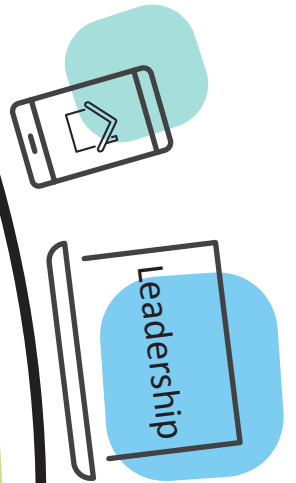
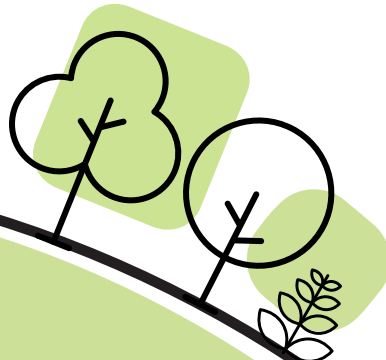


# 2025 Neighborhood Mini-Grant Program



Hillsborough  
County Florida

## Section I: Grant Guidelines & Planning

### Introduction

The Neighborhood Mini-Grant program is designed to foster healthy, safe, and engaged neighborhoods that strengthen our community. This guide provides information to help neighborhood organizations navigate the program requirements. The Neighborhood Mini-Grant Program is open only to eligible organizations in Hillsborough County, Florida, and its municipalities.

### Eligibility

Neighborhood organizations must meet the criteria outlined in this program guide to qualify for mini-grant funding.

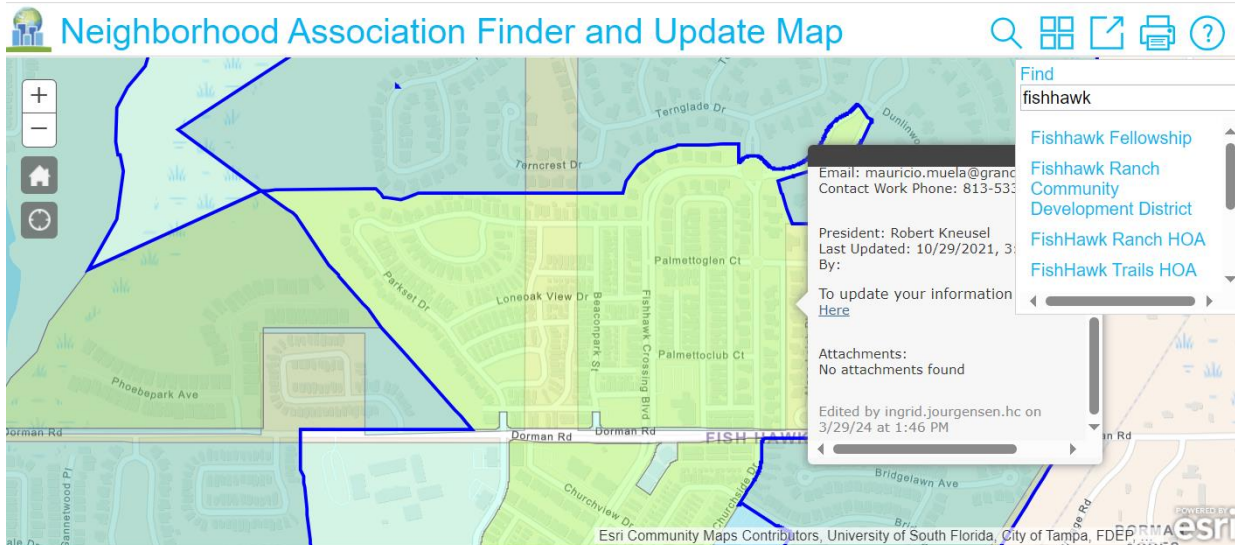
Eligible	Entities Not Eligible
Homeowners Associations Civic Associations Neighborhood Associations Condominium Associations	For-Profit Service Providers Nonprofit Service Providers Local Government Entities Political Groups Individual People Clubs Community Development Districts Community Development Corporations Master Associations Neighborhood Watch Groups Special Taxing Districts Maintenance Association Organizations that don't meet the definition of a neighborhood association

Projects submitted for Mini-Grants must demonstrate community support and engagement in both the application and the implementation phases. Only one Neighborhood Mini-Grant application will be accepted per neighborhood organization.

Prior to applying for a Mini-Grant, eligible organizations must be on the [Neighborhood Roster](#).

To check that your organization is listed, click the magnifying glass, when the text box appears, type the organization name in the search bar. If your organization is in the listing, your association's information will appear. Please click and verify that the organization's information is current.

To update the neighborhood organization's information, click the "**here**" link within the organization's information box. You will be redirected to the Neighborhood Roster Update Form and can follow the prompts to submit your changes.



If your organization is not listed in the Neighborhood Roster, click the [Neighborhood Roster Application](#) to apply.

If you have questions regarding these tools or the related process, contact Neighborhood Relations at [Neighborhood-Relations@HCFL.Gov](mailto:Neighborhood-Relations@HCFL.Gov) or (813) 272-5860.

### **Project Categories**

Your mini-grant application must describe how the proposed project fosters healthy, safe, and engaged neighborhoods. Projects are required to engage the residents as active participants and must address a need(s) or improve quality of life in one of the following three categories.

#### **Healthy Neighborhood**

Fostering a healthy community through conservation, environmental stewardship, or healthy lifestyles.

Examples: community cleanup, tree planting, xeriscaping in common areas, neighborhood litter walks, low-volume irrigation, healthy eating programs, mental health, and well-being programs, play or exercise projects, walking path creation, healthy cooking demonstrations, and Zen Garden creation.

#### **Safe Neighborhood**

Projects or programs that prepare residents with knowledge and tools that teach them how to prevent, confront, and/or respond to situations that threaten the safety of the community.

Examples: swim safety, stranger danger, anti-bullying, gun safety, cyber safety, creating disaster kits for the community, working with partner agencies to develop a neighborhood preparedness plan, or your neighborhood’s Community Emergency Response Team (CERT) activities to support Hillsborough County’s disaster preparedness efforts.

#### **Engaged Neighborhood**

Unique projects that engage and bring neighbors together.

Examples: neighborhood cleanups, initiatives to assist neighbors in need, events that connect community members, or communications that educate residents about local happenings, services, or projects and encourage community involvement.

### **Leveraging Other Resources**

Neighborhood organizations in unincorporated Hillsborough County are encouraged to plan projects with greater impact by leveraging Hillsborough County's Community Clean-up Grant, or Tree Mini-Grant where applicable. For more information about these programs, visit [HCFL.Gov/Neighborhoods](https://www.hcfl.gov/neighborhoods). Neighborhood Organization in municipalities are encouraged to check their local government programs for similar or additional programs. Partnerships with non-governmental entities are encouraged to enhance project effectiveness and sustainability, but they are not required. To qualify as a partnership, the partnering organization must contribute to the project in a substantial and meaningful way, including in-kind support. This could include providing critical resources, services, or technical expertise, or collaboratively executing the project. For each organization identified as a partner, the mini-grant applicant must submit a statement of support (an email or letter) from the partnering organization that explains the partner's specific role in the project.

### **Permit Review and Approvals**

Before applying for a Mini-Grant all applicants are encouraged to contact their county or city permitting department. It is important you understand this process and plan accordingly. For more information about the permitting process, visit your government entity permitting department.

**Hillsborough County Permitting** – (813) 272-5600 or visit [Hillsborough County Development Services Department](https://www.hillsboroughcountygov.com/development-services)

To learn more about Hillsborough County Permitting as it may relate to your project visit [hcfl.gov/Mini-Grant Permitting](https://www.hcfl.gov/Mini-Grant-Permitting) and if applicable complete a pre-submittal meeting request packet and email it to [Neighborhood-Relations](mailto:neighborhood-relations@hcfl.gov).

**Signs and Message Boards in Unincorporated Hillsborough County:** If your project includes a sign or message board, get the sign requirements by calling 813-272-5600 then option 1, then option 3. If you need further assistance with sign-related questions you can contact Fred (Sam) Ball at (813) 307-1876 or [BallF@HCFL.gov](mailto:BallF@HCFL.gov)

**City of Tampa Permitting** – (813) 274-3100 option 1, Client Facilitator email: [CSDHelp@tampagov.net](mailto:CSDHelp@tampagov.net) or visit [City of Tampa Permit Contacts](https://www.tampagov.com/permitting)

**City of Temple Terrace Permitting** – (813) 506-6460 Candace Willoughby, Permit Coordinator email: [permitapplication@templeterrace.gov](mailto:permitapplication@templeterrace.gov) or visit [City of Temple Terrace Permitting Services](https://www.templeterrace.gov/permitting)

**City of Plant City Permitting** – (813) 659-4254, option #3, Ray Proctor, Building Official email: [rproctor@plantcitygov.com](mailto:rproctor@plantcitygov.com), or visit the [City of Plant City Building Division](https://www.plantcitygov.com/building)

## Sunshine 811

At least two business days before performing any digging, the grantee or their service provider must call 811 or visit [sunshine811.com](http://sunshine811.com) so affected utility companies can mark underground lines. 811 will provide a reference number for your use.

## Grant Timeline

The mini-grant timeline is a key component to consider when planning a project proposal and before applying. You'll need to allow enough time to develop a project/program proposal, complete the application, and implement the project including the required documentation.

Timeline Hints and Tips:

1. Brainstorm possible projects that foster healthy, safe, and engaged neighborhoods.
2. The neighborhood organization's board must consider and approve the project at a meeting with a quorum.
3. Determine if permitting is required. If so, begin this process right away. Determine the time necessary for key aspects of project implementation, including:
  - a. Manufacture, shipping, and installation – confirm with your intended vendor/provider that grant items will be **delivered and installed prior to the mini-grant completion deadline**. If the intended vendor/provider is unable to do this, it is the neighborhood organization's responsibility to find a different vendor/provider who can accommodate the mini-grant program's required timeline.
  - b. The awarded project/event **must be finished by Thursday, July 31, 2025**. This means all installations must be complete and open to the residents, and/or all events must have occurred by this date.
  - c. The final report, along with all required documentation must be submitted by **Thursday, July 31, 2025, at 5 p.m. (no exceptions)**. If you have any questions, contact [Neighborhood-Relations](#)

## Section II: Application Process

### Key Dates



Application Resources Available at [HCFL.Gov/Mini-Grant](http://HCFL.Gov/Mini-Grant)  
**October 2024**



Application Deadline  
**Friday, November 15, 2024, by 5 p.m.**



Neighborhood Mini-Grants Awarded  
**January 2025**

## How to Apply

Neighborhood Mini-Grant resource materials and application portal are located online at [HCFL.Gov/Mini-Grant](https://www.hcfl.gov/Mini-Grant). It is important that you review these online resources before submitting your application so that you are fully informed of the requirements and submit a complete and competitive application. You may want to prepare this information before starting the online application, you will have the option to save your work and resume later if necessary.

Applications that are incomplete or received after the Friday, November 15, 5 p.m. deadline will not be eligible for mini-grant funding.

Application Information is outlined below:

1. **Organization Information:** Provide the legal name of your neighborhood organization, indicate your organization's type (Homeowners, Civic, Neighborhood, or Condominium Associations), your organization's [County Commission District](#), your organization president's contact information, and the organization's secondary contact information. Contact information must be for different individuals.
2. **Project Information:** In this section of the application, you'll provide your project's name and check off your project's category(ies). Next, you will be asked to complete three narrative sections (character limit – 900 for each section):
  - A. Neighborhood Benefit – Explain how the project will foster a healthy, safe, and/or engaged neighborhood.
  - B. Neighborhood Legacy - Explain how the project will be sustainable (maintained and continued by the community in the future). How will the project lead to the long-term enrichment of the community and foster a healthy, safe, and engaged neighborhood?
  - C. Neighborhood Creativity – Explain how your proposed project is creative, unique, or innovative for your neighborhood.
3. **Budget Section:** Provide a detailed proposed budget including a description and estimated cost of each item to be purchased. Costs should be based on actual estimates from your intended vendors/providers, including any shipping expenses. Refer to the Budget Section of this guide for detailed instructions on preparing your proposed budget. Note that the maximum grant award is \$5,000.
4. **Volunteer Section:** The Neighborhood Mini-Grant Program is participatory and volunteer-centric. A minimum of ten volunteers are mandatory to qualify for funding. In the online application, you must list at least 10 volunteers.
5. **Organization's Official Board Minutes:** Upload a copy of detailed minutes from the organization's board meeting wherein the mini-grant project was voted on and approved.

Review the [Board Meeting Minutes Requirements](#) document, which describes the exact requirements for the meeting minutes, and includes an example.

6. Save your work and review every page of your application to verify that it's filled out completely, all required documentation has been successfully uploaded, and that your budget calculations are correct. You will not have the option to edit your application after it is submitted.
7. Submit the grant application **no later than 5 p.m. on Friday, November 15, 2024**. To finalize your submission, click the "complete and submit" button at the bottom of the page. We recommend submitting applications well in advance of the deadline to avoid any technical concerns.

## Section III: Budget

### How to Prepare a Budget

The Budget section of your application should paint the financial picture of your proposal. Other than the project narrative, the budget is one of the most important elements of your grant proposal. If the project budget is incorrect, the application will be deemed incomplete and therefore will be ineligible for funding. Think creatively about how you can use neighborhood assets to accomplish your project and work within the budget.

1. Expenses you are requesting to be paid using grant funds must be entered in the "**Mini-Grant**" column.
2. In-kind contributions must be entered in the "**Other Funding**" column. Examples include:
  - A. The value of donated food
  - B. The value of borrowing a tent
  - C. Your association's funds
  - D. The value of volunteer hours – This may be calculated at \$33.49 per person per hour. Volunteers do not receive money for their work. The \$33.49 per person per hour is only used to reflect residents' contributions (in the form of work) to the project.

### Example Budget



The following is an example budget completed within the online application system.

Budget: **Please click "Add Row" to start adding to the budget.**

DESCRIPTION OF BUDGET ITEMS	MINI-GRANT	OTHER FUNDING
Florida Friendly Plants + Sales Tax	\$ 800.00	
Butterfly Chrysalises (shipping is free from vendor) + Sales Tax	\$ 200.00	
Lighting (Lightning Bug Electrical, Inc.) + Sales Tax	\$ 1,100.00	
Bench (Bench + \$50 Shipping/Delivery + Sales Tax)	\$ 650.00	
Butterfly Garden Signage (crafted and donated by resident)		\$ 200.00
Permitting Fees for Garden Signage	\$ 350.00	
Gardening tools + Sales Tax	\$ 50.00	
Pots for flowers (20 pots + Sales Tax)	\$ 200.00	
Soil (20 bags + Sales Tax)	\$ 400.00	
Volunteer Hours - In kind (\$29.95 per hr X 10 vols X 5 hrs per vol)		\$ 1,497.50
	\$ 3,750.00	\$ 1,697.50

### Budget Planning Considerations

1. Make sure the budget ties in with your project narrative.
2. The budget must include all needed expenditures. Use actual costs. Include tax, shipping, permit fees, and event insurance if applicable. Include supplies, equipment, professional services, postage, printing, training costs, and any other allowable related expenses. Provide clear descriptions of the products and/or services you are requesting.
3. Don't guess or base your requested funding on rough estimates or sale prices. It is a good practice to get estimates from the intended vendor/provider and have them confirm how long the estimate is guaranteed. **Estimates are typically not guaranteed beyond 30 days. In your proposed budget, account for an increase in cost if applicable.**
4. Applicants are encouraged to use existing resources in your neighborhood when possible and to try to get items donated (such as food or space for an event).
5. Be realistic about the requested dollar amount— what's the minimum amount needed versus what will make the project a great success? If you can justify the requested budget amount (up to \$5,000), then ask for it.
6. Make sure the dollar amount entered for each item is correct. This seems obvious, but it is a common mistake in mini-grant applications.
7. Food and drink can only be listed under Other Funding (as in-kind contributions). These items are not eligible for purchase with grant funds.



8. It is the neighborhood organization's responsibility to confirm that vendors/providers who are paid with mini-grant funding have a current business license to work in Hillsborough County or its municipalities.

### **Projects and Items Not Eligible for Funding**

The following are **not eligible** for funding. Hillsborough County Neighborhood Relations reserves the right to deem unlisted items ineligible based on County policies and guidelines.

1. Funding for organizations located outside of Hillsborough County
2. Alcohol, tobacco, or controlled substances
3. Beverages and food
4. Computers (laptop/desktop), not specifically related to the project's purpose
5. Operating expenses such as software, and maintenance – some examples are yearly/monthly maintenance or repairs (pool cleaning, lawn service, repair of broken equipment, painting, and pressure washing)
6. Duplication of an existing public or private program, and/or current or future programs that receive funding from another source. Examples include a government-owned community center, park programs, street signs, pet adoption fees, purchase of items for service agencies like law enforcement, public parks, for-profit agencies, and school-sponsored programs
7. Expenditures or financial commitments made before the Letter of Understanding (LOU) and checklist have been signed by the awarded organization's president, and the Neighborhood Relations Liaison has confirmed in writing that the project may begin
8. Fines, penalties, and associated costs
9. Fundraising, investment management costs, administration costs, employee salaries, office equipment and associated costs
10. Gift cards, gifts, marketing items, giveaways, prizes, trophies, awards, and associated costs
11. Home improvements. Mini-grant funding cannot be used for individually owned property.
12. Lodging and associated costs
13. Multi-year projects/phasing. Mini-grant applications are reviewed to ensure the project meets the current mini-grant requirements. Each proposed project application must be able to stand on its own and not be dependent on future funding
14. Private transportation expenses including but not limited to mileage, gas, insurance, and car

rentals

15. Projects that conflict with existing city or county plans, policies, ordinances, directives, zoning, and restrictions
16. Government-owned facility improvements including but not limited to streets, parks, playgrounds, rights-of-way, and painted intersections.
17. Projects already funded or eligible for funding from a government source (including county or city departments), such as but not limited to street or traffic signs, intersection art projects, streetlights, sidewalks, roadway improvements, and traffic calming

### **Considerations for Previous Mini-Grant Projects**

1. Projects previously funded through the mini-grant program that address wear and tear may be considered for new mini-grant funding if proper justification is provided.
2. Projects previously funded through the mini-grant program may be considered for new mini-grant funding if the newly proposed project is in a different area/location from the previously funded project.
3. For questions, contact your [Neighborhood Liaison](#) before applying

### **Spending Authorization for Grant Recipients**

No project expenses may be incurred until you receive confirmation from your Neighborhood Liaison confirming the Letter of Understanding (LOU) and checklist have been received and you can begin your project.

## **Section IV: Grant Recipients**

Congratulations! Your neighborhood project received funding from Hillsborough County's Neighborhood Mini-Grant program. Now let's get started on your project. This guide will help you understand how to successfully navigate through the grant process while providing key resources and information to bring your proposed project to fruition on time and within your approved budget.

## **Section V: Grant Timeline and Tips**

The mini-grant timeline is a key component to consider when implementing your project. You'll need to allow enough time to implement the project by the deadline, including the required documentation.

**Timeline considerations include:**

## Permitting:

- a. Please refer to the previous permitting section on page four

## Vendor quotes:

- a. Has the quote expired? Schedule time with vendors to establish an agreed-upon price, and a timeframe for the vendor to do the work. If the quote is higher than the budgeted amount, it will require a request for a Budget Modification. Allocation of time for manufacturing, shipping items, and installation – confirm with the vendor that items will be **delivered and installed before the mini-grant deadline** of **July 31, 2025**. If the vendor cannot deliver items before the allotted deadline, it is the neighborhood organization's responsibility to find a vendor that can accommodate the required timeline of the Mini-Grant program.
- b. The awarded project/event **must be finished** (including all required installations, open to the residents, and all events must have occurred) before the **Thursday, July 31, 2025**, deadline.

## Volunteers/Project Team - Kick off the project as a team.

- Set expectations!
- Assign task!
- Review key dates.
- Schedule your next project team meeting.

## Reports:

1. Reports are to provide updates regarding project accomplishments, the current phase of the project, and if you're experiencing issues or concerns.

- a. Midterm Report Deadline: **Tuesday, April 1, 2025, by 5 p.m.**
- b. Final Report Deadline: **Thursday, July 31, 2025, by 5 p.m.**

### Must Include:

- a. Photos: showing before, during, and after the project (10 photos in jpg or PNG format)
- b. Proof of Board County Commissioners' Acknowledgment
- c. Must provide a copy of the acknowledgment for approval
- d. Contact your Neighborhood Liaison to get the County Logo

Failure to complete the required Mid-Term and Final-Reports may impact any outstanding reimbursements and future Mini-Grant funding eligibility.

## Section VI: Letter of Understanding

The Letter of Understanding (LOU) is an agreement between Hillsborough County Neighborhood Relations and the recipient neighborhood organization for the proposed funded project.

Your Neighborhood Liaison will schedule a meeting with the association’s president to review the LOU and checklist. The LOU and checklist must be reviewed with the neighborhood liaison and signed by the neighborhood organization president, prior to any money being spent.

**Letter of Understanding Deadline: December 20, 2024, by 5 p.m.**

## Section VII: Budget – Purchases, Reimbursements, and Modifications

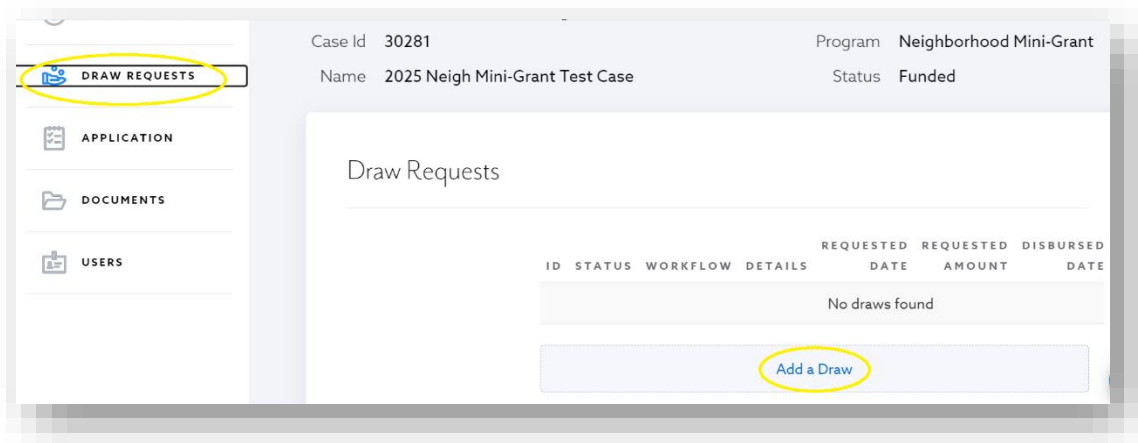
### Guide for Purchases by Hillsborough County

Grant recipients have two options for purchasing:

1. Hillsborough County Neighborhood Relations can purchase the projects’ approved budget items via a website or from a vendor's invoice.
2. The neighborhood organization can purchase Mini-Grant projects’ approved budget items and will be reimbursed.

**NOTE:** If individuals purchase Mini-Grant project approved budget items they should seek reimbursement from their Neighborhood Organization. Reimbursements for eligible expenses can only be made to the Neighborhood Organization, not third-party vendors.

1. Within the “Draw Requests” tab of the [Hillsborough County Participant Portal](#), click “Add a Draw.”



2. Within the “Description” window, include:
  - a. Summary of items to be purchased, the quantity of each, item number/code/SKU, and purchase price.
  - b. Indicate whether you’re requesting a Credit Card Purchase (preferred method) from a website or vendor by phone, or for a check to be issued to the vendor. Note: Allow 72 hours for credit card payments, check payments require a W-9 to be uploaded per the steps below and can take six to eight weeks to be mailed.
  - c. Vendor/store name. Include a website link if one exists.
  - d. Contact name, phone number, and address where items are to be shipped (or contact information of the party who is picking up)
  - e. Click “Add.”

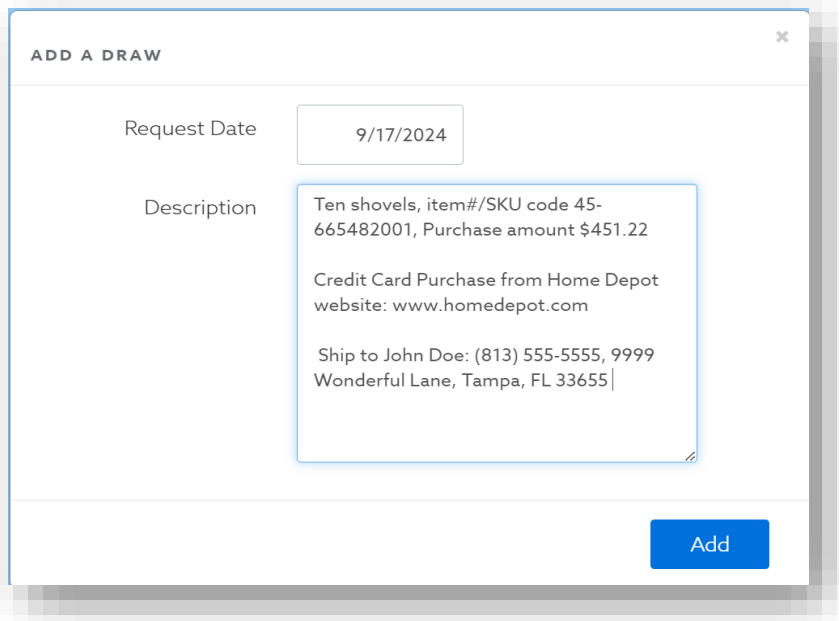
Example:

Ten shovels, item#/SKU code 45-665482001, Purchase amount \$451.22

Purchase from website

Home Depot: [www.homedepot.com](http://www.homedepot.com)

Ship to John Doe: (813) 555-5555, 9999 Wonderful Lane, Tampa, FL 33655



The screenshot shows a web form titled "ADD A DRAW" with a close button (X) in the top right corner. The form contains the following fields and text:

- Request Date:** 9/17/2024
- Description:** Ten shovels, item#/SKU code 45-665482001, Purchase amount \$451.22  
Credit Card Purchase from Home Depot website: www.homedepot.com  
Ship to John Doe: (813) 555-5555, 9999 Wonderful Lane, Tampa, FL 33655

At the bottom right of the form is a blue button labeled "Add".

3. Review, prepare, and upload your supporting documentation.
  - a. Confirm the invoice does not include Florida sales tax. *Upon request, your neighborhood liaison can provide a copy of Hillsborough County's Tax-Exempt Certificate.*
  - b. Confirm the invoice amount to be paid by Hillsborough County does not exceed the approved budget amount. If the cost exceeds the budget, the vendor can either:
    - Split the invoice amount between Hillsborough County and the grantee and note which amount is to be paid by Hillsborough County, OR
    - Provide separate invoices - one for the grantee and another for Hillsborough County.
4. Use the "Upload File" function to attach all supporting documentation. This could include a shopping cart list from a website, an itemized invoice, or a list of items with prices and quantity of each.
  - a. If payment is required by check, use the "Upload File" function to attach a completed Substitute W-9 for the vendor/store to be paid. Blank W-9 forms are available in the portal Documents folder.
5. Enter the amount you are requesting Hillsborough County to pay in the "Amount Requested" box.
6. Click "Submit"

SUMMARY
DOCUMENTATION

Ten shovels, item#/SKU code 45-665482001, Purchase amount \$451.22

Credit Card Purchase from Home Depot website: www.homedepot.com

Ship to John Doe: (813) 555-5555, 9999 Wonderful Lane, Tampa, FL 33655

Upload File

DETAILS

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Miscellaneous/Other 2024/2025	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 451.22
Totals	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 451.22

Last updated by fuentesm@hillsboroughcounty.org on 9/17/2024 9:19:15 AM

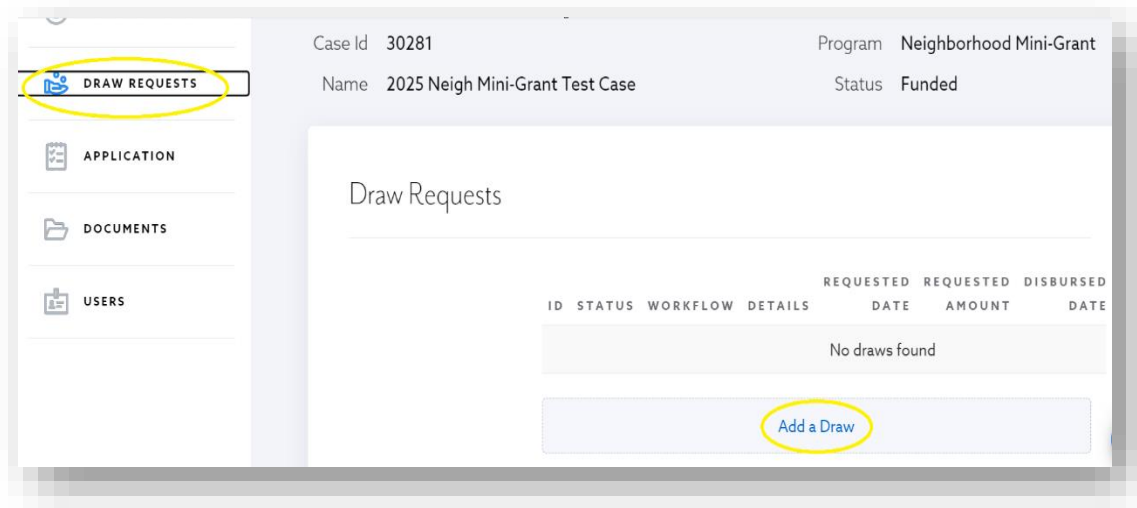
Cancel
Submit

**Next Steps:** Your neighborhood liaison will receive a notification and will let you know if anything further is required to process your request. After the purchase is made, your neighborhood liaison will upload to the Hillsborough County Participant Portal a copy of the purchase receipt, order confirmation, projected shipment date (if applicable), and any other details you will need.

### Guide for Reimbursements

It is important to note that before any money can be spent on a Mini-Grant project, the Letter of Understanding (LOU) and Checklist must be reviewed with the neighborhood liaison and then signed by the neighborhood organization president. Hillsborough County can reimburse up to the grant award amount. Grantees are responsible for paying any overages. To be eligible for reimbursement, grant recipients must follow the steps detailed in this guide.

1. Within the “Draw Requests” tab of the [Hillsborough County Participant Portal](#), click “Add a Draw.”



2. Within the “Description” window, include:
  - a. Note that this is a Reimbursement Request.
  - b. Summary of items purchased, the quantity of each, item number/code/SKU, and purchase price.
  - c. Total amount to be reimbursed (including fees and sales tax if applicable).
  - d. List the name and contact information of the organization to be reimbursed and list a point of contact for the reimbursement.
  - e. Click “Add.”

**NOTE:** Individuals should seek reimbursement for personal expenses from their neighborhood organization.

Example:

Reimbursement Request

Ten shovels, item#/SKU code 45-665482001, Reimbursement total \$450.00

Purchased from Home Depot

Reimbursement for Hillsborough County Homeowners Association, 9999 Wonderful Lane, Tampa, FL 33655, contact Jane Doe at (813)555-5555



Request Date	9/17/2024
Description	<p>Reimbursement Request</p> <p>Ten shovels, item#/SKU code 45-665482001, Reimbursement total \$450.00</p> <p>Purchased from Home Depot by Jane Doe, last four digits of card used: 0123</p> <p>Reimbursement for Hillsborough County Homeowners Association, 9999 Wonderful Lane, Tampa, FL 33655, contact Jane Doe at 813-555-5555</p>
<input type="button" value="Add"/>	

3. Review, prepare, and upload your supporting documentation. *Note: Hillsborough County can reimburse sales taxes paid by neighborhood organizations*
  - a. Confirm the invoice amount to be reimbursed by Hillsborough County does not exceed the approved budget amount. If the cost exceeds the budget, the vendor can either:
    - Split the invoice amount between Hillsborough County and the grantee and note which amount is to be paid by Hillsborough County, OR
    - Provide separate invoices - one for the grantee and another for Hillsborough County.
4. Use the "Upload File" function to attach the paid invoice or purchase receipt that shows the last four digits of the card that was charged. This document should include the vendor's name and address, a list or description of the items/ services purchased and the number of each, the purchase price of each, any fees and/or tax paid, and any other pertinent details.
5. Use the "Upload File" function to attach proof-of-payment. This can be a paid receipt or a copy of the bank statement showing the reimbursement to the individual, OR a copy of the front and back of the cleared check. *Please redact any bank account numbers.*
6. Use the "Upload File" function to attach a completed Substitute W-9 for the organization to be reimbursed. Blank W-9 forms are available in the portal Documents folder.
7. Enter the amount you are requesting Hillsborough County to pay in the "Amount Requested" box.
8. Click "Submit."

Reimbursement Request

Ten shovels, item#/SKU code 45-665482001, Reimbursement total \$450.00

Purchased from Home Depot by Jane Doe, last four digits of card used: 0123

Reimbursement for Hillsborough County Homeowners Association, 9999 Wonderful Lane, Tampa, FL 33655, contact Jane Doe at 813-555-5555

Receipt from Home Depot.docx (13k) ✖  
Proof of Payment.docx (13k) ✖  
W9 HillsboroughCountyHomeownersAssociation.docx (13k) ✖

[Add Another File](#)

DETAILS

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	+ AVAILABLE BALANCE	AMOUNT REQUESTED
Miscellaneous/Other <small>2024/2025</small>	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 450.00
Totals	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 450.00

Last updated by fuentesm@hillsboroughcounty.org on 9/17/2024 12:14:09 PM

Cancel
Submit

## Guide for Budget Modification Requests

Mini-grant projects cannot deviate from the approved budget in the signed Letter of Understanding without prior written approval from Hillsborough County Neighborhood Relations. Requests to modify a budget due to factors outside of grant recipients' control will be considered, but they are not guaranteed. Budget modification requests that are outside of the scope of the approved project will not be considered. Examples of budget modifications that may be considered include reallocating funds from one approved budget line to another. If you have any questions, please contact your neighborhood liaison (see Section IV what section)

### To create a Budget Modification Request:

- a. Email your Neighborhood Liaison and include the following information:
- b. Subject: Budget Modification Request – Your Organization's Name
- c. Email body: Describe the changes you are requesting and the reason for each change. Describe the proposed changes to each affected line item, including potential cost differences. If applicable, propose shifting of funds to alternate line items.
- d. Your neighborhood liaison will review the request and will let you know if anything further is required to approve your request and will notify you of approval or denial through the Hillsborough County Portal.

### Example: Request to Reallocate Funding

**Subject:** Budget Modification Request – Lowry Homeowners Association

**Details:** As the Lowry HOA Mini-Grant project leader, I would like to request a budget modification for our community garden. We were able to save money on the purchase of our garden trellises so we would like to purchase more seeds to plant. We were able to save \$100 on the purchasing of the garden trellises, which was originally budgeted for \$400. We are requesting to reallocate the \$100

surplus to our “Plant Seeds” approved budget item.

**Example: Request Non-Budgeted Items**

**Subject:** Budget Modification Request – Lowry Homeowners Association

**Details:** As the Lowry HOA Mini-Grant project leader, I would like to request a budget modification for our community garden. We are unable to have our vertical garden trellises delivered in time to complete the project by the mini-grant deadline. We would like to purchase raised garden boxes in place of the trellises. We confirmed that the raised garden boxes are currently in stock locally and available for pick up by our project volunteers. We budgeted \$400 for the garden trellises. The raised garden boxes are estimated to cost \$300 with shipping and taxes included. We would like to reallocate the remaining \$100 to a new line item for garden tools, which also supports our scope of work and will help our community maintain the integrity of our garden for years to come. Garden tools are not currently a line item budgeted within our signed Letter of Understanding.

**Section VIII: Neighborhood Relations Contact Information**

We are excited to help our neighborhoods foster safe, healthy, and engaged neighborhoods through our Neighborhood Mini-Grant program.

If you have any questions, please contact your Neighborhood Liaison.

**Liaison Contacts:**

District 1 - Mary-Elizabeth Fuentes at (813) 277-1645 or [fuentesm@HCFL.gov](mailto:fuentesm@HCFL.gov)

District 2 - Gabrielle Nickerson at (813) 274-1628 or [nickerson@HCFL.gov](mailto:nickersong@HCFL.gov)

District 4 - Wanda Sloan at (813) 307-3564 or [sloanw@HCFL.gov](mailto:sloanw@HCFL.gov)