



Neighborhood Beautification Program (NBP)

Grant Eligibility and Document Checklist

ELIGIBILITY SCREENING	
Please choose the track that best fits your situation.	
TRACK 1: The applicant organization owns lots. Organizations must meet the following requirements to be eligible for funding	TRACK 2 : The applicant organization wants to do a clean up project, but doesn't own lots. Organizations must meet the following requirements to be eligible for funding
1. Organization must be one of the following: ☐ City Registered Neighborhood Association or Block Club that is incorporated as an LLC or 501c3 OR ☐ Nonprofit organization or Faith-based organization <i>working in partnership with a City Registered Neighborhood Association or Block club.</i> 2. Organization can demonstrate site control by submitting: ☐ 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. ☐ I've checked the zoning of the lots by using this map: https://detroitmi.gov/webapp/detroit-development-opportunities	1. Organization must be one of the following: ☐ City Registered Neighborhood Association or Block Club that is incorporated as an LLC or 501c3 OR ☐ Nonprofit organization or Faith-based Organization 2. Organization has received confirmation from the DLBA that the lots they intend to clean up are available for leasing. If not, please click here: Lot Licensing Application

REQUIRED DOCUMENTATION
Below is a list of items/documents needed to successfully submit an application for the Neighborhood Beautification Program.
☐ 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: Plot plan should include defined items of pre-existing features and proposed components as aligned with your approved budget and scope of work - For more information on Plot Plans please refer to the Plot Plan, Site Design and Maintenance Guide. ☐ Partnership Letter: 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. ☐ Lot Photographs: Photos of each lot on which the project will take place, Photos should show status of the lot(s) at time of application. <u>Images cannot be google or satellite view</u>



☐ **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
- 2023 - 2024 Michigan Annual Nonprofit Report
- ACH: Blank Copy: [HERE](#)
- W-9 : Blank Copy [HERE](#)
- Articles of Incorporation and By-Laws
- Certificate of Good Standing from LARA

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

- Certificate of Good Standing
- EIN verification Letter from IRS
- ACH: Blank Copy: [HERE](#)
- W-9: Blank Copy: [HERE](#)