The Stellantis Impact Neighborhood Fund

Grant Eligibility and Document Checklist

Purpose: Use this checklist to verify applicant eligibility and confirm that all required documentation is included, accurate, and properly labeled in the applicant's folder.

Directions:

Make notes as needed and indicate the eligibility determination at the end of this form.

ELIGIBILITY SCREENING

Please choose the track that best fits your situation.

TRACK 1: Beautification Project

The applicant organization owns lots.

Organizations must meet the following requirements to be eligible for funding

1. **Organization must be one of the following:**
   a. City Registered Neighborhood Association or Block Club that has 501c(3) tax exempt status
   OR
   b. City Registered Neighborhood Association or Block Club registered as an LLC that partners with a 501(c)(3) nonprofit organization serving as its fiduciary.
   OR
   c. Nonprofit organizations or Faith-based organizations *working in partnership with a City Registered Neighborhood Association or Block club within 1 mile of their facility.*
2. **Organization can demonstrate site control** by submitting:
   a. A deed or deeds in the name of a 501c(3) or LLC with the same name as the applicant organization
3. **The lots owned by the organization are zoned as R1, R2, or R3.**
   a. I've checked the zoning of the lots by using this map: https://detroitmi.gov/webapp/detroit-development-opportunities
4. **Be verifiably located within the Stellantis Impact Fund targeted area.**
   a. District 4- The Impact Area is bound by I-94, Newport Street, the Detroit River, and McClellan Avenue

TRACK 3: Community Programming

Applicants respond to and advance the recommendations of the Greater Warren/Conner Neighborhood Framework, specifically in ***the areas of neighborhood stabilization, resilience zone implementation, commercial and economic development, mobility and streets, parks and open space, and climate resilience and health equity.***

Programs include projects that promote environmental education, increase resident awareness, and address environmental equity gaps such as:

1. Adult & Youth Education
2. Health and Nutrition
3. Job & Employment Readiness
4. Community Safety and Awareness

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   a. District 4- The Impact Area is bound by I-94, Newport Street, the Detroit River, and McClellan Avenue

NOTE: The Stellantis program requires submission of the same documentation as beautification applicants, ***excluding the plot plan. In cases where organizations do not own the land the programming is taking place, a lease agreement must be submitted.***

In addition the **programming scope requirements** should include:

- Project curriculum, programming advertising plan, Programming Material (future and previous events)
- Priority focus area
- Event dates, times, and location

REQUIRED DOCUMENTATION

Below is a list of items/documents needed to successfully submit an application for the Neighborhood Beautification Program.

All Beautification Applicants must have:

- ☐ **Budget Support**: Quotes, Invoices and/or Screenshots from online stores that support each budget line item
- ☐ **Deed(s)** held by a legal entity (LLC or 501(c)3) with the same name as the applicant organization
- ☐ **Plot Plan:** For more information on Plot Plans please refer to the Plot Plan, Site Design and Maintenance Guide.
- ☐ **Partnership Letter (If applicable):** If the applicant is a non profit partnering with a block club a Partnership Letter with Block Club or Neighborhood Association is required. Please complete and upload: Neighborhood Beautification Partnership Letter Template.
- ☐ **Photos** of each lot on which the project will take place

All Programming Applicants Must Have:

- ☐ **Deed(s)** held by a legal entity (LLC or 501(c)3) with the same name as the applicant organization or a Lease Agreement written from the vendor in the name of the legal entity (LLC or 501(c)3)
- ☐ **Project curriculum:** Outline of Sessions, Workshops, or Activities
  - **Advertising plan & Programming Material** *(future and previous events)*
- ☐ **Priority Focus Area:** Program focus must include activities that promote environmental education, increase resident awareness, and address environmental equity gaps:
  - Adult & Youth Education, Health & Nutrition, Employment and Job Readiness, Community Safety & Awareness
- ☐ **Event Schedule & Logistics:** Dates, times, and location
- ☐ **Photos** of past events
- ☐ **Partnership Letter (If applicable):** If the applicant is a non profit partnering with a block club a Partnership Letter with Block Club or Neighborhood Association is required. Please complete and upload: Neighborhood Beautification Partnership Letter Template.
- ☐ **Budget support**: Quotes, Invoices and/or Screenshots from online stores that support each budget line item

501c(3) Documentation: If the applicant organization is a 501c(3) or using the fiduciary status of another organization, the following documentation is required:

- ☐ 501 (c)3 IRS tax exemption letter in applicant's name OR identification of a tax-exempt fiduciary organization & the following documentation related to the 501(c)3
- ☐ A list of the Board of Directors
- ☐ Proof that an organization has no unresolved audit findings and tax issue, if applicable
- ☐ Most recent fiscal year financial statements that show the organizational operating budget
- ☐ Dec 2025 - 2026 Michigan Annual Nonprofit Report
- ☐ ACH
- ☐ W-9
- ☐ Articles of Incorporation and By-Laws
- ☐ Dec 2025 - 2026 Certificate of Good Standing from LARA

LLC Documentation: If the Block Club or Neighborhood Association is an LLC, the following documentation is required:

- ☐ Dec 2025 - 2026 of Good Standing from Lara

- ☐ EIN verification Letter from IRS
- ☐ W-9
- ☐ ACH

PROJECT SCOPE: **The Project Proposals must meet all of the following requirements to be eligible:**
☐ Demonstrate community buy-in
☐ Demonstrate capacity to comply with program guidelines.
☐ Contain a clearly defined Scope of Work and Budget.
☐ Have realistic and achievable goals.
☐ Demonstrate clearly defined success and performance metrics and outcomes.
☐ Maximize positive impacts in the community it serves.
☐ Benefit Detroit residents and be available to the public
☐ The Proposal does not sufficiently meet the project guidelines, and needs the modification or revision.
☐ The Proposal is outside of the scope.

PROJECT BUDGET: The project budget must meet the following requirements to be eligible:
☐ Budget is clearly defined
☐ Budget contains a reasonable amount for insurance
☐ If included, Admin fee does not exceed 10%
☐ Budget does not contain any of the below disallowable costs

☐ Budget is too far outside of the scope and the proposal needs to be resubmitted