



CITY *of* BOISE

ENERGIZE OUR NEIGHBORHOODS

ACTIVATE -
CONNECT -
TRANSFORM (A.C.T.)
MINI-GRANTS

ENERGIZE A.C.T. MINI-GRANTS

(Activate - Connect - Transform)

ENERGIZE OUR NEIGHBORHOODS supports the work of the City of Boise’s Neighborhood Associations, striving to build capacity and spark creativity in their community engagement efforts. The A.C.T. Mini-Grant program provides small amounts of funding to enable neighborhood associations to lead planning and livability projects, offer educational programming for residents, host community events, and support the administration of the association.

REQUIREMENTS

Only recognized, City of Boise Neighborhood Associations in good standing are eligible to apply for these funds.

Any improvements/events/resources funded through this program must be located on public property (with appropriate permits) within Boise city limits.

TIMELINES

This program is competitive; applications are accepted on a rolling basis, with evaluations and funding determinations made three times each year.

	APPLICATIONS DUE	FUNDING AVAILABLE	APPLICATIONS RE-OPEN
FALL	Sept. 1	Oct. 1	Oct. 15
	Applications accepted Oct. 15 – Jan. 15		
SPRING	Jan. 15	Feb. 15	March 1
	Applications accepted March 1 – May 1		
SUMMER	May 1	June 1	June 15
	Applications accepted June 15 – Sept. 1		

FUNDING AVAILABLE

A maximum of \$2,500 may be awarded to an association each fiscal year.

MINI-GRANT FUNDING CATEGORIES

Neighborhood Associations may apply for projects that fit within any of the funding categories below. There is no maximum or minimum number of applications a neighborhood association may submit within any mini-grant cycle, or for the fiscal year, but the maximum amount of funding any neighborhood association can receive within a fiscal year is \$2,500.

PLANNING

These efforts will help provide strategic direction and guidance for implementation of future neighborhood projects, placemaking activities, events, and other initiatives.

MAXIMUM FUNDING AWARD: \$1,000

PROJECT EXAMPLES: Neighborhood Visioning events, placemaking studies, right of way landscape design services, accessibility assessments, strategic plans, neighborhood walk/bike audits, and other small planning efforts.

IMPLEMENTATION

These projects will address a community need, making visible neighborhood-level change.

MAXIMUM FUNDING AWARD: \$2,000

PROJECT EXAMPLES: Neighborhood clean-up events, beautification efforts, invasive species removal, signage maintenance/replacement, murals, and other small community projects.

CAPACITY BUILDING

These activities will support neighborhood residents by providing educational/skill-building opportunities and/or improved access to resources.

MAXIMUM FUNDING AWARD: \$250

PROJECT EXAMPLES: Educational opportunities hosted by Neighborhood Associations for residents, attendance at community conferences, and bicycle and pedestrian safety programs.

CELEBRATION

These projects will support vibrant neighborhoods by engaging residents through events and placemaking activities.

MAXIMUM FUNDING AWARD: \$1,000

PROJECT EXAMPLES: Community events (National Night Out, picnics, block parties, festivals) and other initiatives aimed at engaging and connecting residents.

ADMINISTRATION & SUPPORT

These efforts will support the daily operations for associations, including communications and annual meetings.

MAXIMUM FUNDING AWARD: \$1,000

PROJECT EXAMPLES: Flyers/signage, website hosting fees, printing, meeting supplies, interpreters, and translation services.

ELIGIBLE & INELIGIBLE EXPENSES

The expenses outlined below are eligible for reimbursement with awarded A.C.T. Mini-Grant funds. This list is exhaustive; any items not listed should be considered ineligible. Exceptions may be granted only with the formal, written permission of the program administrator(s), documented prior to purchase.



ELIGIBLE EXPENSES

PLANNING: Visioning Event supplies (flipcharts, markers, stickers, printing), flyers, advertising, online survey platform subscriptions and fees paid to firms for plans.

IMPLEMENTATION: Tools, cleanup supplies (gloves/trash bags), landscaping materials, graffiti removal supplies, paint, dumpster fees, artist payments, signage materials/hardware, and flyers.

CAPACITY BUILDING: Event supplies (flipcharts, markers, printing), flyers, advertising, light refreshments (\$50 max/event), online resources (guides, curriculums), and fees for conference registration, speakers, and room rentals.

CELEBRATION: Printing, flyers, sandwich board signs, banners, advertising, light refreshments (\$50 max/event), party supplies (napkins, cutlery, decorations), parks-use/permit fees, entertainment, sound equipment, and portable restroom rental.

ADMINISTRATION & SUPPORT: Website hosting fees, newsletter printing, post office box rental, postage, meeting supplies (markers, pens, flipcharts, printer ink), online survey platform and virtual conferencing subscriptions, tablecloths, business cards, promotional materials, recognition items for board members (\$50 max/year), and fees for interpretation and translation services.



INELIGIBLE EXPENSES

ALCOHOL: Public funds may not be used to purchase alcohol.

LEGAL FEES: Mini-Grant funds may not be used to pay legal fees for the association or any members.

PUBLIC RECORDS REQUESTS: Mini-Grant funds may not be used to pay for Public Records Requests.

DONATIONS: Mini-Grant funds may not be used to make donations to other agencies/organizations, or to make purchases on their behalf.

GIFT CARDS: Gift cards may not be purchased from any establishment that serves or sells alcohol.

CAMPAIGN CONTRIBUTIONS: Mini-Grant funds may not be donated to any political campaigns or used to support candidates.

APPLICATION PROCESS

ZOOMGRANTS

All applications must be submitted through ZoomGrants. This software program will be used to collect applications, notify applicants regarding funding awards, submit reimbursement requests, complete status reports, and send reminders about due dates.

It is recommended for all neighborhood associations to create a ZoomGrants account using their generic email address.

APPLICATION QUESTIONS

Within the ZoomGrants application, there will be a unique set of questions for each category. Associations may apply for funding from any combination of categories, but a separate application must be completed each time. All applicants should provide thorough documentation with each application. Applications missing requested documents will not be funded.

See Appendix for full list of application questions and required document uploads.

BUDGETS

All applications must include a detailed budget, including line item expenses. Quotes should be obtained for any professional services or expenses outlined in the application. A budget template has been provided (*see Appendix*), but applicants may use other formats, assuming the same requested information is provided.

FUNDING

Funding announcements will be made three times per year, 30 days after the application due date. Funding will be available upon notification. All funds will be provided on a reimbursement basis, with appropriate receipts and documentation submitted through ZoomGrants.



Funding announcements will occur on October 1, February 15, and June 1

REPORTING

Status reports will be required for all funded projects. Applicants must submit the Status Report within two months (8 weeks) of the event or the completion of the project/planning effort for all Planning, Implementation, Capacity Building, and Celebration project awards. Administration & Support project Status Reports will be due on or before November 30 (within two months of the end of the city's fiscal year on September 30). Associations that fail to submit Status Reports in a timely manner will be considered ineligible for future A.C.T. Mini-Grant funding.

See Appendix for status report questions.

REIMBURSEMENTS

All A.C.T. Mini-Grant funds are provided to associations on a reimbursement basis. Associations have the option of having a physical check mailed to the address on file or having funds directly deposited to the association's bank account. ZoomGrants is used for all reimbursement requests and financial management of mini-grants.

See *Appendix for related financial forms.*

REQUIRED DOCUMENTATION

W-9 FORM

All associations must include a completed W-9 form as part of their application. Reimbursement checks will be mailed to the address listed on the W-9 form (unless the association has enrolled in direct deposit).

To change the address on file, send an updated W-9 form to energize@cityofboise.org.

RECEIPTS

All reimbursement requests must include documented proof of purchase and payment for expenses outlined in the project application's budget. Receipts should not include purchases unrelated to the mini-grant project (i.e. personal purchases) and must be itemized and clearly legible. The receipts must show proof of payment; a quote or invoice without accompanying cash, check, or credit card payment is not acceptable.

See *Appendix for step-by-step guide to submitting reimbursement requests.*

TIMING

Reimbursement requests can be submitted any time throughout the fiscal year in which the funding was awarded. Requests may be submitted as purchases are made or in batches. All reimbursement requests must be submitted by September 30th (any late requests will be denied).



BEST PRACTICES

MULTIPLE PURCHASES: If more than one purchase has been made, submit all associated receipts and request the total amount spent in one invoice (do not submit separate invoices for each receipt).

COPIES: If someone other than the original purchaser will be submitting the reimbursement request, copies of the receipts should be made.

EXCEPTIONS

PARK RESERVATIONS: If the association plans to use a facility owned by Parks & Recreation that requires a rental fee, notify the Energize team (energize@cityofboise.org) prior to paying the fee. Funding will be transferred from the association's A.C.T. Mini-Grant to Parks & Recreation directly, without incurring processing costs associated with reimbursements.

REIMBURSEMENTS

PROCESS

- 1 The association spends funds on an eligible expense associated with a specific project/ event outlined in the initial application.
- 2 A reimbursement request is made by submitting an invoice in ZoomGrants with appropriate documentation.
- 3 The reimbursement request is reviewed by the Energize team and eligible expenses are approved.
- 4 Once approved, the invoice is sent to the city's Finance team and payment is authorized.
- 5 Payments are made by the Treasury team, either by direct deposit or physical check. Checks are printed once per week; invoices sent after the checks have been printed are held until the following week.

Depending on when the invoice is processed, associations should expect to receive reimbursements approximately 7 business days after the reimbursement request is submitted if direct deposit is set up and 10-14 days after the reimbursement request is submitted for physical checks.

- 6 When reimbursement requests have been approved, the status of the invoice will be changed to 'Approved' in ZoomGrants. The Energize team will update the invoice status monthly to reflect payment.

REPORTING

All funded A.C.T. Mini-Grants require a status report. The status report will provide information about the project, volunteers and community organizations involved, successes and opportunities encountered, and expenses. Associations with delinquent status reports will not be eligible for future A.C.T. Mini-Grant funding.

See Appendix for status report questions.

TIMELINES

PLANNING, IMPLEMENTATION, CAPACITY BUILDING, & CELEBRATION MINI-GRANTS: Status reports must be submitted within 2 months (8 weeks) of the completion of the planning effort/project or event/activity.

ADMINISTRATION & SUPPORT MINI-GRANTS: Status reports must be submitted on or before November 30th (within 2 months of the end of the city's fiscal year on Sept. 30th). If more than one Administration & Support Mini-Grant has been awarded, separate reports should be submitted for each specific mini-grant. The November 30th deadline applies to all mini-grants, regardless of the cycle in which they were awarded (i.e. for mini-grants awarded Oct. 1st, Feb. 15th, and June 1, all status reports must be submitted by November 30th).

SUBMISSION

Reports, along with any applicable photos and/or supplemental materials, should be submitted in ZoomGrants.



By providing photos, you give the City of Boise Permission to use the images to promote neighborhoods on the website and in printed materials.

EXAMPLE OF SUPPLEMENTAL MATERIALS: Testimonials from stakeholders involved or served, final plans/designs, workshop materials, event flyers, etc.

MAILING

Each Neighborhood Association may send a postcard to all neighborhood residents once each year at no cost to the association. The city can provide graphic design services for the postcard or the association may design the cards themselves, within the parameters provided. Postcards must be requested at least one month prior to the desired mailing date if using the city's graphic design services. Contact Energize for further details.



BEST PRACTICE: Many associations send a postcard listing all meeting dates and events for the full year.

Associations may use A.C.T. Mini-Grant funds to pay for additional mailings, using the city's Print & Mail Services or another entity as long as those expenses have been outlined in the mini-grant application.

USING BOISE SCHOOL DISTRICT FACILITIES

The Boise School District uses a program called Facilitron (facilitron.com) to manage all facility rentals. For meetings/events held Mon – Fri, there is typically no charge for using a classroom/library/cafeteria space. There are fees for weekend meetings to cover janitorial costs.

USING FACILITRON: Each association should set up a Facilitron account using their generic email address. Next, select which facility and space is needed. Click the box to decline to purchase liability insurance, and instead check the boxes for supply, insurance, and pay later.

POLITICS/CAMPAIGNING

A.C.T. Mini-Grant funds may not be used to endorse political candidates.

Funding may be used for operational costs associated with hosting candidate forums. If an association plans to use A.C.T. Mini-Grant funds to hold a candidate forum, the event must be specifically outlined in the project application.

DONATIONS

A.C.T. Mini-Grant funds may not be used to make donations to any individual, political campaign, non-profit organization, community group, or other entity.

RAFFLES

Any raffles held by neighborhood associations must comply with the regulations in **IDAHO STATUTES** (Title 67, Chapter 77, Section 67-7710 - legislature.idaho.gov/statutesrules/idstat/title67/t67ch77/sect67-7710/), including reporting to the Idaho State Lottery.



RECOMMENDATION: Include signage with a “suggested donation” amount for raffle tickets; this alleviates the necessity to report raffle proceeds to the state lottery.

SELLING ITEMS

In order to sell any type of item, a neighborhood association (or representative of the association) must have a valid seller's permit, collect sales tax, file a sales and use tax return, and forward the tax to the Idaho State Tax Commission. Temporary seller's permits are available. For more information go to tax.idaho.gov/sales

FREQUENTLY ASKED QUESTIONS

ELIGIBLE EXPENSES

1. *Do newsletters fit into one of the categories?*

YES, newsletters are an eligible expense in the Administration and Support category.

2. *Is a Zoom Meeting subscription an eligible expense, and what category does it fit into?*

YES, online meeting platform subscriptions are an eligible expense within the Administration & Support category.

FUNDING AWARDS

1. *Is the maximum funding award per category, per approved application, or per fiscal year?*

The maximum total amount of funding a neighborhood association can receive is \$2,500 per fiscal year (Oct. 1 – Sept. 30). That \$2,500 can be awarded in any combination and number of applications. For example, an association could be awarded two Celebration grants of \$1,000 each and an Implementation grant of \$500 for a total of \$2,500.

2. *How much should we apply for? Does it have to be the category's maximum award?*

Applications can request any amount of funding, up to the category maximum. Each application should include a detailed budget, and the amount requested should match the planned expenses for the project/activity/event. Including a small amount for contingency is acceptable.

GRANT REPORTING

1. *Will ZoomGrants tell us if we 'owe' a report?*

YES, ZoomGrants will send an automatic email reminder 14 days before reports are due.

REIMBURSEMENT PROCESS

1. *Will I see these funds deposited into my association's bank account?*

NO, all A.C.T. Mini-Grant funds are disbursed on a reimbursement basis after receipts are submitted through ZoomGrants. Please refer to the Guide to Submitting Reimbursement Requests for further information.

2. *How long will we have to spend the funding awarded?*

Regardless of the date of the award, all reimbursement requests must be submitted by September 30th. Late requests will not be accepted.

FREQUENTLY ASKED QUESTIONS

GENERAL

1. *What is the first date that funds will become available through this program?*

October 1, 2020

2. *Is the webinar PowerPoint available?*

YES, a recording of the webinar and the slides are available at cityofboise.org/act-grants.

3. *When is the city's fiscal year?*

October 1 – September 30

APPENDIX - APPLICATION QUESTIONS

PLANNING

1. Provide an overview of your proposed planning effort?
2. What community need/challenge will this project address?
3. How has the community (residents and/or community partners) been involved in the development/design of this project?
4. If awarded, what community partners would be involved in the design/implementation of this project?
5. What is the engagement strategy to involve the community in this effort?
6. What next steps will the association take following this planning effort? (How will the neighborhood implement these results?)
7. How would A.C.T. Mini-Grant funds be used? (Be as specific as possible.)
8. Required uploads: project budget, planning timeline, letters of support/commitment (if applicable)

IMPLEMENTATION:

1. Provide an overview of your proposed project.
2. Where will the improvements associated with the project be installed/kept or take place?
3. How has the community (residents and/or community partners) been involved in the development/design of this project?
4. What community need/challenge will this project address? Include who will be served and how will the community will benefit from this project.
5. If awarded, what community partners would be involved in the design/implementation of this project?
6. How would A.C.T. Mini-Grant funds be used? (Be as specific as possible.)
7. Are there any maintenance needs associated with the project? If so, what is the maintenance plan?
8. Required Uploads: Project budget, site plans, maps, letters of support/commitment

CAPACITY BUILDING:

1. Provide an overview of your proposed activity.
2. How will this activity build capacity within your neighborhood?
3. How has the community (residents and/or community partners) been involved in the development of this activity?
4. If awarded, what community partners would be involved in the design/implementation of this activity?

APPENDIX - APPLICATION QUESTIONS

5. If you plan to host an event, what is the anticipated attendance? (Please include the engagement/marketing strategy to reach attendance goal.)
6. If specific association members will be attending an event, how will the information they learn be shared with the rest of the association?
7. How would A.C.T. Mini-Grant funds be used? (Be as specific as possible.)
8. Required Uploads: Activity budget, letters of support/commitment (if applicable), conference registration packet (if applicable)

CELEBRATION

1. Provide an overview of your proposed event.
2. What is the goal of this event?
3. How has the community (residents and/or community partners) been involved in the development/planning of this event?
4. How will the community benefit from this event?
5. What does success look like for this event? (How will you measure whether this event met the goal?)
6. What is the engagement/marketing strategy to reach attendance goals?
7. How would A.C.T. Mini-Grant funds be used? (Be as specific as possible.)
8. Required Uploads: Event budget, advertising plan, letters of support/commitment (if applicable)

ADMINISTRATION & SUPPORT

1. Provide an overview of the costs your association expects to incur for routine operations, communications, and meetings.
2. How will these expenditures improve engagement and activity within your association?
3. How would A.C.T. Mini-Grant funds be used? (Be as specific as possible.)
4. Required Uploads: Budget, meeting schedule, quotes for planned contracted services/expenses

APPENDIX - BUDGET TEMPLATES

Templates are available for each category of A.C.T. Mini-Grants. Templates can be downloaded at cityofboise.org/act-mini-grant/templates

PROJECT BUDGET TEMPLATE - GENERIC

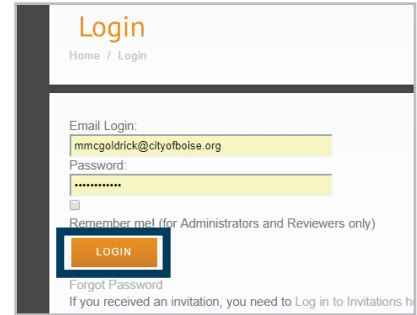
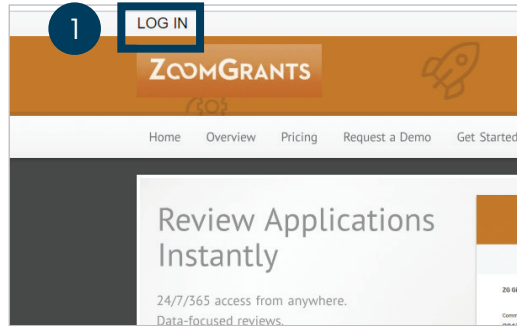
PROJECT BUDGET FOR:		
GRANT REQUESTED AMOUNT:		
TOTAL ESTIMATED EXPENSES:		
*Complete the estimated amounts and submit with your application.		
**Complete the actual amounts and submit with the final status report.		
	ESTIMATED*	ACTUAL**

TOTAL:		
_____	ESTIMATED*	ACTUAL**
TOTAL:		
_____	ESTIMATED*	ACTUAL**
TOTAL:		
_____	ESTIMATED*	ACTUAL**
TOTAL:		

APPENDIX - GUIDE TO SUBMITTING REIMBURSEMENT REQUESTS

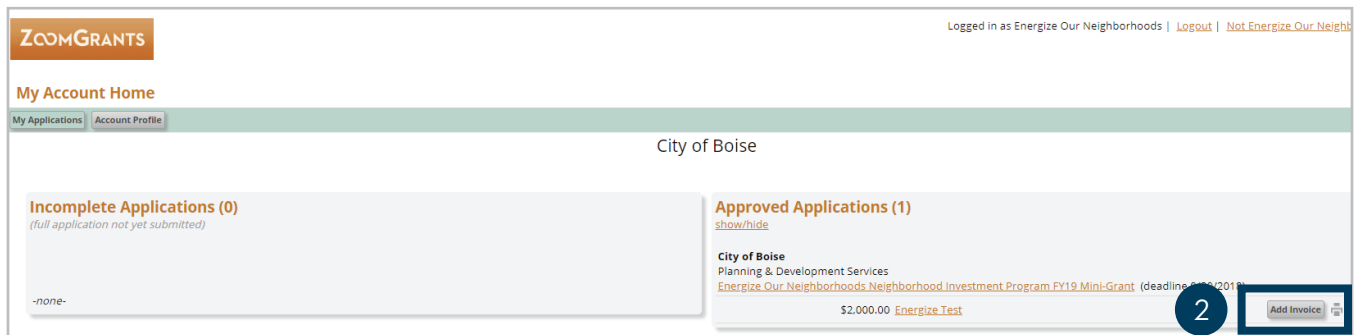
1. Access your ZoomGrants Account. www.zoomgrants.com

Enter your email and password and click LOGIN



2. After you are logged in, you will see the screen below. All of the association's awarded projects/ applications will be on the right side, under 'Approved Applications'.

Click on the "Add Invoice" button for the A.C.T. Mini-Grant the expenses are associated with.



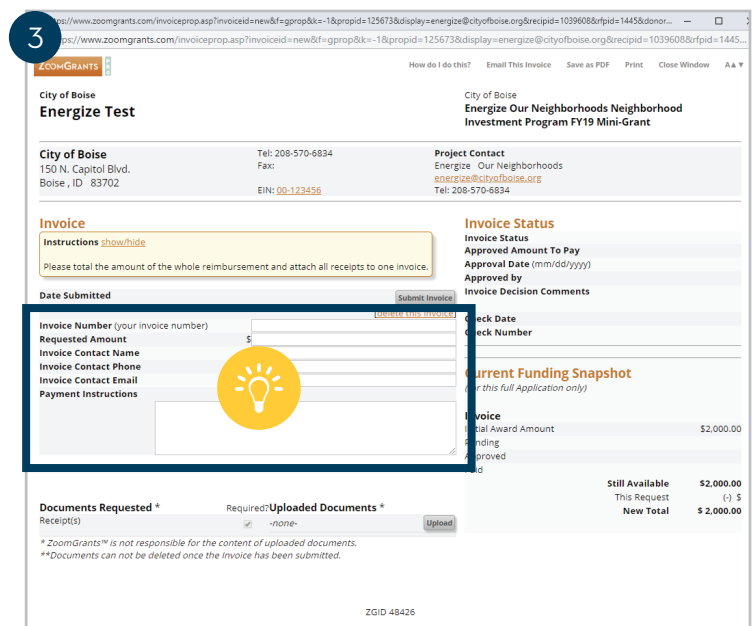
3. A separate window will pop up. Complete all information requested on the Invoice Form.

INVOICE NUMBER: Use the date from the vendor invoice or receipt in mm/dd/yy format.

REQUESTED AMOUNT: This should be the total of eligible expenses from all the vendor invoices or receipts that will be submitted.

INVOICE CONTACT INFORMATION: Name, phone, and email of the person uploading the invoice documentation.

PAYMENT INSTRUCTIONS: Only fill in this section if there is something unusual about a receipt, or if the amount requested for reimbursement differs from the total of the receipts/invoices.



APPENDIX - GUIDE TO SUBMITTING REIMBURSEMENT REQUESTS

- Upload all receipts/invoices for the total amount requested. Click on the “Upload” button toward the bottom of the Invoice Form to begin (a separate window will pop up).

4

Documents Requested * Required: **Uploaded Documents ***

Receipt(s) -none- Upload

* ZoomGrants™ is not responsible for the content of uploaded documents.
**Documents can not be deleted once the Invoice has been submitted.

RECEIPTS/INVOICES should be saved on your computer before they can be uploaded into ZoomGrants. Receipts and invoices can be scanned and saved, or you can save clear photos of them from a phone or camera to your computer for uploading.

DOCUMENT UPLOADING INSTRUCTIONS

- Fill in a File Description (i.e. ArcSigns Invoice or RiteAid receipt #1).
- Click on the “Choose File” button and select the file from your computer.
- Click on the “Upload Now” button.

When the upload is complete, you will see the message in red below. Repeat the uploading process above for each invoice/receipt.

File Upload Window

Document Requested Supporting Documentation for Invoice **Uploaded Document *** -none-

A 1 File description

2 Type of attachment File Upload (file size limited to 4MB each)
 Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)

B 3 Select a file to upload Choose File No file chosen

No ['] or ["] allowed in filenames.
Be sure to include the file extension
File size is limited to 4MB.
Supported file extensions:
DOC, .XLS, .DOCX, .DOCM, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF

Document type PROPOSAL DOCUMENT

C Upload Now

Be sure to verify that your upload was successful by testing the link to download your file after this page reloads.

* ZoomGrants™ is not responsible for the content of uploaded or linked documents.

- When all documentation has been added, click on the “Close Window” button.

<https://www.zoomgrants.com/fileup.asp>

ZOOMGRANTS Close Window Help

File Upload Window
Your file has been uploaded. You can test the link to your document, then close this window now.

Document Requested **Uploaded Document *** Invoice Number 1 [Delete]

1 File description

2 Type of attachment File Upload (file size limited to 4MB each)
 Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)

3 Select a file to upload Choose File No file chosen

No ['] or ["] allowed in filenames.
Be sure to include the file extension
File size is limited to 4MB.
Supported file extensions:
DOC, .XLS, .DOCX, .DOCM, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ

Document type PROPOSAL DOCUMENT

5 Upload Now

Be sure to verify that your upload was successful by testing the link to download your file after this page reloads.

APPENDIX - GUIDE TO SUBMITTING REIMBURSEMENT REQUESTS

- Complete the invoice by clicking on the “Submit Invoice” button.

Once you have clicked ‘Submit Invoice’, the screen will say ‘Saving’ for a brief moment. You will know that your invoice was successfully submitted when the ‘Submit Invoice’ button is replaced by the date.

CONGRATULATIONS!
Your invoice has now been submitted for processing.

The screenshot shows the ZoomGrants interface for a City of Boise invoice. The 'Submit Invoice' button is highlighted with a blue circle containing the number 6. The page displays the following information:

- City of Boise:** 150 N. Capitol Blvd., Boise, ID 83702. Tel: 208-570-6834, Fax: 208-570-6834, EIN: 00-123456.
- Project Contact:** Energize Our Neighborhoods, energize@cityofboise.org, Tel: 208-570-6834.
- Invoice Status:** Invoice Status, Approved Amount To Pay, Approval Date (mm/dd/yyyy), Approved by, Invoice Decision Comments.
- Current Funding Snapshot:** Invoice, Initial Award Amount \$2,000.00, Pending, Approved, Paid. Still Available \$2,000.00, This Request (-) \$450.00, New Total \$1550.00.
- Documents Requested:** Required? Uploaded Documents * (Walgreens Receipt).

The screenshot shows the ZoomGrants interface after the invoice has been submitted. The 'Submit Invoice' button has been replaced by the date '10/2/2018'. The page displays the following information:

- City of Boise:** 150 N. Capitol Blvd., Boise, ID 83702. Tel: 208-570-6834, Fax: 208-570-6834, EIN: 00-123456.
- Project Contact:** Energize Our Neighborhoods, energize@cityofboise.org, Tel: 208-570-6834.
- Invoice Status:** Invoice Status, Approved Amount To Pay, Approval Date (mm/dd/yyyy), Approved by, Invoice Decision Comments.
- Current Funding Snapshot:** Invoice, Initial Award Amount \$2,000.00, Pending, Approved, Paid. Still Available \$2,000.00, This Request (-) \$450.00, New Total \$1550.00.
- Documents Requested:** Required? Uploaded Documents * (Walgreens Receipt).



WHAT HAPPENS NEXT:

- On a weekly basis, a staff member logs in to ZoomGrants to process all pending invoices. The documentation is reviewed and the invoice is marked as ‘Approved.’
- City staff then submits your approved invoice to our financial team and the Treasury Department issues a check, which is either sent via direct deposit to the association’s bank account or mailed to the address on file for the Neighborhood Association.*
 - * This process takes approximately 7-10 business days from the time that your invoice is processed and submitted to the financial team.*
- Monthly, a staff member receives a report of all mailed reimbursement checks from the finance team and logs in to ZoomGrants to update the invoice status from ‘Approved’ to ‘Paid’.

ACH ENROLLMENT LETTER



DEPARTMENT OF FINANCE AND ADMINISTRATION

MAYOR: Lauren McLean | DIRECTOR: Lynda Lowry

Dear Valued Vendor,

The City of Boise would like to invite you to participate in our ACH disbursement program for the payment of vendor invoices.

- What does your company have to do to initiate ACH payments with the City of Boise?
 - Complete the enclosed ACH Vendor Payment Authorization Agreement.
 - Include a voided check or a letter from your bank with the routing and bank account numbers.
 - Submit both documents by mail or email to the address below.
- When will my company be paid via ACH if we elect to participate?
 - Please allow up to 3 weeks for the conversion from check to ACH.
 - Your bank account will be funded on Monday's for those invoices due within payment terms.
- How will my company know when a payment is sent?
 - You will receive an email from accountspayable@cityofboise.org detailing invoice numbers, invoice dates, and amounts paid.

ACH payments have been well received by our vendors and we would be pleased if you participate. We look forward to hearing from you!

If you have any questions, please do not hesitate to contact our Accounts Payable department directly by phone or e-mail noted in the signature below.

Sincerely,

Shelly Hendrikse

City of Boise Accounts Payable
PO Box 500
Boise, ID 83701-0500

208-972-8140
shendrikse@cityofboise.org

ACH ENROLLMENT FORM



City of Boise

Please submit this agreement along with a **voided check**, or a **letter from your bank** with routing and account numbers to: Boise City Finance, Attention Accounts Payable, PO Box 500, Boise, ID 83701 or by email to shendrikse@cityofboise.org. If you change banks or bank accounts, please provide the same with at least thirty (30) days written notice. Agreements not signed by an authorizing official will not be accepted.

ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT PLEASE TYPE or PRINT LEGIBLY			
<input type="checkbox"/> NEW <input type="checkbox"/> REVISION (Please Check One)			
I authorize the City of Boise City, Idaho ("the City") to deposit payment for services rendered or goods provided directly into my account at the financial institution listed below. Additionally, I authorize the City and its financial institution to debit my account for erroneous transactions and deposits. This authorization will remain in effect until the City has received written notification from me of its termination and the City has had reasonable opportunity to act upon it. Further, it is understood it is my choice to include a voided check or not, and if not, then I understand the City may be unable to verify account information and the City will not be held responsible if the information provided on this form is inaccurate.			
Name of Vendor / Payee		Tax Identification or Social Security Number	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Vendor / Payee Address		Financial Institution Name and Address	
City, State		Financial Institution Phone Number	
		<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input checked="" type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Zip Code		Financial Institution Routing Number	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Vendor / Payee Contact Name		Account Number	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Contact Phone Number		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input checked="" type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Email address for remittance information		Name as it appears on account	
PRINT Name of Authorizing Official		Title	
Authorizer's Signature		Date	
INTERNAL USE ONLY			
Vendor ID #	Received Voided Check	Date Processed	Vendor Bank Set-up

STATUS REPORT QUESTIONS

1. Please provide a short description of the project/event/activity.
2. Does the association feel that the project/event/activity met the anticipated measure(s) of success?
3. What challenges did the association encounter, and what resources/actions could be taken to help achieve success in the future?
4. Does the association plan to replicate this project/event/activity in the future?
5. Who was involved in the project/event/activity?
6. What was the final total expense for the project/event/activity?
7. Please provide photos, testimonials, final work products, etc.

APPENDIX - PERMITS

Depending on the project/event/activity planned, permits may be required. The permits below are some of the most common; contact the Energize team for questions and/or support in completing these forms.

STREET CLOSURES

Streets can be closed for Block Parties and other neighborhood events by completing the Ada County Highway District Citizen Use Permit. Note: the application fee is typically waived for neighborhood associations. Contact permits@achdidaho.org for questions.

ACHD CITIZEN USE PERMIT:

achdidaho.org/Documents/Forms/CUP/ACHD_SpecialEventPermitNonProfit.pdf

PARK RESERVATIONS

Many City of Boise parks facilities (picnic sites, pavilions, and shelters) can be reserved for events occurring April 15 – October 15. Each Neighborhood Association may reserve a facility at no cost once per year. (Future events are subject to reservation fees). To reserve a facility call (208)608-7608.

PARK USE POLICIES & FEES:

cityofboise.org/media/9726/park-use-policy-2020.pdf

SPECIAL EVENTS

Boise's regional parks require additional permits for reservations. The Parks & Recreation Special Event Park Use Policies outlines regulations and requirements for using Ann Morrison, Cecil D. Andrus, Fort Boise, Julia Davis, Military Reserve, Park Center, Veteran's Park, 8th Street, and the Greenbelt.

SPECIAL EVENT PARK USE POLICIES:

cityofboise.org/media/8488/special-events-park-use-policy.pdf

Large-scale events (festivals, parades, farmer's markets, runs/walks) held on public property require organizers to complete a Special Events Permit. Applications must be submitted at least 45 days in advance of the event. Please refer to the Special Events webpage for further details.

SPECIAL EVENTS:

cityofboise.org/departments/finance-and-administration/city-clerk/licensing/other/special-events/

FOOD VENDORS & PORTABLE RESTROOMS

Central District Health Department (CDHD) regulates events where food is being served by vendors or portable toilets are needed. All food vendors must have Mobile Eating & Drinking Licenses (issued by the City of Boise) and a Temporary Food Establishment License (issued by CDHD). The event organizer must provide the list of all food vendors via the Notification of Event Application at least 30 days prior to the event.

NOTIFICATION OF EVENT APPLICATION:

cdhd.idaho.gov/pdfs/food/2019/Notification-of-Event-REV-2020.pdf

TEMPORARY FOOD ESTABLISHMENT LICENSE/SPECIAL EVENTS FOR VENDORS:

cdhd.idaho.gov/pdfs/food/2019/temp-food-establishment-info-2019.pdf

APPENDIX - PERMITS

The health department also provides guidance regarding the number of portable toilets that should be available at events, based on number of attendees and length of the event.

NUMBER OF PEOPLE	NUMBER OF HOURS FOR THE EVENT							
	1	2	3	4	5	6	7	8
0-500	2	4	4	5	6	7	9	9
501 - 1,000	4	6	8	8	9	9	11	12

This regulation can be viewed in the **IDAHO TECHNICAL GUIDANCE MANUAL FOR INDIVIDUAL AND SUBSURFACE SEWAGE DISPOSAL SYSTEMS** (Section 4-88): <https://www.deq.idaho.gov/media/1148/tgm-entire.pdf>

APPENDIX - PAPERWORK CHECKLIST

PROJECT NAME:

- Submit Application Date Submitted: ____ / ____ / ____
- Submit Estimated Budget Date Submitted: ____ / ____ / ____
 - Estimated Administration Budget
 - Estimated Planning Budget
 - Estimated Project Budget
 - Estimated Event Budget
 - Estimated Capacity Building Budget
- Direct Deposit Date Submitted: ____ / ____ / ____
- Submitted ACH Enrollment Form Date Submitted: ____ / ____ / ____
- Received ACH Enrollment Letter Date Received: ____ / ____ / ____
- Submit Status Report Date Submitted: ____ / ____ / ____
- Submit Actual Budget Date Submitted: ____ / ____ / ____
 - Actual Administration Budget
 - Actual Planning Budget
 - Actual Project Budget
 - Actual Event Budget
 - Actual Capacity Building Budget
- Secured Permits
 - ACHD Citizen Use Permit Date Secured: ____ / ____ / ____
 - Park Reservations Date Secured: ____ / ____ / ____
 - Central District Health Department
Event Notification Form Date Secured: ____ / ____ / ____
 - Parks Special Event Application Date Secured: ____ / ____ / ____
 - Special Events Permit Date Secured: ____ / ____ / ____



150 N. Capitol Blvd, Boise, ID 83702 | ENERGIZEOURNEIGHBORHOODS.ORG