



**Neighborhood Associations of Muskegon**  
**2024 YEAR-END BUDGET REPORT**  
**7-31-2024 – 12-31-2024**  
**CERTIFICATION PAGE**



**RECIPIENT INFORMATION**

Neighborhood Association

Contact Person for this Report

Title

Street Address

City

Zip Code

PO Box

City

Zip Code

Home Phone #

(    )

Work/Cell #

(    )

E-mail Address

**REPORT CHECKLIST**

Please make sure the following are completed before submitting this report.

- ☐ Certification Page – Completed and Signed
- ☐ Answer ALL Year-End Questions
- ☐ Describe Events/Projects/Programs
- ☐ Complete Year-End Expenses
- ☐ Include COPIES OF Receipts – ORIGINAL RECEIPTS WILL NOT BE ACCEPTED. Bank statements are also required.
- ☐ Explanation of Unspent Funds
- ☐ Include Copies of: Newsletters, Board/General Meeting Minutes, as well as any other requested documents. This will be clearly indicated what is being requested.

**REPORTS ARE DUE BY WEDNESDAY, FEBRUARY 28, 2025**

**PLEASE READ AND SIGN**

I, \_\_\_\_\_, and my affiliate Neighborhood Association, hereby submit the Neighborhood Empowerment Grant Program Year-End Budget Report. To my knowledge, it is complete and accurate.

Signature

Date

Printed Name

Title

City of Muskegon – Development Services Division  
933 Terrace Street / PO Box 536  
Muskegon, MI 49443-0536  
Phone: (231) 724-6702 Fax: (231) 726-2501

<b>RETURN THIS FORM WITH YOUR YEAR-END BUDGET REPORT</b>
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### **CONTACT INFORMATION**

Contact: Sarah Romine: (231) 724-6760 or [sarah.romine@shorelinecity.com](mailto:sarah.romine@shorelinecity.com)  
Or

Samantha Pulos: (231)724-6963 or [samantha.pulos@shorelinecity.com](mailto:samantha.pulos@shorelinecity.com)

**\*\*\*Please note – The “Year-End Questions” will apply to any grant monies received and their related activities for 2024. Expenses will be reported SEPARATELY for the NAM \$1500 Grant (as in previous years), the Enhanced, and Earned Grants. Reporting sections will be clearly indicated. NO REPORTING IS REQUIRED FOR DOLLARS RECEIVED FOR THE ADOPT A LOT PORTION OF THE EARNED GRANT. \*\*\***

### **YEAR-END QUESTIONS**

**Please use this section to summarize this year’s events, projects and/or programs.**

- Explain in summary the successes of neighborhood projects and/or any stumbling blocks that the neighborhood encountered during the year.
- Were you able to use this grant as leverage to receive additional funding? What additional funding did you receive?
- Did you do any type of funding raising activities, what were they and how successful were these activities? If not successful, why?
- Add any other additional information that you believe should be known. Include a closing statement.

## **EXPENSES REPORT \*\*Please use additional sheets if necessary\*\***

One of the best ways to manage expenses in your organization is to establish an expense budget and compare that to actual expenses on a line-item basis within the expense budget on a periodic basis. This expense budget spreadsheet allows you to analyze the differences between budgeted and actual expenses, known as variances, to better allocate your resources and manage your finances in the best way to meet your yearly objectives. The budget column amounts should be taken from your 2024 Grant Application. The next 2 columns should be taken from your initial start of the year Expense Report.

- Each line item utilized must have COPY OF receipts to support numbers. Financial statements (bank/credit union) must also be submitted.
- You may use the following Expense Budget Sheet or attach your own.
- For items that do not apply to your organization, please leave blank or mark "N/A" in the Budget Column.

### **NAM YEAR EXPENSES - \$1500 GRANT**

ITEM	2024 Budget	Spent January 1 thru June 30	Spent July 1 thru December 31	Difference (+ / -)
Advertising				
Dues/Subscriptions				
Insurance				
Maintenance/Repairs				
Newsletters				
Printing/Delivery				
Postage/Postage Permit				
Office Supplies				
Rent				
Telephone				
Utilities				

EVENTS

Event: _____	2024 Budget	Spent January 1 thru July 31 <sup>st</sup>	Spent July 31 <sup>st</sup> thru January 31	Difference (+ / -)
Food				
Entertainment				
Equipment				
Other				
Other				
Event: _____				
ITEM				
Entertainment				
Equipment				
Other				
Other				

GRAND-TOTAL \_\_\_\_\_

NEWSLETTERS

Please provide copies of your Neighborhood Association Newsletters from July –December. **If this is done electronically (i.e. Facebook/email), proof should be submitted in the form of electric files, links or screenshots.**

COPIES OF BOARD MINUTES/MEMBER LIST

Please provide a copy of the minutes from your neighborhood association’s board meeting. Please provide a contact list (name, position, address, phone number and e-mail address) for each board member as of the end of December.

COPY OF GENERAL MEETING MINUTES

Please provide a copy of the minutes from your neighborhood association's general meetings from June-December, or an explanation of why you did not meet.

## **Enhanced Grant Questions**

To be eligible for the Enhanced Neighborhood Grant, the Neighborhood Association must undertake a fundraising campaign, raising at least \$250 of private donations for the neighborhood association.

**Please indicate what type of fundraising, dates and dollar amount were raised:**

TYPE OF FUNDRAISING	DATES	AMOUNT \$ RAISED
	TOTAL	\$

**How many activities were indicated on your NEP Enhanced Grant Application?**

CIRCLE ONE	3 - \$750	4 or more -\$1250	7 or more -\$2000	10 or more - \$3000
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**How many activities were successfully completed?** \_\_\_\_\_

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. Proof can be date, activity, contact person (i.e. Fire Hydrants/Farmers Market Volunteer Contact). No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification/confirmation. Attach additional sheets if necessary.

**What were the activities? Please list below:**

ACTIVITY	DATE(S)	AMOUNT SPENT

If the number of activities completed caused you to drop down in the categories above, please indicate why and include a check for the difference. Example: If you indicated 9, but only accomplished 7, a reason should be given but there would be no monetary difference in the award amount. However, if you indicated 9 activities, and only accomplished 6, that would drop you down to the “4 or more” category and a check for \$750 should be included with your explanation.

**Please indicate any activities that were NOT completed and give a reason why:**

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*Please note activities to satisfy the Enhanced Grant Program can have taken place anytime during 2024.*

## **Earned Grant Questions**

Earned Grant Funds MAY be rolled over from year to year. Spending of funds from the Adopt A Lot portion of the Earned Grant does not have to be reported. *However, any fundraising match, or other beautification-related activities do.*

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification. Attach additional sheets if necessary. *Please note: activities to satisfy the Earned Grant can have taken place anytime during 2024.*

**FUNDRAISING MATCH: please complete if your NA received \$500 for successfully raising more than \$1500 of non-city funds for youth-related activities. Tell us how:**

Type of Fundraising Campaign(s)	Date(s)	Amount Raised

Did your NA receive at least \$2000 in Enhanced Neighborhood Grants? \_\_\_\_YES \_\_\_\_NO  
Amount Received: \_\_\_\_\_

## **BEAUTIFICATION-RELATED ACTIVITIES: CASE-BY-CASE BASIS**

Type of Activity/Date(s)	Location	Amount Received	Total Cost

**PLEASE ADD, EXPLAIN, OR ILLUSTRATE ANYTHING THAT WILL FURTHER REPORT YOUR USE OF GRANT MONIES:** \_\_\_\_\_

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