



www.TomorrowsNeighborhoodsToday.org

2023-2024

# Special Project Guidelines

## 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 and education within the city of Syracuse.

## Purpose:

Special Project funds are available for each *Sector* to propose community-enhancing capital projects or community-building events designed to benefit the public.

Each TNT area has a budget of **\$9,000 for Special Project Proposals** and **\$2,000 for public art** for the fiscal year ending June 30<sup>th</sup>. Upon submission, the TNT's Board of Directors will review the proposals by each *Sector* and confirm that those proposed projects conform to the TNT Special Project guidelines as well as non-profit standards prior to receiving final approval by each *Sector*. Collectively, each *Sector* will review, discuss and vote upon the project proposal(s) that will enhance their community.

## 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 neighborhood residents. It is strongly encouraged to work with at least one other community organization within the *Sector*.

## Examples of Past Projects:

Sculptures, Street Mural, Benches, Trash Cans, Community Gardens, Custom Made Bike Racks, Neighborhood Signage, Doggy Waste Stations, Pump Track, Park Improvements, Free Little Library, Floating Art Parade, American flags, Historic Signage, Care box, Neighborhood Fun Run Event, Crime and Safety Events, etc.

\*Priority will be given to proposals submitted by those who regularly participate in TNT programming. \*



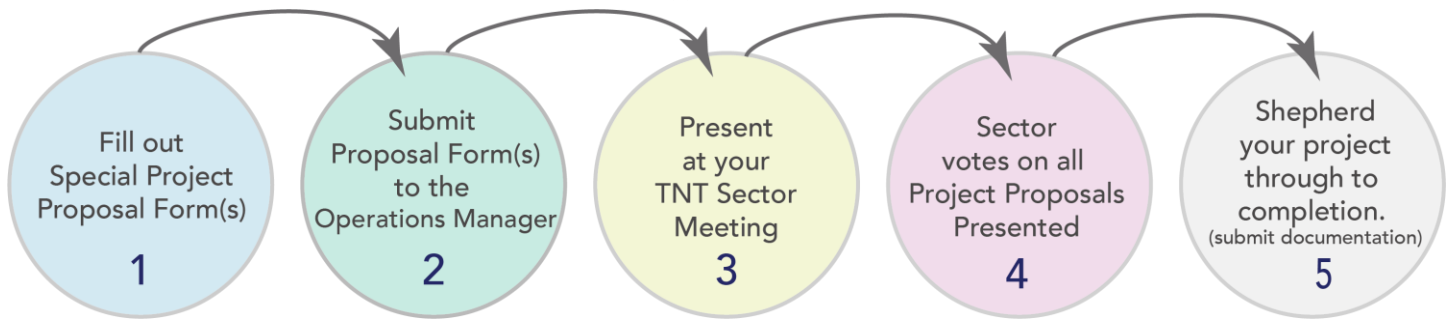
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## **Restrictions:**

- Administrative fees are not covered with this funding.
- Projects and events must serve the sector as a whole; no private events will be funded.
- Project proposals shall not include purchase of personal property or monetary gifts to other organizations or individuals.
- Project proposals involving construction, renovation, or other modification of real property must include written permission from the property owner or representative (e.g., the City of Syracuse Department of Parks and Recreation, for a project proposed in a City park).
- Projects that directly benefit real property owned by private organizations or individuals.
- Funding cannot be used for any of the following:
  - lodging
  - travel expenses
  - ticketed events
  - entertainment/performers from outside of Syracuse

## Steps to Take:

\*Request Proper Permission from City departments where applicable\*\*



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

Paper versions are available upon request. All forms are available on the TNT website or contact the TNT *employee* via email. [TNTSyracuse@gmail.com](mailto:TNTSyracuse@gmail.com)  
If you are submitting a proposal for an event, please fill out the additional event forms.

### 2) Submit completed Special Project Proposal Form

Project Proposals must be submitted to [TNTSyracuse@gmail.com](mailto:TNTSyracuse@gmail.com)

### 3) Present at the TNT meeting in your Sector

Proposer shall be prepared to present their project idea to their TNT sector group. If a proposer is not able to attend the meeting, they must inform the sector leadership prior to the meeting. If the proposer fails to communicate their absence, their proposal may not be considered for funding.

### 4) Group Vote

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

### 5) Completion of Project **\*\*Any changes in the use of funding must go through the sector for approval.\*\***

The Proposer will work directly with the TNT *employee* to ensure funds are expended as outlined in the proposal. The Proposer is responsible for shepherding the project through to completion. All projects involving public property must obtain proper permission from the appropriate agency prior to the disbursement of funding.

### 6) Submit Documentation of Completed Project

Upon completion of the project, the proposer is responsible for submitting photo documentation of the completed project. **\*\*Projects submitted for capital improvements must include before and after images. Projects that fail to submit documentation may not be eligible for the next cycle of funding.**

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# FAQ

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

Don't worry! Your Sector Facilitators or TNT *employee* 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 *employee* can give advice and 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. If the project is unable to be completed after funding is disbursed, all project funds must be returned to TNT.

***How are payments made for a project?***

TNT issues payments directly to companies or services. Payments will be made for the following:

1. Quotes, Purchase Orders, Invoices
2. A W9 must be filed for individuals receiving payment for a custom made object over the amount of \$600.

***Can I submit a project proposal for an event?***

Yes. An additional event requirement form must be completed. Contact your facilitator and the TNT *employee* 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 30<sup>th</sup> of the fiscal year. Custom made objects will have until September 30<sup>th</sup> to complete the project, unless there are extenuating circumstances. (Discuss with the TNT *employee*)

***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.