTATION

- a. All grantees must provide closeout reporting documentation for all projects before June 30th, 2025. Failure to do so will result in noncompliance status.
- b. The Grant Closeout Report includes:
 - Expenditure Form (all expenses must be dated between July 1, 2024– June 30, 2025)
 - Copies of original receipts or proof of payment (must be equal or greater to the amount awarded)
 - Proof of the project occurrence such as pictures, copies of flyers, sign in sheets and/or other
- c. Optional Grant Closeout documents are not required, but aid the grantee with future project planning and project documentation.
 - Volunteer Hours Form (optional)
 - Post Implementation Review (optional)

NONCOMPLIANCE STATUS

- a. Neighborhood organizations are considered to be in noncompliance status when one (1) or more of the following apply:
 - Grantee has not met the provisions of the grant guidelines and/or has not signed the grant award agreement.
 - Grantee failed to provide the required documentation by the due date. Until the required documentation is provided to Neighborhood Improvement Program staff, the grantee will not be eligible for future funding.
 - Grantee spent grant funds on ineligible expenses. (Information on eligible expenses can be found in the Grant Guidelines)
 - Grant-required tasks/activities were not conducted according to the established requirements or as outlined in the corresponding grant application.
 - Grantee has not met reporting requirements, including the provision of required documentation relative to the organization's prior-year(s) expenditures.
- b. The grantee organization will remain in noncompliant status until all deficiencies are resolved. Once in a noncompliant status, the grantee is subject to processes overseen by the Richland County Neighborhood Improvement Program. The process provides assistance to the organization in reestablishing compliance. However, if the organization does not take the necessary actions to reestablish compliance, Richland County Government may initiate the grant funds recovery process.

- c. The County shall have the right to terminate this Agreement for any infraction of any term of this Agreement based on unresolved noncompliance issues. In such case, a notice of termination will be sent to the project contact person and/or the neighborhood organization leader.

IMPORTANT DATES

- Check Request and Grant Agreement Form must be submitted before September 30, 2024.
- Grant Closeout Report must be submitted before June 30, 2025.
- All refunds to Richland County Government must occur before June 30, 2025.

GRANT AGREEMENT

By signing this form, I acknowledge that I have read the provisions and agree to adhere to the Neighborhood Enrichment Grant Guidelines. I acknowledge that it may take up to 30 business days before the check is ready for pick up, based on the time NIP staff receives the check request. I commit to ensuring that the grant funds are spent according to the Grant Agreement signed for this grant cycle. Additionally, I will adhere to all requirements outlined in the Grant Agreement. I also confirm knowledge that unused grant funds that were provided in a check to the neighborhood organization must be refunded to Richland County Government. I also confirm that the neighborhood organization will be required to refund Richland County Government for all items paid for that were not approved in the Grantee Funding agreement.

REPRESENTATIVE PRINT:

REPRESENTATIVE SIGNATURE:

NIP STAFF INITIALS:

DATE:

