PRAIRIE HILLS HOME ASSOCIATION
BLOCK PARTY GRANT PROGRAM

Grant Program Overview

Prairie Hills Homes Association (PHHA) offers its residents a $50 grant to encourage and help fund neighborhood Block Parties. The following guidelines and procedures are provided to equitably provide and distribute grant money.

Grant Program Guidelines

· A Block Party typically is a social event organized by the residents of a neighborhood; an approved event generally will include all neighbors living on a particular street or within another defined boundary, be held either outdoors or indoors within the "block," and include activities such as eating, socializing, entertainment, or celebrating a holiday
· One Block Party "Coordinator" takes responsibility to complete the steps necessary to apply for, receive, and fairly disburse grant money
· At least 8 households must attend the Block Party
· Grant money may be used only to reimburse expenses incurred for food, entertainment, invitations, and decorations
· Receipts for Block Party expenses and a list of attendees are required to support grant money payment

Grant Payment Procedures

1. The Block Party "Coordinator" completes the attached PHHA Block Party Grant Application and submits it to a PHHA Board Member at least 10 days prior to the scheduled event

2. The PHHA Board reviews the Application and notifies the Coordinator whether or not the Application meets PHHA program guidelines

3. The Block Party Coordinator oversees the event according to the approved Grant Application, lists those households who attend, tracks major expenses incurred by Block Party participants, and collects receipts to support grant money payments for food, entertainment, invitations, and decorations

4. The Block Party Coordinator submits the list of households who attended and expense receipts to a PHHA Board member who delivers documentation to the PHHA Treasurer

5. The PHHA Treasurer reviews the attendance list, compares actual expenses to the Application, and completes check requisition documentation needed to reimburse the Block Party Coordinator for appropriate expenses

6. The Block Party Coordinator receives payment and fairly reimburses other event participants for expenses they incurred

PHHA BLOCK PARTY GRANT APPLICATION

Block Party Coordinator	
Name:	
Address:	
Telephone Number:	

Description of Block Party Event	
Date:	
Location:	
Planned Activities:	

Block Party Expenses to be Offset by $50 Grant	
Anticipated Purchase	$ Amount (Estimate)

Block Party Invitation List	
Resident's Name	Street Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
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10.	
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25.	

PHHA Board Approval	
Board Member Signature	Approval Date