

# Healthy Neighborhoods (HN) Grant Program

## 2025 Project Award Guidelines



### Timeline

- **April 10, 2025:** Grant awards announced by City. After conversation with the Community Development Program Coordinator regarding Grant Program logistics, organizations may begin implementing projects, per application.
- **June – August, 2025:** Mid-year project check-in with the Community Development Program Coordinator, Jessica Wolfe, [jessica.wolfe@fitchburgwi.gov](mailto:jessica.wolfe@fitchburgwi.gov), 608-270-4257. This project check-in will entail a 5- minute discussion of project status, outstanding issues, and timeline for completion. If the organization has identified personnel as a project expense, a Personnel Activity Report must also be submitted to the Community Development Program Coordinator.
- **January 1, 2026:** Project completion by organization.
- **January 31, 2026:** Personnel Activity Report and Funding Report Form, along with a total project invoice (1) for eligible Program costs, and receipts, due from organization to the City Planner.
- **End of February 2026:** Funding disbursed by City to organization, if all Program requirements are met.
- **Mid - 2026:** Organization presentation to Healthy Neighborhoods Advisory Committee. The presentation will provide a brief project overview with a focus outcome measurements and indicators.

### Reporting and Reimbursement

The HN Grant Program requires the following reporting:

- **Personnel Activity Report** (if applicable) for positions identified in the Personnel Expense Budget, submitted once at the mid-point of the project and upon project completion
- **Funding Report Form**, completed and submitted by all organizations that received a funding award, to provide the City with feedback on the outcomes from use of said award. This form is to be completed and submitted to applicable the City Planner and must be completed prior to Program funds being disbursed to the organization.

The HN Grant Program follows a reimbursement model and payment will be issued after the Funding Report Form, along with a **total project invoice (1) for eligible Program costs, with receipts for all expenses**, is submitted to and reviewed by applicable City staff. The project budget and line items thereof, as identified in the application, must be followed, with receipts submitted in accordance with said line items. An organization receiving funding is authorized to reallocate funds amongst existing project budget line item categories up to 10% of the total approved budget. Revisions in excess of this limit require prior written approval from the City. For ease of the organization(s) invoice preparation and submittal, the City may prepare a standardized invoice form, or other financial reporting instructions, and distribute said form to organizations well in advance of any financial reporting being due.

### Further Information

Contact Jessica Wolfe, Community Development Program Coordinator, at [jessica.wolfe@fitchburgwi.gov](mailto:jessica.wolfe@fitchburgwi.gov)