



# Checklist

## NIF Level I and Level II:

Once you start working on the online application you cannot save the information and return to it later. Please use this checklist below to have all the information ready that you will need to put in the online application.

1. ☐ Your name
2. ☐ Your Title for your Group/Neighborhood
3. ☐ Daytime Phone Number
4. ☐ Evening Phone Number
5. ☐ Your email address
6. ☐ Your full mailing address
7. ☐ Your Group/Neighborhood
8. ☐ How did you hear about Neighborhood Improvement Funds?
9. ☐ Have at least one preferably two other names and contact information for the neighborhood/group ready.
10. ☐ Name of event, activity or project
11. ☐ Address of event, activity or project
12. ☐ Date of Event
13. ☐ Number of households represented in your Group/Neighborhood
14. ☐ Number of residents expected for your event/project
15. ☐ Describe the positive effect this project or event will have on your neighborhood/community.
16. ☐ Description of expenditures (line item cost of each item) with an estimated final total project cost.
17. ☐ Amount you are seeking for Level I (Max \$250) or Level II (Max \$1,000)
18. ☐ What \$ amount of other funds is being provided for this project (Ex. Matching Funds)
19. ☐ Has your neighborhood received Neighborhood Improvement Funds in the past? (Yes or No)