



NEIGHBORHOOD NETWORK

MATCHING GRANT

2025 *Workshop*

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NEIGHBORHOOD NETWORK MISSION STATEMENT

The City of Pasadena Neighborhood Network is dedicated to enhancing the quality of life for our citizens by providing impactful resources, programs, and partnerships. With our residents, community leaders, businesses, schools, and local industry, we seek to create a more vibrant and thriving neighborhood for all.

The strong and sustainable Neighborhood Matching Grant Program assists neighborhood and homeowner associations with projects that improve the quality of life, public health, safety, and welfare in the neighborhood. These matching grant programs create a mutually beneficial partnership between the neighborhoods and the City.



NEIGHBORHOOD MATCHING GRANT PROGRAM

The Neighborhood Matching Grant Program is a partnership between the City of Pasadena and all recognized Neighborhood Organizations within the city.

This cash reimbursement program intends to beautify the community & improve the quality of life, public health, safety, and welfare in Pasadena's various neighborhoods.



JEFF A. WAGNER
MAYOR



BENEFITS

The City supplies a cash reimbursement for a neighborhood project or event with a maximum city participation of \$7,500, on any approved project.

The approved projects will be granted reimbursement on a 50/50 basis, or as the Neighborhood Grant Review Board deems appropriate.

MATCHING GRANT REVIEW BOARD

The Matching Grant Review Board is appointed by the Mayor and approved by City Council. The Board will serve a term of two years and consists of five representatives who serve in the Pasadena Community, from each of the following areas:

- Education
 - Business
 - Industrial Sector
 - Police Department
 - Community Relations
- * Board was re-elected in May, 2024.

MATCHING DOLLAR

For every dollar requested, you must identify items that equal or exceed the value of the amount requested.

Ex: \$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.

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 covers 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 PROJECTS ARE ELIGIBLE?

The project **must meet and comply** with city ordinances and guidelines which constitutes a public purpose.

Per Ordinance 2018-044:

WHEREAS, Pasadena City Council determines that such financial assistance in the form of a matching grant program serves and constitutes a public purpose; and

WHEREAS, the City Council: (1) determines that the predominate purpose of this Ordinance is to accomplish a public purpose, not to benefit private parties; (2) retains public control over the funds to ensure that the public purpose is accomplished and to protect the public's investment; and (3) ensures that the City receives a return benefit.

PROJECT EXAMPLES

- Security Cameras (Purchase/Installation)
- Neighborhood Entrances Upgrades
- Playground Improvements
- Fence Repairs
- Tree Planting/Removal
- Landscaping
- Street Signage
- Lighting
- Community Events & Fundraisers
- National Night Out



COMMUNITY EVENTS/ FUNDRAISERS

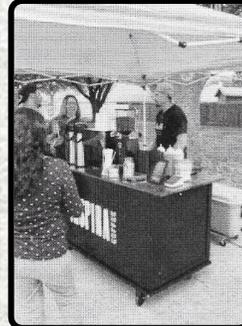
Many neighborhood associations do not have mandatory fees. Some have voluntary, low, or no fees at all. These fundraising events can help subsidize your community improvement projects. When planning these projects please ensure that projects are beneficial and profitable to the organization.

***Neighborhoods applying for fundraising projects are asked to provide a projection of the funds to be raised and specifics on how the funds will be used.

Community Events Examples: block party, picnic, easter egg hunt, etc.

Limit 1 per Organization.

National Night Out is Additional.



NATIONAL NIGHT OUT | OCTOBER 7, 2025

National Night Out is a wonderful annual event that fosters connections between our communities and local police. It encourages friendships among neighbors and promotes a safer, more welcoming environment for everyone.

This special night strengthens the bond between residents and law enforcement while rekindling our sense of community spirit. It's a perfect opportunity for neighbors and police to come together and enjoy positive interactions!

NNO is a great opportunity to kick-off the Pasadena Food Drive. If your neighborhood is interested in receiving a collection box for this event, please notify our office the first week in September.

Grant receipts for National Night Out are due October 14, 2025.



COMMUNITY EVENTS, FUNDRAISERS & NNO

Eligible Expenses: Food, non-alcoholic beverages, paper products, tables, chairs, rentals, venue, and volunteer hours.

Ineligible Expenses: Door prizes, raffle items & gift cards.
(Per Ordinance 2018-044 - not to benefit private parties)

Please provide the number of neighbors that attended your event as well as all receipts for purchases, rentals, and in-kind donations.

Have a sign-in sheet available for guests and volunteers. This will also help you keep in contact with your neighbors for future events. A sign in sheet will be provided for volunteer hours and guests via email to neighborhood board members.

Include photos of your event to share with our community via Facebook.

STEPS TO APPLY

1. Make sure you update our office with updated board members, by-laws, and deed restrictions (if applicable). **This will be REQUIRED ANNUALLY.**
www.pasadenatx.gov/NNform
2. Proposed projects should be mutually agreed upon by the Neighborhood Organization. Please submit minutes that include proposed project approval with application.
3. (Optional): Schedule a pre-application meeting or conference call to review and determine feasibility, application eligibility.
4. Complete an application and turn in by deadline.(Monday, March 3, 2025 by 3:00PM) www.pasadenatx.gov/neighborhoodgrants
5. Proposed projects received by Neighborhood Network are presented to the Matching Grant Review Board for approval.

WHAT HAPPENS NEXT?

All applications are prepared and given to the Matching Grant Review Board members for review.

If questions arise while reviewing, the applicant will be notified immediately.

The Matching Grant Review Board will meet and decide what projects will be approved on Friday, March 28, 2025.

RESULTS WILL BE POSTED ONLINE THE FOLLOWING WEEK.

www.pasadenatx.gov/neighborhoodgrants

WHAT YOU NEED TO KNOW...

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.

*A bid information section has been added to the application.

MUST include project scope, drawings, plans & photographs.

Limit of three projects and National Night Out event. **Total of FOUR**.

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. Approved projects have 3 months to obtain necessary permits from the City of Pasadena.

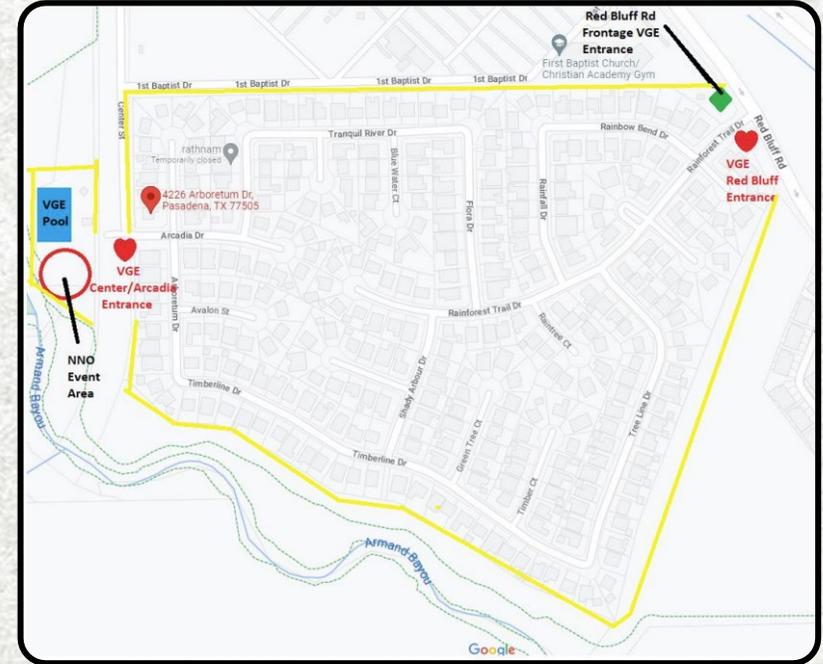
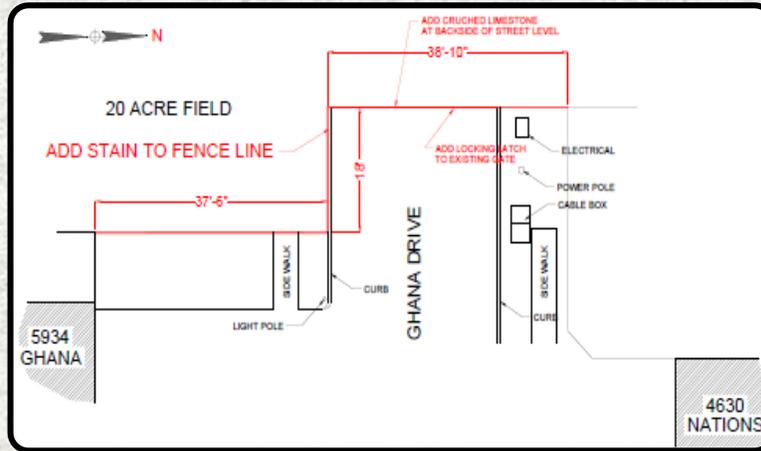
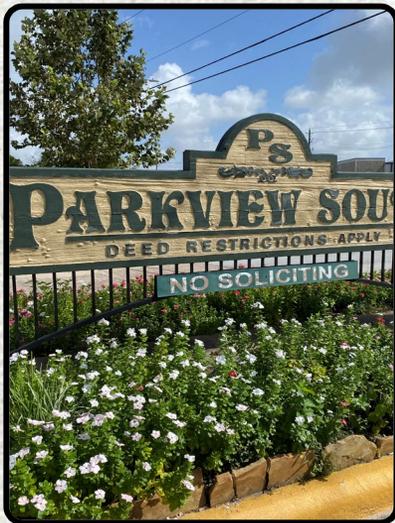
Projects **MUST** be completed with receipts and documentation turned in, 6 months after approval .

MUST INCLUDE PHOTOS, DRAWINGS, PLANS

BEFORE



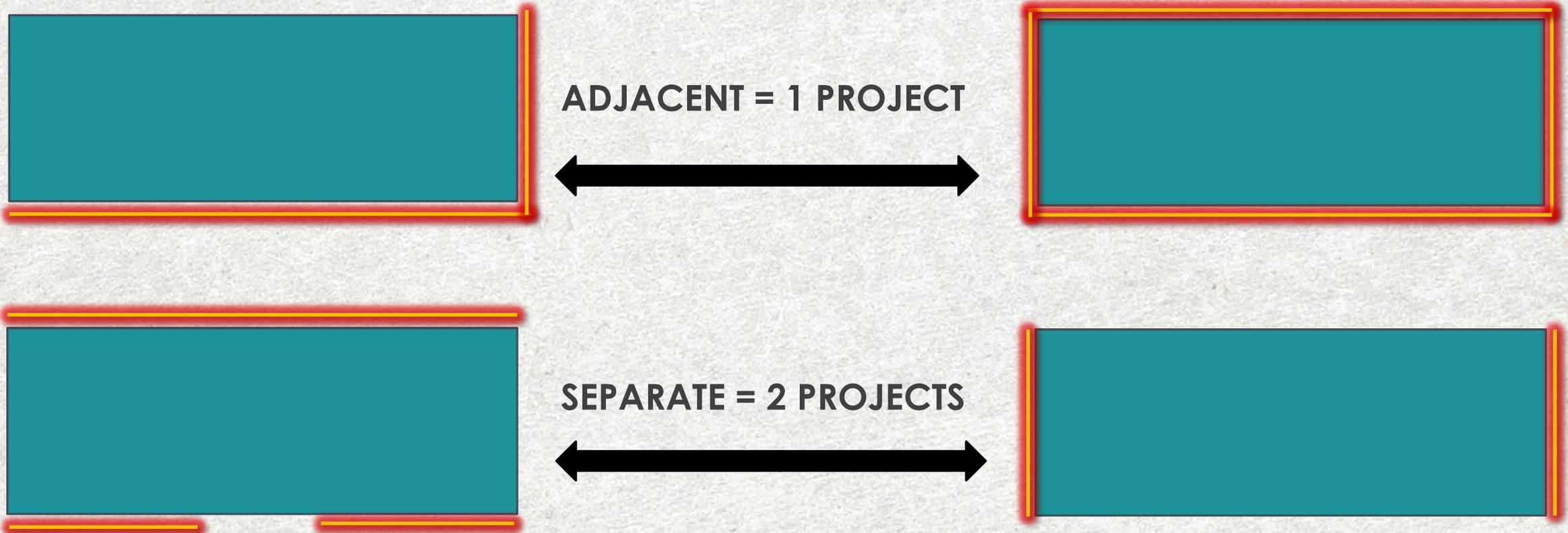
AFTER



PROJECT PHOTOS MUST INCLUDE A BEFORE AND AFTER

TREES & FENCES & PERIMETERS

PERIMETER EXAMPLES:



HOW DO YOU GET REIMBURSED?

Project receipts are due no later than Tuesday, September 30, 2025.

Upon project completion, submit all receipts, paid in full invoices, in-kind donations, volunteer labor, donated materials, professional services, etc. as well as before and after pictures.

Submit volunteer labor roster including contact information for audit/verification purposes.

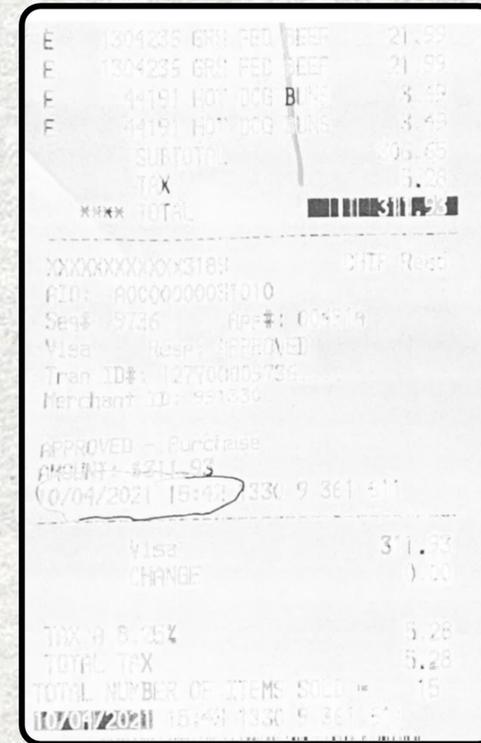
The project **will be inspected** by our office and request for payment will be sent to the City Finance department for payment.

Check is placed on City Council Agenda for Mayor and City Council approval. (4-6 weeks)
Payment will be mailed to the designated recipient. **(Please verify the remittance address).**
If this is the Neighborhood Organization's first time to receive a grant, you will need to submit a W-9 form.

The application will be available on our webpage.

RECEIPTS

Please ensure that receipts submitted for Matching Grant reimbursement are kept separate from your regular purchases.



2025 MATCHING GRANT TIMELINE

Friday, January 17, 2025 through Monday, March 3, 2025 | Applications will be accepted.

Monday, March 3, 2025 | **Applications are due by 3:00 PM. Late applications will NOT be accepted.**

All applications received by appointment in person or electronically will be recorded by Neighborhood Network. It is the responsibility of the applicant to confirm receipt in writing that the application was received prior to the deadline.

Friday, March 28, 2025 | Matching Grant Review Board Deliberation.

Week of March 31, 2025 | Matching Grant Funding Announcement will be posted on the WEBSITE.

Tuesday, September 30, 2025 | Projects **MUST** be completed with receipts and documentation turned in.

Tuesday, October 7, 2025 | NNO Event – Remember to register your party with PD. Link will be emailed once available.

Tuesday, October 14, 2025 | NNO Event receipts due.

2025 MATCHING GRANT 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
2. Provide Neighborhood Organization meeting minutes that include proposed project approval.
3. Provide three formal bids if project totals over \$2,000.
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.

HELPFUL RESOURCES

Code Enforcement

Jeremy Armstrong
Supervisor | 713-920-7908

Permit Department

permitdept@pasadenatx.gov
713-475-5575

PD Community Services

713-475-7025

Engineering Department

Sarah Benavides
Sr. Asst. Public Works Director
713-475-7834

Planning Department

713-920-7923

Health Department

713-475-5529



If you have any questions or concerns, please do not hesitate to contact me.

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