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| <b>REPORTS ARE DUE BY: AUGUST 13, 2026</b>               |
| <b>RETURN THIS FORM WITH YOUR MID-YEAR BUDGET REPORT</b> |

### **CONTACT INFORMATION**

Contact: Sarah Romine: (231) 724-6760 or [sarah.romine@shorelinecity.com](mailto:sarah.romine@shorelinecity.com)

or

Samantha Pulos: (231)724-6963 or [Samantha.pulos@shorelinecity.com](mailto:Samantha.pulos@shorelinecity.com)

\*\*\*Please note – The “Mid-Year Questions” will apply to any grant monies received and their related activities for 2026. 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 2026 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                   | 2026 Budget | Spent January 1 thru<br>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          | 2026 BUDGET | SPENT JANUARY 1<br>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 to 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 to 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 2026, final count will to satisfy participation requirements will be on your Year-End Reporting form.*

## Earned Grant Questions

Earned Grant Funds MAY 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 2026.*

**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:

[illegible]