



Special Project Guidelines

\$5,000 per Area

TNT Values

- 1) Create a safe space for residents to dialog, plan, make decisions and discuss concerns/issues as well as explore opportunities.
- 2) Represent a unified voice that reflects what is in the best interest of our residents and neighborhood's.
- 3) Support and enhance neighborhood's through community building projects.
- 4) Increase civic engagement, community involvement, awareness, training and education within the city of Syracuse.

Purpose:

Each TNT area has a budget of \$5,000 for Special Project Proposals for the fiscal year ending 6/30. Special Project Proposals are available for each *Area* to propose community-building projects. Collectively, each *Area* will vote upon the project proposal(s) that will enhance their community and meet the criteria of the *TNT Values*.

Examples of Past Projects:

Benches, Trash Cans, Community Garden, Flags, Batting Cage Turf, Public Art Sculpture, Bike Racks, Cemetery renovating, Home Headquarters Block Blitz, Little Library, Floating Art Parade, Afterschool Literacy Program, American flags, Youth Talent Show

Projects should take into consideration the following:

Cohesion: Projects that create opportunities for the community to come together to facilitate community relationship building or community Pride.

Awareness: Projects that create a clean, safe, physical environment, promotes sustainability and protects the natural environment.

Empowerment: Projects that are supportive of educating individuals and families on ways to enrich their living environment and resources.

Collaboration: Projects must be inclusive to all neighbourhood residents. It is strongly encouraged to work with at least one other community organization within the *Area*.



Steps to Take:

1) Fill out the Special Project Proposal Form

Paper versions are available at each TNT meeting. If you would like an electronic form, they are available on the TNT website or contact the TNT coordinator via email. [TZagyva@syr.gov.net](mailto:TZagyva@syr.gov)
If you are submitting a proposal for an event, please fill out the additional event forms.

2) Submit completed Special Project Proposal Form

It is strongly advised that you submit the proposal form for review by the TNT coordinator and your facilitators a week or more before the meeting on which the vote is to be held. They can help you make your proposal better.

3) Present at the TNT meeting in your Area

Proposer should be prepared to present their project to their TNT group.

4) Group Vote

The group in attendance at the TNT meeting will then vote on the project(s), discuss its amount of funding and/or location (where applicable). Some Sectors may wait until all proposals are submitted before voting.

5) Completion of Project

The proposer will work directly with the TNT Coordinator for making sure the funds are expended before the end of this fiscal year ending June 30.

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FAQ

What if I need some help filling out the proposal form?

Don't worry! Your Area Facilitators or TNT Coordinator will help answer your questions or provide additional guidance as to how to fill out the proposal form.

Who is responsible for completing a project proposal?

Sectors will be responsible for completing projects. The TNT Coordinator can give advice and guidance.

Can my project take place after June 30th if the materials are purchased by the end of the fiscal year?

No. Projects will be completed within the quarter when money was given. Receipts must be given to TNT the same quarter within 4 weeks of project completion.

If there is a change in my proposal from what was originally voted upon, does it need to come back to the group for a revote?

If there is a change in your project from what was originally submitted on the proposal form and voted upon, you will need to bring this up at your next TNT meeting for discussion to determine if a revote is needed before funding is disbursed.

How are payments made for a project?

Each sector has funds for activities and items that the constituents vote for in sector meetings.

Funds payments can be made for the following:

1. Payments for invoices for items to be received.
2. Payments for receipts for items already purchased.
3. Events planned with a budget.

Payments should not be made to individuals, but rather to companies or organizations for which a receipt and tax ID Number is given, except in cases of reimbursement. This is to minimize the need to issue Federal Tax 1099 forms.

****Receipts must be submitted and received by the TNT Coordinator by June 30th of the year.****

What happens if my project does not use all the money it received for a project?

Money not spent by June 30th of the project year must be returned to TNT by June 30th of the project year.

Can I submit a project proposal for an event?

Yes. If you do, a Fiscal Sponsor must be secured prior to the purchasing of any items for the project. The Fiscal Sponsor should have a Federal 501c3. Contact your facilitator and the TNT Coordinator for more information.

What is a Fiscal Sponsor?

A Fiscal Sponsor refers to a non-profit organization. The Fiscal Sponsor offers their legal and tax-exempt status to groups engaged in activities related to the organization's missions.

If I don't use the email can I still propose a project?

Yes, just list a phone number to contact you at and bring a filled out paper proposal to your TNT meeting.

Can I submit multiple proposals in one fiscal year?

Yes. However, most TNT groups will want to spread the money out to different groups and areas of the sector so it is only advised if your area has few projects to consider.

What happens to the Special Project money if my sector does not spend the entire \$5,000?

If money is not spent by the end of the City's fiscal year, TNT will not be able to get the funds reimbursed by the city. All unspent money will remain with the city. TNT is trying to get this changed in future budget years.



Special Project Timeline

November/December of the fiscal year ending June 30:

- Introduction of Project Guidelines to each TNT area by facilitators or/and coordinator.
- Presentation on two options: Things & Events, detailing the process for each
- Begin the brainstorming discussion on possible projects

January/ February of the fiscal year ending June 30:

- Deadline for Proposals to be submitted
- All legwork should begin by this point (getting quotes, invoices, etc)

January/February of the fiscal year ending June 30:

- Presentation of Proposals to the group, vote on projects

March - May of the fiscal year ending June 30:

- Submit invoices/purchase orders for the approved projects.

May of the fiscal year ending June 30:

- Project funding deadline at the end of the month; all projects must submit invoices or receipts before the end of the month of May.

Rigid Date: June 30th, all project receipts and invoices must be in the hands of the TNT Coordinator and non spent funds must be returned.