



# Neighborhood Association Grant Guidelines

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The Keep Lincoln & Lancaster County Beautiful (KLLCB) Neighborhood Association Grant reimburses Neighborhood Associations and Lancaster County Villages for some expenses associated with neighborhood and county cleanup projects between February 1<sup>st</sup> and October 31<sup>st</sup>.

1. [Applications](#) and [final reports](#) are completed online on the [KLLCB website](#).
2. Grant amounts are based on reimbursement of actual expenses. Awards *may* consider additional factors such as: recycling efforts, cost-effective disposal methods, etc.
3. Cleanups **must** incorporate a recycling plan in order to receive funding. Hard to recycle items that require a charge, such as microwaves, hard drives, monitors, etc. can be funded through this grant.
4. Cleanup costs must be estimated on the application and will be approved in advance of the project. Unauthorized or undocumented expenses that exceed the approved amount *may* be the responsibility of the grantee. Examples of acceptable expenses include, but are not limited to:

roll-off dumpsters	landfill gate fees	fuel (\$75 limit)	brush/sticks disposal fees
recycling fees	event promotion or education (\$250 limit)	residential tire recycling –no businesses (\$750 limit)	volunteer refreshments

Examples of items that will **NOT** be reimbursed include household garbage, household hazardous waste (HHW), yard waste (grass clippings, leaves) and liquids of any kind. While HHW is not reimbursed, it is possible for event to coincide with Lincoln’s Hazardous Waste Center’s hours of operation.

5. The following information is required in the final report, which is due within one month of the event:
  - Number of volunteers and number of hours worked (include planning and organizing).
  - Weight of material collected and properly disposed of by category (i.e. tires, appliances, etc.).
  - Expenses, as seen on receipts showing the item, company paid and amount.
  - Pictures that show evidence of the cleanup and use of rented equipment or tools as applicable.
  - Donations or in-kind contributions (transportation costs, food and drink, etc.).
  - Liability waivers, provided by KLLCB, signed by all participants.

Please allow two weeks from the time of submission for a response from KLLCB. Once the application has been approved, KLLCB will contact you to go over project details.