

## Neighborhood revitalization program 2024 reimbursement tips

### Purpose

Since 1996, the City of St. Louis Park has used this grant program to support neighborhoods and enhance community connections by bringing neighbors together. Financial support is provided for projects initiated by neighborhood organizations. This program serves the city's strategic priority *to create opportunities to build social capital through community engagement*.

### Grant cycle

The grant term will be May 1, 2024 to April 30, 2025. Reimbursement can be issued for costs incurred within the grant term. All work must be completed within this timeframe. The last reimbursement request incurred in 2024 should be submitted no later than Jan. 15, 2025.

### Reimbursement

Invoices will be processed on the 15th of the month for reimbursement. Reimbursement may not exceed total grant award. Reimbursement for a previous year can't be accepted or reimbursed after Jan. 15, 2025. Neighborhood representatives submitting a reimbursement must fill out a W-9 form in order to receive reimbursement. The city may request additional documentation along with reimbursements regarding proof of outreach and/or engagement for events. The city will reimburse vendors directly where possible.

### Reimbursement tips

- Reimbursements can be requested online at: [www.stlouisparkmn.gov/our-city/neighborhoods](http://www.stlouisparkmn.gov/our-city/neighborhoods)
- You are encouraged to submit reimbursement requests as close to project/event completion as possible.
- Only submit receipts with purchases related to preapproved expenses. Keep receipts with personal purchases separate from receipts with preapproved related purchases.
- Please ensure that you are submitting all needed information when submitting reimbursement requests.
- The city is able to reimburse vendors directly. Vendors can submit invoices to [ap@stlouisparkmn.gov](mailto:ap@stlouisparkmn.gov). Please request vendors to include your neighborhood name in the C/O.
- Vendors who request reimbursement over \$600 per year will receive a 1099 form from the city at the end of the year.
- Requests for materials and supplies between the city and neighborhoods will be invoiced internally (i.e. porta potty, table and chairs for events, etc.).