Neighborhood Associations of Muskegon
2023 MID-YEAR BUDGET REPORT
1-1-2023 –> 6-30-2023
CERTIFICATION PAGE

RECIPIENT INFORMATION		
Neighborhood Association		
Contact Person for this Report	**Title**	
Street Address	**City**	**Zip Code**
PO Box	**City**	**Zip Code**
Home Phone # ( )	**Work/Cell #** ( )	
E-mail Address		

REPORT CHECKLIST: Please make sure the following are completed before submitting this report.

- [ ] **Certification Page – Completed and Signed**
- [ ] **Answer ALL Mid-Year Questions**
- [ ] **Describe Events/Projects/Programs**
- [ ] **Complete Mid-Year Expenses**
- [ ] **Include COPIES OF Receipts – ORIGINAL RECEIPTS WILL NOT BE ACCEPTED. Bank statements are also required.**
- [ ] **Explanation of Unspent Funds**
- [ ] **Include Copies of: Newsletters, Board/General Meeting Minutes, as well as any other requested documents. It will clearly be indicated what is being requested.**

REPORTS ARE DUE BY: AUGUST 31ST, 2023

PLEASE READ AND SIGN

I, _____, and my affiliate Neighborhood Association, hereby submit the Neighborhood Empowerment Grant Program Mid-Year Budget Report. To my knowledge, it is complete and accurate.

Signature	Date
Printed Name	Title

RETURN THIS FORM WITH YOUR MID-YEAR BUDGET REPORT

CONTACT INFORMATION

Contact Samantha Pulos: (231)724-6963 or samantha.pulos@shorelinecity.com

Please note – The "Mid-Year Questions" will apply to any grant monies received and their related activities for 2023. Expenses will be reported SEPARATELY for the NAM $1500 Grant (as in previous years), the Enhanced, and Earned Grants. Reporting sections will be clearly indicated. No reporting is required for dollars received for the Adopt A Lot portion of the Earned Grant

MID-YEAR QUESTIONS

Please use this section to summarize this year's events, projects and/or programs.

- Explain in summary the successes of neighborhood projects and/or any stumbling blocks that the neighborhood encountered during the year.

- Were you able to use this grant as leverage to receive additional funding? What additional funding did you receive?

- Did you do any type of funding raising activities, what were they and how successful were these activities? If not successful, why?

- Add any other additional information that you believe should be known. Include a closing statement.

EXPENSE REPORT **Please use additional sheets if necessary**

One of the best ways to manage expenses in your organization is to establish an expense budget and compare that to actual expenses on a line-item basis within the expense budget on a periodic basis. This expense budget spreadsheet allows you to analyze the differences between budgeted and actual expenses, known as variances, to better allocate your resources and manage your finances in the best way to meet your yearly objectives. The budget column amounts should be taken from your 2023 Grant Application. The next 2 columns should be taken from your initial start of the year Expense Report.

- **Each line item utilized must have COPY OF receipts to support numbers. Financial statements (bank/credit union) must also be submitted.**
- **You may use the following Expense Budget Sheet or attach your own.**
- **For items that do not apply to your organization, please leave blank or mark "N/A" in the Budget Column.**

NAM YEAR EXPENSES - $1500 GRANT

ITEM	2023 Budget	Spent January 1 thru June 30	Difference (+ / -)
1. Advertising			
2. Dues/Subscriptions			
3. Insurance			
4. Maintenance/Repairs			
5. Newsletters			
Printing/Delivery			
Postage/Permit			
6. Office Supplies			
7. Rent			
8. Telephone			
9. Utilities			

EVENTS

ITEM	2023 BUDGET	SPENT JANUARY 1 THROUGH JUNE 30	DIFFERENCE (+/-)
Event:			
Food			
Entertainment			
Equipment			
Other			
Other			
Event:			
Food			
Entertainment			
Equipment			
Other			
Other			

GRAND-TOTAL _____   _____   _____

NEWSLETTERS

Please provide copies of your Neighborhood Association Newsletters from January-June. **If this is done electronically (i.e. Facebook/email), proof should be submitted in the form of electric files, links or screenshots.**

COPIES OF BOARD MINUTES/MEMBER LIST

Please provide a copy of the minutes from your neighborhood association's board meeting. Please provide a contact list (name, position, address, phone number and e-mail address) for each board member as of the end of December.

COPY OF GENERAL MEETING MINUTES

Please provide a copy of the minutes from your neighborhood association's general meetings from January-June, or an explanation of why you did not meet.

Enhanced Grant Questions

To be eligible for the Enhanced Neighborhood Grant, the Neighborhood Association must undertake a fundraising campaign, raising at least $250 of private donations for the neighborhood association.

Please indicate what type of fundraising, dates and dollar amount were raised:

TYPE OF FUNDRAISING	DATES	AMOUNT $ RAISED
	TOTAL	$

How many activities were indicated on your NEP Enhanced Grant Application?

CIRCLE ONE	3 - $750	4 or more -$1250	7 or more -$2000	10 or more - $3000

How many activities were successfully completed? _____

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. Proof can be date, activity, contact person (i.e. Fire Hydrants/Farmers Market Volunteer Contact). No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification/confirmation. Attach additional sheets if necessary.

What were the activities? Please list below:

ACTIVITY	DATE(S)	AMOUNT SPENT

Please note activities to satisfy the Enhanced Grant Program can have taken place anytime during 2023, final count will to satisfy participation requirements will be on your Year-End Reporting form.

Earned Grant Questions

Earned Grant Funds <u>MAY</u> be rolled over from year to year. Spending of funds from the Adopt A Lot portion of the Earned Grant does not have to be reported*. However, any fundraising match, or other beautification-related activities do.*

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification. Attach additional sheets if necessary. *Please note: activities to satisfy the Earned Grant can have taken place anytime during 2023.*

FUNDRAISING MATCH: please complete if your NA received $500 for successfully raising more than $1500 of non-city funds for youth-related activities. Tell us how:

Type of Fundraising Campaign(s)	Date(s)	Amount Raised

Did your NA receive at least $2000 in Enhanced Neighborhood Grants? _____YES _____NO
Amount Received: _____

BEAUTIFICATION-RELATED ACTIVITIES: CASE-BY-CASE BASIS

Type of Activity/Date(s)	Location	Amount Received	Total Cost

PLEASE ADD, EXPLAIN, OR ILLUSTRATE ANYTHING THAT WILL FURTHER REPORT YOUR USE OF GRANT MONIES:_____
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