

2026 Sparked at Inspire Grant Guidelines

- A grant award may be paid directly to contractors, vendors, and/or suppliers for goods and/or services; reimbursed to the association; or a combination of the two.
- The City of Fort Wayne, as a governmental entity, is tax-exempt. For direct payment to any contractors, vendors, and suppliers for the project, invoices must show tax-exemption. A tax-exempt certificate is available from the grant administrator.
- For any contractor, supplier, or individual to be paid either directly or through reimbursement by the City of Fort Wayne, a completed W-9 must be provided by that company, organization, or individual. A blank W-9 form is available from the grant administrator or on the application website.
- All invoices to be paid directly by the City shall be issued to:
City of Fort Wayne
Attn: Holly Muñoz, Dept of Neighborhoods
200 Berry St Suite 320
Fort Wayne, IN 46807
- Please inform selected contractors, vendors, and/or suppliers that the City can neither pay “deposits” in advance nor remit payment upon completion of work without receipt of an appropriate, completed invoice. Any request for an exception to the invoice requirements must be requested, reviewed, and approved by the grant administrator.
- Payment of invoices by mail may take up to 30 days to receive.
- A completed Budget must be provided with the application. Every listed Budget item must be supported by a quote, bid, expense list, online shopping cart screenshot, or other proof of cost from contractors, vendors, and/or suppliers. Associations awarded grants must reconfirm the quotes provided in their Budgets prior to execution of the Grant Agreement.
- A **maximum** of three (3) contractors/vendors, three (3) suppliers, and/or any additional necessary permit fees may be used by the association.
- A project Scope of Work/ Timeline must be included in the application which provides a detailed description of the project and the dates by which each project phase will be completed and show completion prior to the completion deadline.
- Legal ownership of any property on which the project will be located must be confirmed and permission obtained prior to planning the project. Maintenance agreements for the project location may be required with consideration to the property owner and the association, being subject to the City’s approval.
- The association, together with its contractor(s)/vendor(s), is responsible for obtaining any additional permits or approvals from other entities (Traffic Engineering, Building Department, Department of Planning Services, Right of Way, Parks, NIPSCO, Indiana Michigan Power, etc.).
- The Association is **prohibited from beginning** any grant-sponsored elements of the project prior to execution of the Grant Agreement by the City and the Association, with both parties being in possession of signed copies of the Grant Agreement. Projects commenced prior to, will become ineligible for funding.
- The Association must submit regularly updated, brief progress reports on the project and maintain reasonable communication; on dates determined by the grant administrator.
- Upon completion of the project, the grant administrator will complete a final review. The Association will provide the City with project completion documentation, including evidence of paid invoices, receipts, reimbursement forms, and/or any outstanding forms necessary to process payment.

Program Timeline

Grant Workshops

- Sat 9/26 at ACPL Main Library, Meeting Room B/C 10:00- 11:00am
- Tues 9/29 at Citizen' Square, Meeting Room 324 4:00- 5:00pm

Grant Applications Open

- Mon 9/14 at 8am

Grant Applications Deadline

- Fri 10/30 at 5pm

Grant Awards Announcement

- Fri 11/6 (approx.)

Grant Agreement Deadline

- Wed 11/25 at 5pm

Project Completion Deadline

- Fri 1/29 at 5pm

Program Survey Report Deadline

- Fri 2/19 at 5pm

You will need to complete your Budget and Scope of Work/ Timeline to submit within the application, along with your evidence of expenses (quotes, bids, etc.) The Budget and Scope-of-Work Forms can be found below and either completed digitally or printed and manually filled out, and scanned or photographed back into a digital file for submission within the application. The deadline to apply is 5pm October 30, 2026. If selected, these completed forms will be used to execute the grant agreement with the City of Fort Wayne. If you need assistance, please reach out to the grant administrator.

2026 Sparked at Inspire Grant Budget

(Exhibit B of Application)

Neighborhood Association: _____

Grant Funds Requested: \$_____

Vendor:

Company: _____ \$_____

Vendor:

Company: _____ \$_____

Vendor:

Company: _____ \$_____

Supplier:

Company: _____ \$_____

Supplier:

Company: _____ \$_____

Supplier:

Company: _____ \$_____

Project Permits: _____ \$_____

TOTAL Project Cost: \$_____

20% Matching Funds (\$300 if requesting the full \$1500):

Total Volunteer Hours (valued as a wages at \$20 per volunteer per hour)\$_____

Total In-kind Donations (valued as cash) \$_____

Total Donations/ Sponsorships (valued as cash) \$_____

2026 Sparked at Inspire Grant Scope of Work/ Timeline

(Exhibit C of Application)

Project Scope/ Timeline:

Project Start Date/ Time:

Project Completion Date/ Time:

Project Location:

Project Volunteers: #

Project Description:

Describe activities and schedule for performance of activities by all Project participants. (project lead, volunteers, vendors, etc.) Describe how the pre-Project, Project, and post-Project activities will occur. Consider possible setbacks or hurdles and the need for permitting or property permissions. What is the desired Project outcome?