



Los Angeles Neighborhood Initiative (LANI)

DEVELOPMENT & SUPPORT OF COMMUNITY ORGANIZATIONS

MAINTENANCE MATCHING FUND PROGRAM 2014





LOS ANGELES NEIGHBORHOOD INITIATIVE MAINTENANCE MATCHING FUND PROGRAM 2014-15 Program Information

PURPOSE

The Los Angeles Neighborhood Initiative Maintenance Matching Fund (LANI-MMF) Program was created in direct response to the immediate need for maintenance support expressed by our LANI neighborhoods and special project areas. At LANI we realize that one of the greatest challenges after improvements are implemented is finding the resources to maintain those improvements in order to continue achieving a positive impact in the community.

The LANI-MMF Program offers direct grants up to \$3,000 to selected, eligible organizations in LANI neighborhoods and special project areas to assist in financing maintenance projects that will:

- maintain or repair an existing neighborhood improvement;
- provide a maintenance service;
- replace minor low-cost improvements; or
- create a new improvement project that will enhance and maintain an area or location

Applications available July 2014. Completed applications due October 31, 2014.

EXAMPLES OF ELIGIBLE PROJECTS

- Beautification day/clean-up day
- Cleaning/painting of street furniture and/or bus shelters
- Cleaning/painting of streetlights
- Community entry monument installation, cleanup or repair
- Graffiti cleanup/paint-out
- Landscape installation, cleanup and/or trimming
- Mural refurbishing
- Park clean-up
- Replacement of damaged street banners
- Sidewalk steam cleaning
- Street tree and tree grate maintenance
- Tree watering

Due to limited funding, security services are not an eligible project, as we are looking for projects with a more immediate, physical impact.

Also, depending on the pool of applications, priority will be given to those eligible organizations and projects that have not been funded in the past.

BUDGET AND ELIGIBLE PROJECT EXPENSES

A detailed budget must be established by obtaining direct price quotations for all costs that a project will entail. Documentation of quotations must be provided. A LANI-MMF Program grant can be used to pay for the following eligible project expenses:

- ❑ **Materials and Supplies** (i.e., plant materials, banners, paint, clean up supplies, food and water for a beautification day)
- ❑ **Professional Services** (i.e., sidewalk steam cleaning, contractor, architect, artist)
- ❑ **Permitting Fees** (if applicable, certain projects may require City of Los Angeles permitting)

MATCH COMPONENT AND DOCUMENTATION OF VALUE

A 50% match is required for every grant. This means that for each dollar requested through the LANI-MMF grant, 50% of that amount must be provided by the organization as a match. For example, if awarded a \$2,500 grant, an organization would have to provide a \$1,250 match, for a total project cost of \$3,750. Eligible sources of match include:

- ❑ **Cash:** This could come from the organization's existing budget or cash donations secured for this project. Acceptable documentation of value is a letter from those making the cash donation.
- ❑ **Donated materials or supplies:** Materials or supplies used directly for the project that are donated to the organization can be used as a match. Acceptable documentation of value is a letter from the donating entity stating the value of the donation.
- ❑ **Donated professional services:** Professional services that are provided to the project for free or at a discounted rate can be applied as a match. Acceptable documentation of value is a letter from the donating entity stating the value of the donated services.
- ❑ **Grants:** The organization could apply private or public grants already awarded to the organization for the match, as long as this does not present a conflict to the grantor. Acceptable documentation of value is a copy of award letter.
- ❑ **Volunteer labor:** Volunteer labor donated to the project by the organization members or outside volunteers can be applied as a match. This includes time spent in project management as well as physical labor implementing the project. Volunteer labor is valued at \$15 per hour per volunteer. Acceptable documentation of value is a completed "Volunteer List (Page 13)."

APPLICATION PROCESS FACTS

- ❑ Application should include a clear description of project, including detailed project timeline and budget.
- ❑ A project contact person must be identified who will be responsible for implementation of maintenance project.

- ❑ Grants may be administered through LANI or given directly to awarded organizations, based on their ability to demonstrate fiscal capacity and experience administering funds.
- ❑ If the implementation of a project requires permission from any government authority, define your process for obtaining permission. If a LANI-MMF grant is awarded, permission from appropriate authority must be demonstrated before funds will be dispersed.
- ❑ Amount awarded may be less than requested grant.
- ❑ All maintenance projects must be completed within a nine month period. This period begins at the time of award notification. Exceptions will be made only for projects that by nature require more time (i.e., a year-long tree watering contract.)
- ❑ A Project Close-Out Report will be required from all grantees upon completion of maintenance project. This report will identify all expenditures once project is complete and all funds are expended. Report format will be provided by LANI.
- ❑ If an anticipated grant award from another entity is used as a match (i.e., Community Beautification Grant), the organization will be responsible for providing an alternative match if the anticipated grant is not awarded.

INFORMATIONAL WORKSHOPS

Two informational workshops will be held that will review LANI-MMF grant program information and application forms. The content of each workshop will be the same. Attendance at a workshop is not mandatory but is recommended. Light refreshments will be provided.

Workshop I	Thursday, August 21, 2014	5:00 pm – 6:00 pm
Workshop II	Wednesday, September 17, 2014	4:00 pm – 5:00 pm

The workshops will be held at: LANI
800 Figueroa St., Ste. 970
Los Angeles, CA 90017
(213) 627-1822 x16

LANI has relocated one block south of our former home. We are now at the southeast corner of Figueroa and 8th Streets.

Parking is available for a flat fee at several adjacent lots on, Figueroa Street and Flower Street.

You must register if you plan to attend a workshop by calling Rebecca Draper at 213.627.1822 x16 or by email at rebecca@lani.org.

MAINTENANCE PLAN

A maintenance plan will be required for each application to demonstrate that efforts will be taken to prevent future deterioration of a given improvement. A plan does not have to be elaborate, but it is a critical component of the project and application. The maintenance plan should include the following:

- ❑ Designated responsible party
- ❑ Participation of adjacent owners, if applicable
- ❑ Method for periodically assessing the maintenance of the improvement

COMMUNITY CONSENT

Community consent will have to be demonstrated for projects involving a design element, such as the replacement of street banners or creation of a mural. If a new design will be used, it must be presented at a community meeting and accepted by the majority of representatives present.

FREQUENTLY ASKED QUESTIONS

- ❑ *Does the proposed maintenance project have to be a LANI improvement?*
No, it does not. Although an applicant neighborhood **MUST** be a LANI neighborhood, the improvement proposed for maintenance does not have to be an improvement originally funded or implemented by LANI.
- ❑ *What constitutes being a LANI neighborhood?*
Being a LANI neighborhood means that your community went through the LANI process of organizing a Recognized Community Organization (RCO), developing a Community Work Plan and received LANI funding to make public improvements in your community in 1994, 1997, 2000 OR that LANI funding has been used to make improvements in your community and a steering committee or stakeholder group has been established. LANI neighborhoods are listed in the application forms. **Applications will be denied if applicant community is not a LANI neighborhood.**
- ❑ *What constitutes being an eligible organization?*
Eligible organizations fall into three categories. Applicant organization must:
 - 1) Be the original LANI RCO; or
 - 2) Be the stakeholder group or steering committee established for implementation of a LANI project; or
 - 3) Be an established organization in a LANI neighborhood that works to achieve our same goals of neighborhood revitalization. Neighborhood councils are eligible organizations.
- ❑ *Can cash applied to the match come from government funding?*
Yes, if there is no objection by the funder, the cash match can come from a previously awarded grant by a government source.
- ❑ *Can LANI-MMF grant funds be used to pay for administrative expenses (i.e., salaries, office supplies)?*
No, LANI-MMF grant funds cannot be used to pay for administrative expenses. Grant funds may only be used for expenses listed on page II (Budget and Eligible Project Expenses).
- ❑ *Does the applicant organization representing the community have to be a formal nonprofit 501(c)(3)?*

No, the community organization representing the neighborhood does not have to be a 501(c)(3). However, the group must have active leadership and participating members and be able to demonstrate an ability to implement a maintenance project.

- ❑ *Can the maintenance project take place on private property?*
Yes, the maintenance project can take place on private property, HOWEVER, the site must be visible and accessible to the public. We are looking for projects that will have an impact on the greater community.

ELIGIBILITY AND SELECTION CRITERIA

LANI-MMF grants will be awarded based on a competitive application process using the following criteria and points system for a total possible score of 100 points. **Only applications with a score of 75 points or higher will be considered for award. A score of 75 or above does not guarantee a grant award.** The items listed under each category are not inclusive of all factors that will be considered within that category. Any information requested in the application form, as it applies to each of the following categories, will be considered when scoring applications. **Also, depending on the pool of applications, priority will be given to those eligible organizations and projects that have not been funded in the past.**

<i>PROJECT</i>	<i>25</i>	<i>Points</i>
<ul style="list-style-type: none"> ❑ Project description must be clearly articulated ❑ Project must be an eligible matching fund project (as stated on page I) ❑ Level of community support as described in partnerships involved in project ❑ Urgency of maintenance need (i.e., does the current state pose any safety hazards?) 		
<i>MAINTENANCE PLAN</i>	<i>20</i>	<i>Points</i>
<ul style="list-style-type: none"> ❑ Project must include a clearly developed maintenance plan (See “Maintenance Plan”, page IV) 		
<i>BUDGET AND MATCH</i>	<i>20</i>	<i>Points</i>
<ul style="list-style-type: none"> ❑ Budget must be realistic and list all expenses that will be paid with the LANI-MMF grant ❑ Strength of match (“Match Component and Documentation of Value”, page II) ❑ Organization must be qualified to administer grant funding or designate a fiscal agent 		
<i>ORGANIZATION</i>	<i>15</i>	<i>Points</i>
<ul style="list-style-type: none"> ❑ Applicant organization must be an active, organized, neighborhood-based community group ❑ Must be an eligible organization (See “Frequently Asked Questions”, page IV) ❑ Organization must be strongly committed to the completion of the project 		
<i>COMMUNITY ACCESS AND IMPACT</i>	<i>15</i>	<i>Points</i>
<ul style="list-style-type: none"> ❑ Project must be accessible/visible to the public ❑ Project must have a strong impact on the surrounding community 		
<i>APPLICATION COMPLETENESS</i>	<i>5</i>	<i>Points</i>
<ul style="list-style-type: none"> ❑ ALL application forms must be filled out thoroughly, completely and neatly ❑ Application authorization form must be signed and filled out completely 		
<i>TOTAL POSSIBLE SCORE:</i>	<i>100</i>	<i>Points</i>

FUNDING CYCLE AND GRANTS TO BE AWARDED

- ❑ Requested grant amount can range from \$500 to \$3,000. Grant amount awarded may be less than requested grant amount.
- ❑ The number of LANI-MMF grants to be awarded will depend on the pool of applicants and the amount of individual grants, which will vary.
- ❑ Awards will be made on an annual basis. Applications and projects are not automatically renewable. An awarded neighborhood group must apply for a new grant in future years.
- ❑ **Applications must be postmarked by October 30, 2014.**

2014 LANI-MMF Program Schedule

Applications Available	July 2014
LANI-MMF Workshop I	August 21, 2014
LANI-MMF Workshop II	September 17, 2014
Applications Due (postmarked by)	October 31, 2014
Award Notification	November 28, 2014
Project Completion Date (if awarded)	September 30, 2015

APPLICATION SUBMISSION

Please thoroughly review the Los Angeles Neighborhood Initiative Maintenance Matching Fund (LANI-MMF) Program Information and Application before completing the forms. All forms must be filled out completely and clearly. Use the Application Checklist (Page 15) before submitting your application to verify that all required documents have been included.

One complete original application packet must be postmarked no later than October 31, 2014 or dropped off in person to the LANI office by 4:00 p.m. on October 31, 2014. Faxed or emailed applications will not be accepted. Applications not postmarked or received by the deadline will not be accepted. If you would like to receive the application forms digitally (Word document), please send this request by email to: rebecca@lani.org.

We will not make exceptions for applications that are lost in the mail. It is therefore suggested that you obtain a certificate of mailing to document postmark date.

For any questions regarding the LANI-MMF Program please contact:

Rebecca Draper, Director of Neighborhood Improvement Projects
Los Angeles Neighborhood Initiative
800 Figueroa St., Suite 970
Los Angeles, CA 90017
213.627.1822 x16
rebecca@lani.org



Los Angeles Neighborhood Initiative MAINTENANCE MATCHING FUND PROGRAM 2014 APPLICATION

Please type or print all information legibly, neatly and in dark ink. ALL application forms must be completed thoroughly.

I. IDENTIFICATION

Check the LANI neighborhood that applicant organization represents:

(Applicant neighborhood MUST be one of the following to be eligible.)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Angeles Mesa | <input type="checkbox"/> Fairfax Village | <input type="checkbox"/> North Hollywood | <input type="checkbox"/> Valley Glen |
| <input type="checkbox"/> Boyle Heights | <input type="checkbox"/> Highland Park | <input type="checkbox"/> Reseda | <input type="checkbox"/> Vermont Square |
| <input type="checkbox"/> Broadway Historic Core | <input type="checkbox"/> Hyde Park | <input type="checkbox"/> San Pedro | <input type="checkbox"/> Vernon Central |
| <input type="checkbox"/> Broadway/Manchester | <input type="checkbox"/> Jefferson Park | <input type="checkbox"/> Pico-Union | <input type="checkbox"/> Virgil Village |
| <input type="checkbox"/> Byzantine Latino Quarter | <input type="checkbox"/> Koreatown | <input type="checkbox"/> San Vicente Blvd.* | <input type="checkbox"/> West Adams |
| <input type="checkbox"/> Central Avenue | <input type="checkbox"/> Leimert Park | <input type="checkbox"/> Sun Valley | <input type="checkbox"/> West Adams Hts. |
| <input type="checkbox"/> Chesterfield Square | <input type="checkbox"/> Little Ethiopia | <input type="checkbox"/> South Robertson | <input type="checkbox"/> Wilmington |
| <input type="checkbox"/> El Sereno | | | |

*Between Fairfax Avenue and Pico Blvd.

ORGANIZATION CONTACT INFORMATION

NAME OF ORGANIZATION		
HEAD OF ORGANIZATION (First and Last Name, Title)		
MAILING ADDRESS (Street Address, City, State, Zip Code)		
PHONE NUMBER	FAX NUMBER	E-MAIL

PROJECT CONTACT INFORMATION

PROJECT CONTACT PERSON (First and Last Name, Title)		
MAILING ADDRESS (Street Address, City, State, Zip Code)		
PHONE NUMBER	FAX NUMBER	E-MAIL

II. ORGANIZATION BACKGROUND

DESCRIBE YOUR ORGANIZATION (Mission, goals, population served, etc.)

EXPLAIN WHY THIS IS AN ELIGIBLE ORGANIZATION.

(It is a requirement of the program that the applicant organization be the original LANI RCO, stakeholder group or steering committee, a group that evolved from the original RCO or an established organization in a LANI neighborhood that works to achieve our same goals of neighborhood revitalization. Neighborhood councils are eligible organizations.)

DOES THIS ORGANIZATION HAVE A BOARD?

(This is NOT a requirement to receive a grant)

YES NO

IF YES, LIST THE NAMES AND TITLES OF ALL BOARD MEMBERS

IS THIS ORGANIZATION A 501(c)(3) NONPROFIT ORGANIZATION?

(This is NOT a requirement to receive a grant)

YES NO

HOW MANY ACTIVE MEMBERS ARE IN YOUR ORGANIZATION? _____

HOW LONG HAS THIS ORGANIZATION BEEN IN OPERATION?

HOW FREQUENTLY DOES THIS ORGANIZATION MEET? Describe where and when organization meets.

IF APPLICABLE, WHAT IS THE ANNUAL BUDGET OF THIS ORGANIZATION?

WHAT ARE THE MAJOR SOURCES OF FUNDING FOR THIS ORGANIZATION?

DESCRIBE ANY EXPERIENCE THE ORGANIZATION HAS IN ADMINISTERING GRANTS OR OTHER SOURCES OF FUNDING

LIST AND DESCRIBE SIGNIFICANT PAST ACCOMPLISHMENTS AND COMPLETED PROJECTS OF ORGANIZATION

Include dates, complete description and partners involved. (Attach one additional sheet if necessary.)

III. MAINTENANCE PROJECT INFORMATION

PROJECT TYPE

Check one of the following categories that best describes your maintenance project. If no category is an appropriate match, please check "Other" and describe project in space provided.

- Beautification day/clean-up day
- Cleaning/painting of street furniture and/or bus shelters
- Cleaning/painting of streetlights
- Community entry monument installation, cleanup or repair
- Graffiti cleanup/paint-out
- Landscape installation, cleanup and/or trimming
- Mural refurbishing
- Park clean-up/enhancements
- Replacement of damaged street banners
- Sidewalk steam cleaning
- Street tree and tree grate maintenance
- Tree watering
- Other (Please indicate below)

ADDRESS/LOCATION OF PROJECT SITE (Street address or description of location)

WHO OWNS THE SITE WHERE MAINTENANCE PROJECT IS TO TAKE PLACE?

DOES PROPOSED PROJECT INVOLVE THE REPAIR OR IMPROVEMENT OF AN ORIGINAL LANI PROJECT?

(This is NOT a requirement to receive a grant)

YES NO

DETAILED PROJECT DESCRIPTION (Attach one additional sheet if necessary.)

A) Project Description

B) Explain how this project will correct past mistakes/problems related to this improvement. Describe the positive impact(s) this project will have on the greater community.

C) Describe the urgency of this project if applicable. (For example, if this project is not completed, does it pose a safety threat to the community?)

D) List and describe the partnerships formed or to be formed for this maintenance project (i.e., nonprofit organizations, service providers, City departments, business owners, residents, churches, schools, etc.)

E) Additional project details (Add anything else that we should know about the project)

DESCRIPTION OF REQUIRED PERMISSION (Include applicable City agency/department name and intended process to obtain permission required by maintenance project.)

ATTACH AT LEAST ONE PHOTO TO THIS APPLICATION OF THE EXISTING IMPROVEMENT OR SITE WHERE MAINTENANCE PROJECT IS TO TAKE PLACE.

(Please also email digital version of images to rebecca@lani.org.)

IV. MAINTENANCE PLAN

DESCRIPTION OF MAINTENANCE PLAN TO BE IMPLEMENTED FOR THIS PROJECT

Describe the efforts that will be taken to prevent the future deterioration of this project. Include how the maintenance of the project will be monitored on a regular basis.

DESCRIPTION OF PARTICIPATION OF ADJACENT OWNERS/STAKEHOLDERS

How will adjacent owners/stakeholders assist in maintaining the upkeep of this project?

DESIGNATED RESPONSIBLE PERSON FOR MAINTENANCE PLAN

MAINTENANCE CONTACT PERSON (First and Last Name and Title)

MAILING ADDRESS (Street Address, City, State, Zip Code)

PHONE NUMBER

FAX NUMBER

E-MAIL

V. TIMELINE

DETAILED, ESTIMATED TIMELINE FOR MAINTENANCE PROJECT Include project planning, permitting requirements if applicable, purchasing materials, establishing contracts, project implementation and all other milestone start and finish dates. **Project duration must not exceed nine months unless an exception applies.** Duplicate this sheet as necessary.

DATES	DESCRIPTION OF ACTIVITY	RESPONSIBLE PARTY
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VI. PROJECT BUDGET

The following information is provided to assist in completing: LANI Maintenance Matching Fund Grant Request form (Page 10), Match Amount Committed form (Page 11) and the Budget Summary at the bottom of this page.

LANI MAINTENANCE MATCHING FUND GRANT REQUEST

Eligible project expenses can include:

- Materials and supplies
- Professional services
- Permitting fees

A price quotation must be attached for each proposed expense listed in the budget:

- For expenses \$250 or less, a telephone quotation is sufficient and information must be recorded in the Price Quotation Sheet (Page 12).
- For expenses greater than \$250, please attach a price quotation directly from the vendor/professional service provider (faxed quotations received from vendor are acceptable).

MATCH AMOUNT COMMITTED

This program requires a 50% match. This means that for each dollar requested through the grant, 50% of each dollar must be matched by the organization. All stated match commitments will be verified for all awardees.

Possible sources of match:

- Cash (donations or from organization's budget)
- Donation of materials or supplies
- Donation of professional services
- Grants awarded to organization (if an anticipated grant award is provided as a match, the organization will be required to provide an alternative match in the event that the anticipated award is not received)
- Volunteer time committed to project

Documentation of value:

It is critical that required documentation of match be provided for each match amount as described in the Program Information, "Match Component and Documentation of Value" (Page II).

BUDGET SUMMARY

LANI Maintenance Matching Fund Grant Request

\$

+

Match Amount Committed

\$

=

Total Project Value

\$

LANI MAINTENANCE MATCHING FUND GRANT REQUEST

A price quotation must be attached for each listed eligible expense.

ELIGIBLE PROJECT EXPENSE	PROPOSED SOURCE OF PURCHASE Vendor/Service Provider	COST
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL LANI-MMF GRANT REQUEST		\$

MATCH AMOUNT COMMITTED

Required documentation of match must be attached for each source of match listed. 50% or more of requested grant amount must be provided as a match.

SOURCE OF MATCH	DETAILS OF MATCH	DOLLAR VALUE OF MATCH
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**TOTAL MATCH
AMOUNT COMMITTED**

\$

PRICE QUOTATION SHEET

Complete this information for all eligible projected expenses listed in the LANI Maintenance Matching Fund Grant Request form that are \$250 or less. (Duplicate this sheet as necessary.)

Description of services or product for eligible projected expense

Name of vendor/service provider

Street address, city, zip code of vendor/service provider

Telephone number

Quoted price

Date

Description of services or product for eligible projected expense

Name of vendor

Street address, city, zip code of vendor/service provider

Telephone number

Quoted price

Date

VOLUNTEER LIST

Complete the following form to include all volunteer time committed to project in “Match Amount Committed” form. (Duplicate this sheet as necessary.)

FULL NAME	ADDRESS (INCLUDE CITY & ZIP CODE)	TYPE OF WORK	# OF HOURS

TOTAL VOLUNTEER HOURS COMMITTED _____ (volunteer labor rate is \$15.00 per hour)

TOTAL DOLLAR VALUE OF VOLUNTEER HOURS \$_____ (total volunteer hours committed x \$15.00)

VII. APPLICATION AUTHORIZATION & SUBMISSION

By signing this form, I confirm that all information stated in this application is accurate and I agree to the terms of Los Angeles Neighborhood Initiative's Maintenance Matching Fund (LANI-MMF) Program application process.

HEAD OF ORGANIZATION

PRINT FIRST AND LAST NAME

TITLE

SIGNATURE

DATE

PROJECT CONTACT PERSON

PRINT FIRST AND LAST NAME

TITLE

SIGNATURE

DATE

APPLICATION SUBMISSION

ONE COMPLETE ORIGINAL application packet must postmarked or dropped off in person by 4:00 pm on:

October 31, 2014

Mail or deliver to:

Los Angeles Neighborhood Initiative
800 Figueroa St., Suite 970
Los Angeles, CA 90017

Attn: Rebecca Draper, LANI-MMF Application

Faxed applications will not be accepted. Applications not postmarked or received by the deadline will not be accepted for review. **We will not make exceptions for applications that are lost in the mail. It is therefore suggested that you obtain a certificate of mailing to document postmark date.**

For any questions regarding the Los Angeles Neighborhood Initiative Maintenance Matching Fund Program, or to request these forms in an electronic version (Word document), please contact:

Rebecca Draper
213.627.1822 x16
rebecca@lani.org

VIII. APPLICATION CHECK LIST

Please thoroughly review all application documents and use this checklist to verify that application is complete before submitting to LANI.

- I. Identification
- II. Organization Background
- III. Maintenance Project Information
 - At least one photograph of existing improvement or project site is attached to this application and digital versions of these images have been emailed to: rebecca@lani.org
- IV. Maintenance Plan
- V. Timeline
- VI. Project Budget
 - LANI Maintenance Matching Fund Grant Request
 - Match Amount Committed
 - Price Quotation Sheet and/or Vendor Quotations (Vendor quotations MUST be attached for projected expenses greater than \$250.)
 - Volunteer List (if applicable)
- VII. Application Authorization
- The following additional sheets will be accepted:
 - Organization Significant Past Accomplishments (only one additional sheet)
 - Detailed Project Description (only one additional sheet)
 - Timeline (additional sheets as necessary)
 - Direct price quotations for expenses over \$250
 - Documentation of Value
 - Cash: letter from donating entity
 - Grants: copy of award letter
 - Donated Materials or Supplies: a letter from the donating entity stating the value of the donation.
 - Donated Professional Services: a letter from the donating entity stating the value of the donation.