



## Neighborhood Beautification Program (NBP) Grant Application Checklist

### **ELIGIBILITY CHECKLIST:**

If you can check off of the following three (3) requirements, your organization is eligible for funding.

- My organization is a:**
  - City Registered Neighborhood Association or Block Club, OR
  - Nonprofit organizations or Faith-based organizations ***working in partnership with a City Registered Neighborhood Association or Block club***. Partnerships must be documented with the provided [Neighborhood Beautification Partnership Letter Template](#).
- My organization can demonstrate site control of (up to 4) vacant lots without structures on which the proposed project will take place.** Site control is shown by:
  - A deed or deeds held by a 501c(3) or LLC with the same name as the applicant organization
- The vacant lots owned by my 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>

### **A COMPLETE APPLICATION INCLUDES:**

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

- Completed Online Application
- Completed Budget (contained within online application)
- Proof of Site Control
  - Deed(s) held by a legal entity (LLC or 501(c)3) with the same name as the applicant organization
- Plot Plan
  - More Information on how to create a plot plan here: [Plot Plan, Site Design, and Maintenance Guide](#)
- If applicable, Partnership Letter with Block Club or Neighborhood Association
  - Please complete and upload: [Neighborhood Beautification Partnership Letter Template](#)
- 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
  - Proof of an operating board
  - Most recent fiscal year financial statements that show the organizational operating budget 2021 - 2022 Michigan Annual Nonprofit Report
  - Articles of Incorporation and By-Laws
  - Certificate of Good Standing from LARA

**PLEASE NOTE:** If you do not have a fiduciary, you can elect to have Wayne Metro serve you in that capacity; in which case you will not be responsible for submitting the 501c(3) related documentation.