



**CITY OF PASADENA**  
**Neighborhood Network Matching Grant Program 2026**  
**DEADLINE: MONDAY, MARCH 2, 2026 AT 5:00PM**

**THE PROGRAM**

The Neighborhood Network Matching Grant Program is a partnership between the City of Pasadena and all recognized Neighborhood Organizations within the city. The goal of the program is to develop neighborhood-initiated planning, organizing, and improvement projects.

Proposed projects received by the Neighborhood Network are presented to the Matching Grant Review Board for approval. The city supplies cash reimbursement for a neighborhood project or event with a maximum city participation of \$7,500 on any approved project. The grants will be reimbursed on a **50/50** basis, or as the Neighborhood Grant Review Board deems appropriate.

The Neighborhood Organization matches the City's contribution with cash or in-kind donations, such as local resources of volunteer labor, donated materials, professional services, etc.

**THE NEIGHBORHOOD'S MATCH**

For every dollar requested, the Neighborhood Organizations must identify items that equal or exceed the value of the amount requested. For example, if \$1,000 is requested, then at least \$1,000 of matching items must be provided. Eligible match items may include donated professional services, materials or supplies, volunteer labor hours, or in-kind donations. The amount and type of match must be appropriate to the needs of the project and will be determined by the Matching Grant Review Board. Assistance from city staff or funds from elsewhere in the city cannot be counted toward your match. All volunteer labor can be valued at the state hourly rate. Professional services, if needed, can be valued at the "reasonable and customary rate", not to exceed \$40 an hour. Professional services cover engineers, lawyers, auctioneers, electricians, plumbers or any other professional that is licensed by the State of Texas. **Any project totaling over \$2,000 must be supported by a minimum of three formal bids.** Bids should include cost of labor and materials as per specification of the project.

**WHAT KIND OF PROJECTS ARE ELIGIBLE?**

Eligible projects are those that improve the quality of life, public health, safety, and welfare of Neighborhoods in the City of Pasadena. Any project approved by the organization's board and membership must be mutually agreed upon and benefit the whole neighborhood. **The project must meet and comply with city ordinance and guidelines which constitutes a public purpose.**

**HOW DO WE APPLY?**

The Neighborhood Network Matching Grant Program application will be available electronically. Before submitting an application, anyone interested in receiving funding may schedule a pre-application meeting with the Neighborhood Network. During the meeting, the application will be reviewed to determine project feasibility and application eligibility. Bid specifications can be discussed for pursuing quotes on the project.



The applicant should submit a grant application to the Neighborhood Network office or by e-mail to: [nvergara@pasadenatx.gov](mailto:nvergara@pasadenatx.gov). All applications received in person or electronically will be recorded by the Neighborhood Network. It is the responsibility of the applicant to confirm receipt in writing that the application was received on time. **Applications received after the deadline will not be accepted.**

Each application will be reviewed by the Matching Grant Review Board. A proposal may be accepted as submitted, with conditions, or rejected. Applicants will be notified of the board's decision via email. If you do not hear anything within a week after review board meeting, please call our office.

The grant application should include any visual aids for which financial assistance is requested, a site plan and drawing showing all improvements with specifications defining materials, finish and color.

All projects must comply with all applicable city codes and laws. Proposals may be approved with conditions that the grant applicant correct any violation of existing codes before work begins. **Please make sure that any projects submitted for consideration are located within the neighborhood's property boundary lines and are owned by either the neighborhood or the City, as they should not be on private or commercial property.** Approval is subject to securing appropriate permits from the City.

**All projects shall be completed within 6 months of application approval.** Modifications in design or an extension of over 6 months to complete approved project must be approved by the Matching Grant Review Board, Mayor or his representative.

Any increased project costs resulting from such modifications, or any other increases in costs above the pre-project estimates, will be borne solely by the applicant and will not be funded through the grant program.

Grant applicants will be expected to use the lowest-bidding contractor unless they can provide valid reasons for choosing a higher bid. Grant applicants who choose not to use the low bid may be required to bear the cost difference between the low bid and the contractor of their choosing. If the project cost is less than \$2,000, three bids are not necessary and one bid will be accepted. Receipts for all completed projects must be submitted for reimbursement.

No grant funds will be paid out on a project without prior approval by the Matching Grant Review Board. Additionally, grant funds will not be paid for improvements undertaken outside the parameters of the requested and approved project.

Applicants must present all requested paperwork based on the invoices related to the project and the agreement made with the Neighborhood Grant Review Board.

Upon completion, the project will be inspected and request for payment will be sent to the City Finance department for payment. Check is placed on City Council Agenda for Mayor and City Council approval. Once approved, payment will be mailed to the designated recipient. The Neighborhood Organization will be required to submit form W-9 with application if it's their first time receiving a grant.

The grant period is concurrent with the City of Pasadena fiscal year, which is from October 1 to September 30 respectively.



**CITY OF PASADENA  
Neighborhood Network Matching Grant Program Application 2026**

**PLEASE READ THE PROGRAM GUIDELINES CAREFULLY BEFORE COMPLETING APPLICATION.**

**Return complete form to:** City of Pasadena, Neighborhood Network  
**Attn: Neighborhood Matching Grant Program**  
**1149 Ellsworth, 2nd floor**  
**Pasadena, Texas 77506**  
**Phone Number: (713) 920-7948**

Date:		Council District:	
Organization:			
Project Title: (Max 10 words)			
The specific address of project or event:			
Total Project Cost:		Estimated Volunteer Hours for Project:	
Total Number of Homes in Neighborhood:		Project Completion Date:	
Has your organization ever applied for a matching grant before?			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
If yes, when and project title? List all (use separate sheet if needed):			
Contact Information			
Contact Person:			
E-mail:			
Phone:		Alternate Phone:	
Address:			
Remittance Address:			
Project Information			
<p>Design Description: List the activities and steps you will take to reach your goal. Include site plan and drawing showing all improvements with notes defining the dimensions, materials, finish, and colors. <b>Must submit Neighborhood Organization minutes that show proposed project approval with application.</b></p>			
Describe the Project: (150 words or less)			



What problem or opportunity will be address by this project?	
What is the goal or tangible product that will result when the project is completed?	
Will the project be for public purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a sign/gate/lock that will restrict visitors outside the community for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many people will be impacted by this project?	
<b>Bid Requirements</b>	
Any project totaling over \$2,000 must be supported by a minimum of three formal bids. Bids should include cost of labor and materials, as per specification of the project. For projects totaling less than \$2,000, one bid will be sufficient.	
Bids Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Neighborhood Involvement</b>	
How were members of the neighborhood involved in selecting and planning this project?	
How will neighbors be involved in implementing this project?	
<b>Evaluation</b>	
How will you evaluate this project when it is complete, and how will you determine if this project has been successful?	
I wish to apply for the City of Pasadena Neighborhood Network Matching Grant Program. I understand that not more than half of the project cost will be paid for with grant funds and will not exceed \$7,500. I also understand that the program will not fund any increase in costs above pre-project estimates. Approval is subject to securing appropriate permits from the City. An authorized grant may be revoked if the approved project is modified without approval. Project must be completed within 6 months of its approval by the Matching Grant Review Board and funds will be reimbursed after approval of the project's completion and submission of proof of payment.	
<b>Applicant(s) Signature:</b>	<b>Title:</b>
<b>Office Use Only:</b> <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> By-laws <input type="checkbox"/> Agenda <input type="checkbox"/> Officers	



**CITY OF PASADENA**  
**Neighborhood Network Matching Grant Program Application 2026 BID RECAP**

Company	Material	Labor	Tax	Total Price

**Neighborhood Network 2026 Matching Grant Program Application Check List**

**Please make sure the items below are included with your application.**

1. Update Neighborhood Network with current board members, by-laws, and deed restrictions (if applicable). This is required annually. [www.pasadenatx.gov/NNform](http://www.pasadenatx.gov/NNform)
2. Provide Neighborhood Organization meeting minutes that include proposed project approval.
3. Provide three formal bids if project totals over \$2,000.   
*(For projects totaling less than \$2,000, one bid will be sufficient.)*
4. Provide project scope, drawings, plans, photographs, and fundraising balance sheet if applicable.
5. Submit a W-9 if this is the Neighborhood Organization's first time to apply for the grant.