



2018-2019

Special Project Guidelines

\$5,000 per Sector

TNT Values

- 1) Create a safe space for residents to dialog, plan, make decisions, and discuss concerns and issues as well as explore opportunities.
- 2) Represent a unified voice that reflects what is in the best interest of our residents and neighborhoods.
- 3) Support and enhance neighborhoods through community building projects.
- 4) Increase civic engagement, community involvement, awareness, training, and education within the city of Syracuse.

Purpose:

Special Project funds are available for each sector to propose community-building capital projects or programming designed to benefit the public. Each TNT sector has a budget of \$5,000 for Special Project Proposals for the fiscal year ending June 30th. Collectively, each sector will vote upon the project proposal(s) that will enhance their community and meet the criteria of the *TNT Values*. TNT's Board of Directors will review the proposals preferred by each sector and confirm that those proposed projects conform to the guidelines before giving final approval.

Examples of Past Projects:

Benches, Trash Cans, Community Garden, Flags, Batting Cage Turf, Public Art Sculpture, Bike Racks, Cemetery renovating, Home Headquarters Block Blitz, Little Library, Floating Art Parade, Afterschool Literacy Program, American flags, Youth Talent Show, Neighborhood Signs.

Projects should take into consideration the following:

Cohesion: Projects that create opportunities for the community to come together to facilitate community relationship-building or community pride.

Awareness: Projects that create a clean, safe, physical environment; promote sustainability; and protect the natural environment.

Empowerment: Projects that are supportive of educating individuals and families on ways to enrich their living environment and resources.

Collaboration: Projects must be inclusive to all neighbourhood residents. It is strongly encouraged to work with at least one other community organization within the *Area*.



Restrictions:

Project proposals shall not include purchase of personal property or monetary gifts to other organizations or individuals.

Steps to Take:

1) **Fill out the Special Project Proposal Form**

Paper versions are available at each TNT meeting. If you would like an electronic form, they are available on the TNT website or contact the TNT *Operations Manager* via email. [TZagyva@syr.gov.net](mailto:TZagyva@syr.gov)
If you are submitting a proposal for an event, please fill out the additional event forms.

2) **Submit completed Special Project Proposal Form**

It is strongly advised that you submit the proposal form for review by the TNT *Operations Manager* a week or more before the meeting on which the vote is to be held.

3) **Present at the TNT meeting in your Area**

Proposer shall be prepared to present their project to their TNT Sector.

4) **Group Vote**

The group in attendance at the TNT meetings in February will then vote on the project(s), discuss its amount of funding and/or location (where applicable).

5) **Completion of Project**

The Proposer will work directly with the TNT Operations Manager for making sure the funds are expended before June 30th. The Proposer is responsible for shepherding the project to completion.

Tina Zagyva *TNT Operations Manager*

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FAQ

What if I need some help filling out the proposal form?

Don't worry! Your Area Facilitators or TNT Coordinator will help answer your questions or provide additional guidance as to how to fill out the proposal form.

Who is responsible for completing a project proposal?

Sectors will be responsible for completing projects. The TNT *Operations Manager* can give advice & guidance.

If there is a change in my proposal from what was originally voted upon, does it need to come back to the group for a revote?

If there is a change in your project from what was originally submitted on the proposal form and voted upon, you will need to bring this up at your next TNT meeting for discussion to determine if a revote is needed before funding is disbursed.

How are payments made for a project?

Each sector has funds for activities and items that the constituents vote for in sector meetings.

Funds payments can be made for the following:

1. Payments for invoices for items to be received.
2. Events planned with a budget.

Payments should not be made to individuals, but rather to companies or organizations. A 1099 must be filed for individuals receiving payment for a custom made object over the amount of \$600.

****Receipts must be submitted and received by the TNT Coordinator by June 15th of the fiscal year.****

Can I submit a project proposal for an event?

Yes. An additional event requirement form must be completed. Contact the TNT *Operations Manager* for more information.

If I don't use the email can I still propose a project?

Yes, just list a phone number to contact you at and bring a filled out paper proposal to your TNT meeting.

Can I submit multiple proposals in one fiscal year?

Yes. However, most TNT groups will want to spread the money out to different groups and areas of the sector so it is only advised if your area has few projects to consider.

If I haven't completed my project from last fiscal year, can I still submit a project proposal?

No.

When does my project have to be encumbered?

All financial transactions must be encumbered by June 15th of the fiscal year. Custom made objects will have until September 30th to complete the project, unless there are extenuating circumstances. (Discuss with the TNT *Operations Manager*)

What happens if I do not submit the required documentation of the completion of my project by the deadline?

Failure to submit required documentation of project completion will exclude you from receiving future funding.