



NBN Academy Workshop

Agenda

- Program Description
- Key Points
- Balancing incentivizing activity with protecting the public interest
- The BBB process
- Sample Matching application
- Sample Mini application
- Q & A

Program Description:

The Block-By-Block Grant Program is a resource that *provides opportunities for Norfolk residents to **engage with their neighbors**, develop and enhance **relationships** with the City, build mutually productive **collaborations** with local public and private businesses; acquire and utilize new and sustainable **skills**, all while working toward accomplishing their neighborhoods' goals.*

Key Points:

- It is for civic leagues and neighborhood associations (tenant associations, large HOAs and Condo associations.)
- FOLLOW THE INSTRUCTIONS AND CHECKLIST.
- No active SCC registration, no grant.
- The BBB grant is a contract. The legal details MATTER: applicant organization, SCC registration, W-9 must match.
- Successful applications begin with good planning and advance timing.

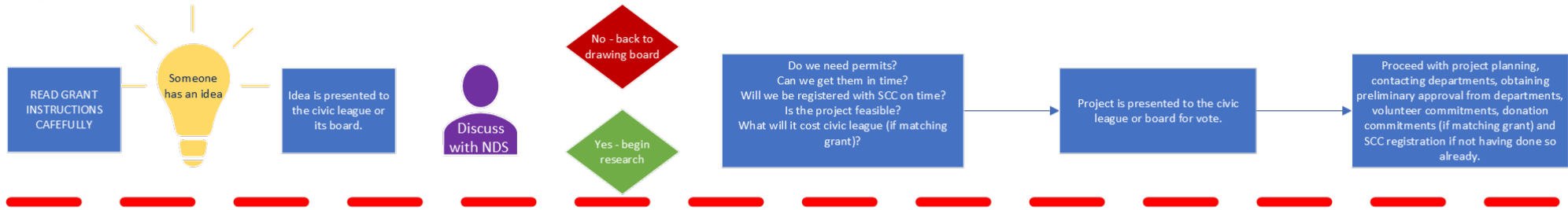
Balancing Two Interests

Incentivizing Neighborhood Activity

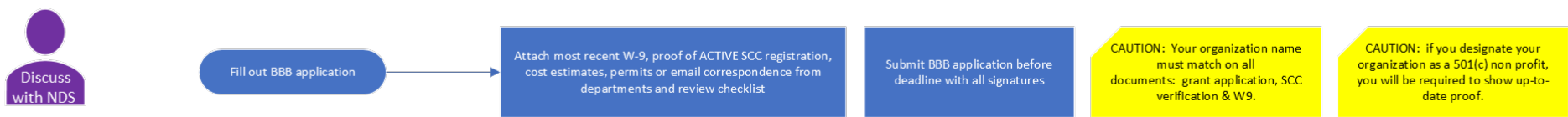


Protecting the Public Interest

Project Initiation



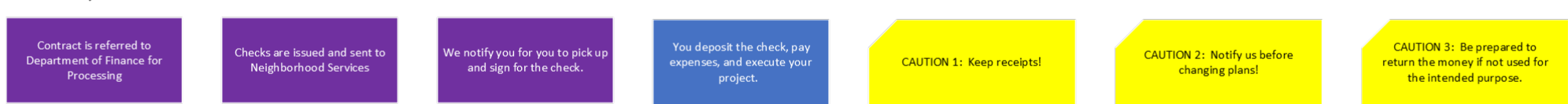
BBB Application



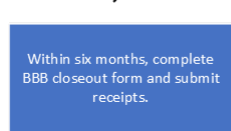
BBB Application Review



BBB Project Execution



BBB Project Closeout





BLOCK BY BLOCK

NEIGHBORHOOD PRIDE GRANT PROGRAM



Neighbors
Building
Neighborhoods



Program Description:

The Block-By-Block Grant Program is a resource that provides opportunities for Norfolk residents to engage with their neighbors, develop and enhance relationships with the City, build mutually productive collaborations with local public and private businesses; acquire and utilize new and sustainable skills, all while working toward accomplishing their neighborhoods' goals. Through the use of available grants, participating civic leagues determine what their neighborhoods' improvement needs are – physical or social – and design, develop and implement those improvement ideas and projects. Project participant groups should reflect the demographics of your community, including youth, seniors, renters, homeowners, business organizations, etc.

Neighborhood Project or Improvement Opportunities:

- Mini-grants up to \$500
- Matching grants of \$500 or more up to \$2,500

In an effort to foster citywide participation in the program, one application per neighborhood/civic league will be funded in a grant cycle except in rare instances where the availability of funds would make possible the award of both a mini-grant and a matching grant for separate projects.

Residents' Roles:

- Help promote the program and distribute information packets in their communities
- Work with your Neighborhood Development Specialist in submitting your application
- Submit proposals for projects
- Work together as good neighbors to plan, participate and implement projects
- Provide pictures and showcase projects at the Annual Norfolk Neighborhood Expo

City Staff Roles:

- Advertise and promote grant program
- Support and facilitate program needs
- Provide technical assistance and preview the application
- Schedule and facilitate application information sessions
- Maintain application records, ensure eligibility, and disburse funds

LIVE! INVEST! PARTICIPATE!

Grant Cycle:

Because it involves a written agreement with the City, **expect up to three months** for the application to be processed.

Program Guidelines

Who Can Apply?

Any Norfolk civic league or neighborhood association that has a state legal entity status is eligible to apply. It cannot be a business or for-profit company. A group qualifying as a civic league needs:

- **Open membership to all residents of the neighborhood**
- Officers (president, secretary, treasurer)
- Bylaws (a copy must be provided)
- Regular meetings and meeting minutes
- **Proposed projects shall be implemented in the neighborhood of residency.** All applications require the endorsement of the civic league representing the neighborhood.
- Organizations selected for grants will be required to register as a city vendor and submit an online W-9 in order to receive payment. If selected for a grant, see Vendor Registration Instructions.

Please note: If your neighborhood does not have a civic league but may be interested in forming one, contact the Department of Neighborhood Services at 664-6770 or by email at: neighborhoodengage@norfolk.gov for assistance.

Eligible Project types may include:

Beautification/Landscaping

- Community gardens
- Neighborhood gateways
- Adoption of vacant lots and repurposing as pocket parks
- Landscaping and/or equipment installation or repairs at neighborhood parks (requires cooperation with City departments)
- Community art projects

If the proposed project is on private land, the applicant must provide written proof of permission to use by property owner, and project must be in a highly visible area and provide a permanent improvement to the area.

Skill Building Workshops and Trainings

- Career days for neighborhood youth
- Job readiness/workforce development program for young adults
- How to establish a 501c3 or 501c4/non-profit
- Computer training for seniors
- Programming for school-age children

LIVE! INVEST! PARTICIPATE!

- Health awareness fair
- Neighborhood conference participation

Environmental Enhancement Projects

- Wetlands restoration
- Rain gardens
- Shoreline buffer restoration (coordinate approvals with appropriate City departments (Recreation, Parks and Open Space and/or Planning – Environmental Services)

Neighborhood Pride Building Activities/Events

- “National Night Out”
- History Walk of neighborhood
- Neighborhood Watch/Neighborhood Safety Fair
- “Back to School” Celebration
- Neighborhood Holiday Celebration
- Good Neighborhood Celebration
- Starting a neighborhood newsletter or website
- Neighborhood Art Exhibit
- Neighborhood Reunion/Block Party

Supplies, Equipment and Tools

- Neighborhood tool lending program
- Neighborhood tool shed

Ongoing or existing projects/events may be considered if the proposal enhances or adds value to the projects/events. (Example: Accessibility ramps/walkways are added at an existing dog park).

Ineligible projects and/or uses of grant funds include:

- Employment/ wages
- Purchase of alcohol and perishable goods and products (ex. Food or beverage)

Project Requirements

- Support of the neighborhood civic league or association
- Involvement of residents in **all phases of implementation** including volunteer labor or “sweat equity.” All work should include residents
- Meet all City codes and conform to all departmental policies
- Obtain all City permits required for construction and project execution
- Future project implementation shall be the responsibility of the applicant or a designee and a plan must be submitted with application
- Applicants are encouraged to use Norfolk businesses, unless products are not available locally

Application Requirements

- Applicants should consult the Neighborhood Development Specialist (NDS) for their area with initial ideas before beginning an application. The NDS can also provide technical assistance in completing the application.
- Clearly explain the intended project
- Outline the neighborhood issue the project will address
- Explain the anticipated benefits of the project to the neighborhood and residents
- Describe the extent of resident participation in the project's implementation
- Provide an estimate of all costs associated with completing the project. If applicable, identify sources of match.
- Provide an ongoing maintenance/sustainability plan as part of application. Explain how the activity will be continued without BBB grant funds.
- Demonstrate that the applicant has received civic league endorsement. A civic league may endorse multiple projects; however, only one per neighborhood will be funded in a grant cycle.
- Obtain the signature of the Neighborhood Development Specialist to verify they have previewed the application.
- Incomplete applications will not be accepted.
- Applications not submitted at least three months prior to the event will not be accepted

Selection Process

Application Review and Selection

- All applications will be reviewed for eligibility. Applications requiring edits will be provided one consultation with the Division Head and Neighborhood Development Specialist and then be given five business days to return an edited application. Completed grant applications from applicants are batched together and processed before receiving final approval from the City Manager. To ensure your application is included, make sure a complete application and all necessary documents are submitted (i.e. W-9 and proof of legal entity status).
- Incomplete or ineligible applications will be returned with a letter of denial.
- Successful applicants will be notified by email of their award.
- Applicants will be requested to sign an agreement explaining the responsibilities and expectations of each party.
- If approved, there will be an email explaining the agreement, deadline for completing the entire project, close-out reporting, and other relevant information.

Selection and Evaluation Criteria

Applications will be evaluated by a standardized set of criteria including:

- Level of resident involvement and project participation
- Tangible product/ measurable benefit and impact to the community as a whole
- Extent to which objectives are feasible and project is realistic and well-planned
- Whether projects benefits will be sustained over time
- Development of partnerships and collaborations with other businesses and organizations to complete project(s)

- Ability of applicant to raise matching funds [if a matching grant]

For unfunded projects, support will be provided on how to craft a successful proposal in the future.

Things to Remember

- Be sure to demonstrate neighborhood involvement
- Any applicable permit fees, insurance coverage and approvals that may be required (e.g., electrical and/or plumbing permits, special events permits) are the responsibility of the applicant and should be included in the total project cost
- Check with Public Works Department if your project is in a public right-of-way
- Check with the Planning Department to make sure your project is in compliance with City codes or if it needs approval.
- If your neighborhood is considering a neighborhood pride building event or celebration, contact the Seven Venues Event Services Office for specific information about possible fees, permits and requirements
- Before you dig, check with Miss Utility (dial 811 or 1-800-552-7001)
- All permits must be obtained before any Block By Block grants will be awarded. It is recommended that neighborhoods consult relevant departments and begin the permit process prior to submitting a grant application.
- Additional information about Block By Block grants, including a YouTube instructional video, can be found at www.norfolk.gov/blockbyblock. Alternatively, you can call 757-664-6770 or email neighborhoodengage@norfolk.gov.
- Thirty-minute technical sessions are available by contacting your Neighborhood Development Specialist (www.norfolk.gov/norfolknsa).



Block-by-Block Grant Program Frequently Asked Questions (FAQ)

Have you ever had a good idea for a project that would improve the quality of life in your neighborhood, but you didn't know where to get the money to make it happen?

Through the Block-by-Block Neighborhood Pride Grant Program, the City of Norfolk will fund opportunities for neighbors to work together to design, develop and implement their own neighborhood improvement ideas and projects.

This FAQ sheet will address some of your questions on how to make your idea a reality in your neighborhood.

WHAT KIND OF GRANT OPPORTUNITIES ARE AVAILABLE THROUGH BLOCK-BY-BLOCK?

Mini-grants of up to \$500 and Matching grants of up to \$2,500 are available. For the matching grant, awardees must provide a match (monetary, volunteer hours, and/or in-kind donations and services) for whatever funds they request.

WHO CAN APPLY?

Any Norfolk civic league or neighborhood association that is a legal entity status in Virginia is eligible to apply. It cannot be a business or for-profit company.

HOW DOES OUR CIVIC LEAGUE BECOME A LEGAL ENTITY?

Information on becoming a legal entity in Virginia is available online:

<https://www.scc.virginia.gov/businesses/business-faqs/virginia-nonstock-corporations-faqs/>

You can create an account and file online at <https://cis.scc.virginia.gov/> or you may access the paper application SCC819 (Articles of Incorporation of a Virginia Nonstock Corporation) at:

<https://www.scc.virginia.gov/media/sccvirginiagov-home/business-home/business-faqs/virginia-nonstock-corporations/scc819.pdf>

WHAT TYPES OF PROJECTS CAN QUALIFY FOR A GRANT?

The grant review and selection committee will be looking for projects that provide opportunities for neighbors to engage with one another and that improve the quality of life in the community in which they live. A few examples are:

Eligible Project Types may include:

- **Beautification/Landscaping** – community gardens, neighborhood gateways, pocket parks, community art projects, and neighborhood playground landscaping and/or equipment installation park projects (*If the proposed project is on private land, grant applicant must provide written proof of permission to use by property owner, and project must be located in a highly visible area and provide a permanent improvement to the area*).
- **Skill Building Workshops and Trainings** – career days for neighborhood youth; job readiness/workforce development program for young adults; how to establish a 501c3/non-profit training; computer training for seniors; programming for school-age children; health awareness fair; neighborhood conference participation



Block-by-Block Grant Program Frequently Asked Questions (FAQ)

- **Environmental Enhancement Projects** – wetlands restoration, rain gardens, shoreline buffer restoration (coordinate approvals with appropriate City departments i.e. Recreation, Parks and Open Space – Parks & Forestry and/or Planning – Environmental Services)
- **Neighborhood Pride Building Activities/Events** – “National Night Out” celebrations, history walk of neighborhood, Neighborhood Watch/safety fair, “back to school” celebration, neighborhood holiday celebration, “Good Neighbor” celebration, neighborhood newsletter or website, neighborhood art exhibit, neighborhood reunion or block party
- **Supplies, Equipment and Tools** – Neighborhood tool lending program, neighborhood tool shed, neighborhood sign program

Ongoing or existing projects/events may be considered *if* the proposal enhances or adds value to the projects/events. (*Example:* Accessibility ramps/walkways are added at an existing dog park)

HOW WILL THE PROJECTS BE SELECTED?

Applications will first be screened to make sure they are complete and qualify for the program. Qualifying applications will be reviewed and selected based on the criteria in the grant guidelines.

WHERE CAN WE GET AN APPLICATION?

You may contact the Department of Neighborhood Services at 664-6770 to request an application packet via mail; make an appointment to pick one up at the ~~500 E. Main Street, 9th Floor~~; or access online at www.Norfolk.gov/blockbyblock.

HOW MAY I RECEIVE ADDITIONAL INFORMATION/WILL THERE BE HELP IN COMPLETING THE APPLICATIONS?

There are two main ways to receive additional information and/or assistance:

1. *Access information and an NBN Academy Session about BBB grants at www.norfolk.gov/blockbyblock.*
2. *Contact your Neighborhood Development Specialist for one-on-one technical assistance (www.norfolk.gov/norfolknsa). Alternatively, you may call the Department of Neighborhood Services/Division of Neighborhood Engagement at 664-6770.*

WHERE DO I/WE SEND COMPLETED APPLICATION?

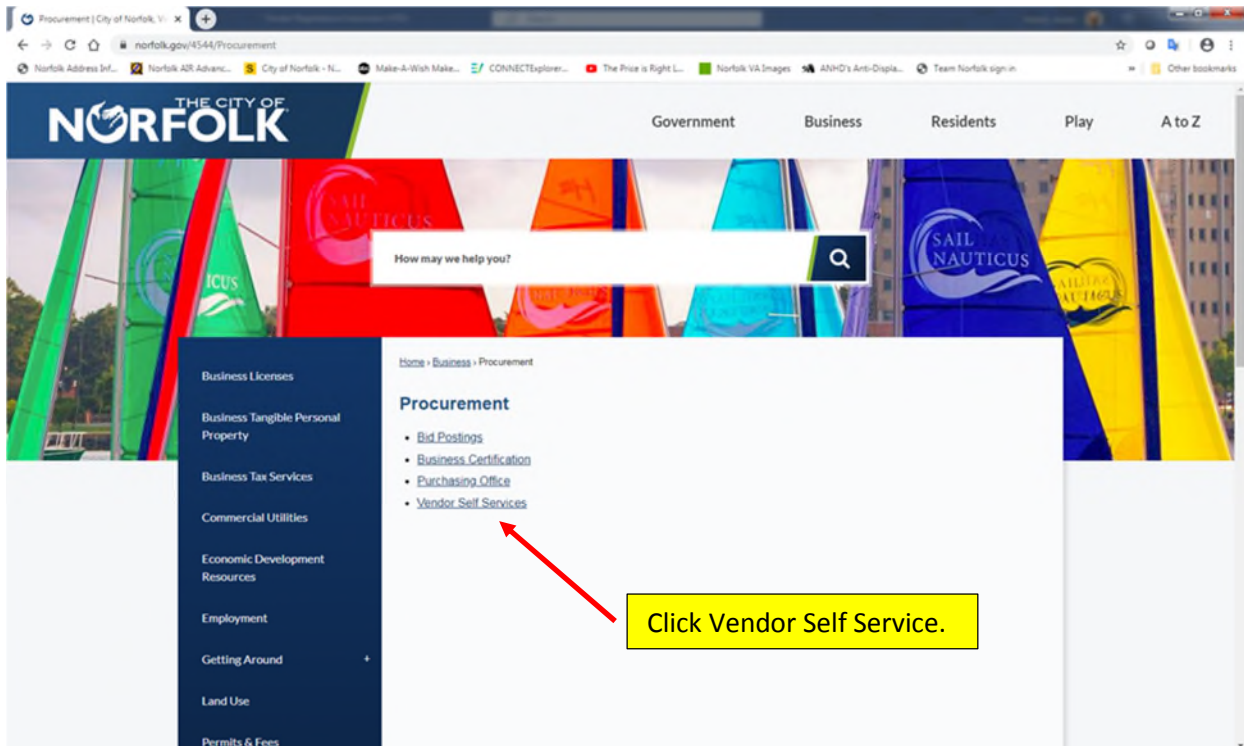
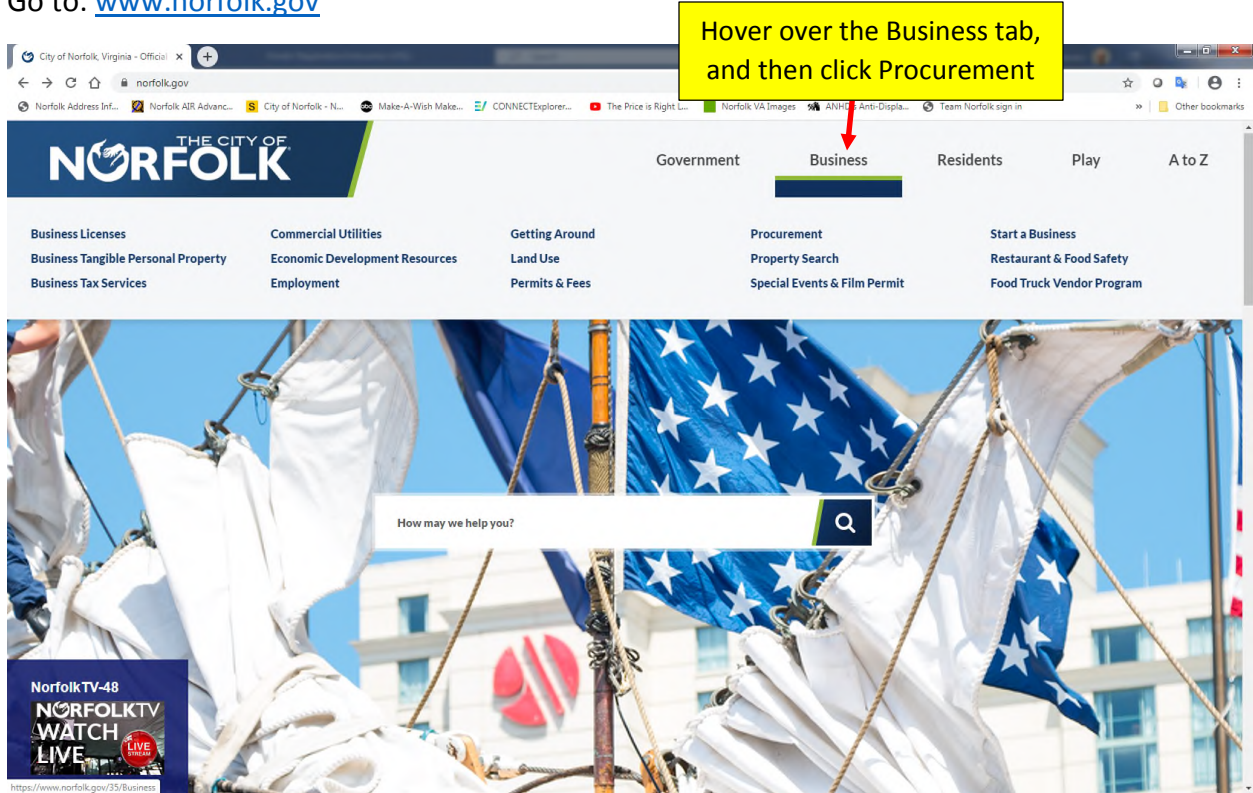
Applicants may either drop off or mail completed packets to:
Department of Neighborhood Services; *ATTN: Jim Herbst*
835 Glenrock Road, Norfolk, VA 23502
By email: neighborhoodengage@norfolk.gov

WHEN IS THE APPLICATION DEADLINE?

The application deadline will be posted on the website: www.norfolk.gov/blockbyblock.

Vendor Registration Instructions (VSS)

Go to: www.norfolk.gov





City of Norfolk
Block-by-Block Neighborhood Pride Grant Program
50/50 Matching Grant Application
Requests of \$500 or more (up to \$2,500)

Title of Project/Activity:

Neighborhood Organization:

Please be thorough but direct in answering the following questions. Attachments with supplemental information are strongly encouraged. Where applicable, please attach the following:

- Necessary permits, approvals and certificates showing authorization for your project by appropriate governing body
- Copies of maps, site plans, and/or construction drawings, as appropriate
- Documented verification of matching funds and/or in-kind services

Project Description

I. Please describe your proposed project. What do you want to do? How do you intend to make this improvement? (1500 character limit)

Join us for a festive, family-friendly Holiday Tree Lighting at Ocean View Park on November 28. This free event will feature a petting zoo, ornament craft table, and a special arrival of Santa and Mrs. Claus by fire truck. Local vendors will be on-site giving away holiday items to children—no sales will take place. Holiday music and seasonal treats will add to the cheer. Attendance is limited to fewer than 200 people per our city permit. This celebration aims to bring the community together in a joyful, safe, and inclusive way to kick off the holiday season.

Must be a FREE event

2. What issue will the project address? Please select one category that best describes the issue your project will address:

- ☐ Landscaping/Beautification
- ☐ Capacity/Skill Building workshops
- ☒ Community Outreach
- ☒ Neighborhood Pride/Celebrations
- ☐ Neighborhood Safety
- ☐ Other: _____

3. Which one of the City of Norfolk's priorities does your project address? Please select as many categories as applicable:

- ☐ Resilient Norfolk
- ☐ Infrastructure and Connectivity
- ☐ Economic Opportunity For Residents and Businesses
- ☐ Learning and Enrichment Opportunities for Residents and Visitors
- ☐ Safe, Engaged, and Informed Community
- ☒ Community Support and Well-Being
- ☐ Efficient and Responsive Government

Project Location

4. Please describe the physical location of your proposed project. Why was this location selected? Is this private property ☐ or city-owned property ☒ ? (1000 character limit)

The event will be held at Ocean View Beach Park, located along Norfolk's scenic Chesapeake Bay shoreline. This location was selected for its natural beauty, accessibility, and community significance. The park offers a welcoming, open-air environment ideal for family gatherings and seasonal celebrations. Its central location in the Ocean View neighborhood makes it easily reachable for local residents, while its spacious layout supports safe, small-scale events. The beachside setting enhances the festive atmosphere, providing a unique and memorable backdrop for the Holiday Tree Lighting.

Neighborhood Benefit/Involvement

5. Please describe how your neighborhood/residents will benefit from this project? (1500 character limit)

The Holiday Tree Lighting Celebration will provide Ocean View residents with a free, family-friendly event that fosters community connection and seasonal joy. It offers a safe and accessible way for families to celebrate together, especially those who may not have access to larger holiday attractions. By hosting the event locally, we strengthen neighborhood pride, support positive engagement, and create lasting memories for children and families. The event also encourages collaboration with local organizations and vendors, reinforcing community ties and promoting goodwill during the holiday season. We are expecting less than 200 people, that is the permit we applied for from Seven Venues. We are only marketing through the Civic Leagues and OVBA businesses.

6. How many neighborhood residents are/were involved in planning the project?
How many will be involved in implementing the project?
What tasks will they complete? (1500 character limit)

Event Setup & Breakdown: Assembling tents, tables, signage, and decorations; setting up the tree and craft areas; and cleaning up after the event.
Vendor & Activity Support: Assisting vendors with unloading and setup, managing the ornament craft table, and helping with the petting zoo area.
Crowd Management: Greeting guests, guiding them through the event space, and ensuring safe flow and compliance with the attendance limit.
Santa Arrival Coordination: Helping coordinate the fire truck arrival and managing the Santa photo area.
Logistics & Safety: Monitoring supplies, assisting with lost and found, and supporting first aid or emergency needs if they arise.

BLOCK-BY-BLOCK PROJECT WORK PLAN

- List, in chronological order, the steps required to complete this project and who will be responsible for carrying out the step or activity.
- Estimate the date/ how much time it will take to complete each step.
- Provide the date the project will be completed (month and year). Remember, all funds must be used within six months of issuance of the Block-By-Block check (unless a waiver or special permission is given by the Department of Neighborhood Services).

STEP/ACTIVITY	RESPONSIBLE PARTY	COMPLETION DATE	AMOUNT OF TIME TO COMPLETE
Finalize event plan, secure permits, and confirm location	Event Coordinator	August 30, 2025	3 people 8 hrs
Confirm vendors, volunteers, and fire department coordination	Planning Team & Volunteer Coordinator	September 13, 2025	4 people 12 hours
Order supplies and materials (crafts, signage, decorations)	Logistics Lead	September 20, 2025	2 people 4 hours
Promote event via flyers, social media, and community outreach	Marketing Lead	October 18, 2025	3 people (4 weeks) 24 hours
Confirm vendor giveaways and finalize activity log	Vendor Liaison & Activity Leads	October 25, 2025	3 people 9 hours
Conduct site walkthrough and finalize layout	Event Coordinator	November 1, 2025	2 people 4 hours
Prepare and pack materials for event day	Logistics Team	November 25, 2025	4 people (3 days) 36 hours
Event setup, implementation, and breakdown	All Volunteers	November 28, 2025	30 people 240 hours
Post-event review, reporting, and fund reconciliation	Event Coordinator	December 5, 2025	2 people 6 hours

BBB grants are for special projects, not operational support.

Project Sustainability

7. Provide an ongoing maintenance plan for your project. Explain the long-term impact of this project on your community. How do you intend to sustain your project and its benefits beyond the current year and the use of the Block-By-Block funds? (1200 character limit)

While the Holiday Tree Lighting is a one-day event, its impact will extend beyond the evening. It fosters community pride, strengthens neighborhood connections, and creates lasting traditions for Ocean View families. We plan to make this an annual celebration by building partnerships with local businesses, volunteers, and city departments. Supplies like reusable decorations and signage will be stored for future use. Feedback from attendees will guide improvements, and we'll seek additional funding and sponsorships to sustain the event. By keeping the event free and inclusive, we ensure long-term value for residents and continued engagement year after year. Each Civic League will be labeling their own items and storing wherever they keep their things.

Project Budget Narrative

8. What is the total funding amount requested? Please provide a narrative explaining how you arrived at the figures for purchasing materials. Describe how you plan to spend this money. Please complete *Budget and Match Forms* below. (1200 character limit)

Total Funding Requested: \$2,500

This amount will cover key materials and services for the Holiday Tree Lighting event. Estimated costs include:

Craft supplies & giveaways: \$445 (for 150+ children)

Petting zoo rental: \$500

Decorations & tree lighting materials: \$400

Insurance, and safety supplies: \$350

Marketing & signage: \$200

Port-a-potty & sanitation station: \$605

Figures are based on vendor quotes. All funds will be used to support setup, activities, and community engagement. This funding ensures a safe, inclusive, and memorable experience for Ocean View families while staying within the city's attendance and permit guidelines.

Budget

A. Project Costs (Please list all cash expenditures required for the project including cost of permits, fees, etc.)

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total Project Cost	\$

Total Project Income must be greater than or equal to the Total Project Cost

B. Project Income (Please list all cash available to cover the Project Costs. This does not include in-kind matches or donated materials.)

Neighborhood Grant Request	\$
Cash from Neighborhood	\$
Cash from other sources	\$
Total Project Income	\$

Match

A. Project Match (Please include all cash – excluding the grant request) and the value of volunteer hours and donated goods, supplies, and other in-kind matches. Match must equal or exceed the grant request).

Cash from the neighborhood and other sources	\$
Proposed volunteer hours _____ (hours x \$22.50)	\$
Donated goods and/or services	\$
Total Neighborhood Match (sum of lines 1-3 above)	\$

Please describe any donated goods and services in the area below: (800 character limit)

Block By Block Neighborhood Pride Matching Grant Application Supplemental Budget

To page 6 of the project budget.

A. Project Costs

Craft supplies & giveaways	\$445
Petting zoo rental	\$500
Decorations and tree lighting materials	\$400
Insurance and safety supplies	\$350
Marketing and signage	\$200
Port-a-potty and handwash station	\$605
Estimated Permits and fee	\$325
Giveaways	\$375
Total Project Cost	\$3200

Neighborhood Contact Information

Contact Person: Joshua Mayo

(Suggestion: Select a person who is available to answer questions prior to and during proposal review, and who will receive and address all correspondence related to the project.)

Email:

Phone:

Mailing Address:

Alternate Contact Person: Linda Danziger

Email: Bayviewcivicleague@gmail.com

Phone:

Mailing Address:

PO Box 8707 Norfolk VA 235063

Civic League Endorsement:

By signing below, I/we certify that we have reviewed this proposal and it has the full endorsement and support of Bayview Civic League Civic League.

Civic League President Name Linda Danziger

Email: Bayview Civic League

Phone:

Date: 7/28/25

Signature

Neighborhood Development Specialist Endorsement:

Please have your Neighborhood Development Specialist sign the application as verification that they have previewed the application.

Neighborhood Development Specialist Name:

Signature

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Bayview Civic League	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) Social Welfare Organization	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. P.O. Box 8707	6 City, state, and ZIP code Norfolk, Virginia 23503
7 List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-				-	
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		7/3/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

State Corporation Commission Clerk's Information System

Entity Information

Entity Information

Entity Name: Bayview Civic League

Entity ID: 08327538

Entity Type: Nonstock Corporation

Entity Status: **Active**

Series LLC: N/A

Reason for Status: Active and In Good Standing

Formation Date: 06/14/2018

Status Date: 08/18/2021

VA Qualification Date: 06/14/2018

Period of Duration: Perpetual

Industry Code: 0 - General

Annual Report Due N/A
Date:

Jurisdiction: VA

Charter Fee: \$50.00

Registration Fee Due Not Required
Date:

Registered Agent Information

RA Type: Individual

Locality: NORFOLK CITY

RA Qualification: Director of the Corporation

Name: Loretta Latchford

Registered Office

Address:

2018, USA

Principal Office Address

State Corporation Commission Clerk's Information System

Principal Information

Title	Director	Name	Address	Last Updated
President	Yes	Linda Danziger	[REDACTED]	06/23/2025
SECRETARY (Corr	Yes	JEAN TURPIN	[REDACTED]	06/07/2022
Special Director	Yes	Doris Rodgers	[REDACTED]	07/02/2024
Vice President	Yes	Tom Hubert	[REDACTED]	06/23/2025
Treasurer	Yes	Peggy Toney	[REDACTED]	06/23/2025
Immediate Past President	Yes	Lori Latchford	[REDACTED]	06/23/2025

MEMBER - DIRECTOR INFORMATION

Member Information:

No Membership Provisions Provided

[Filing History](#)

[RA History](#)

[Name History](#)

[Previous Registrations](#)

[Garnishment Designees](#)

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Eure, Inc.
PO Box 2207
Chesapeake, VA 23327
(757) 312-0600
billing@eureinc.com



Estimate # **I33225**
Estimate Date **Jul 28, 2025**

Estimate To:

Ocean View Civic League
100 W Ocean View Ave
Norfolk, VA 23503

Estimate Amount **\$605.00**

Customer ID C1307	PO #	Clerk AW	Expiration Date Aug 28, 2025
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Site: N/A

Line #	Service	Tax Code	Rate	Qty.	Amount
1	Regular Event Nov 28, 2025 - Dec 1, 2025 Regular Toilet Special Event Rental	01	\$120.00	1	\$120.00
2	Handicap Event Nov 28, 2025 - Dec 1, 2025 Handicap Accessible Special Event Rental	01	\$250.00	1	\$250.00
3	Hand Wash Station Event Nov 28, 2025 - Dec 1, 2025 Hand Wash Station Event Rental	01	\$130.00	1	\$130.00
4	Delivery/Pick Up		\$75.00	1	\$75.00
Estimate Subtotal					\$575.00
Tax (01) - HR Sales Tax - 6%					\$30.00
Estimate Total					\$605.00

Traveling Pony Rides and Petting Zoos

"We Bring the Farm to You"



July 17, 2025

Customer: Ocean View Civic League

POC: Josh Mayo

Party Address: Ocean View Beach Park, 100 West Ocean View Ave., Norfolk, VA 23503

Event: Petting Zoo

Date: Saturday, November 29, 2025

Time: 3:00 p.m. to 5:00 p.m.

Price: \$400 + \$85 travel fee = \$485 - \$200 retainer if paid = \$285 due at your party

Dear Mr. Mayo,

Thank you for scheduling your event with The Teeny Tiny Farm. We have you scheduled for a total of two hours. If any changes need to be made, please contact us using the information provided. The farm will arrive about 15 minutes early to set up.

Please sign the contract and include with your non-refundable retainer to reserve your date and time. Please see email for payment options and contract submission.

We are licensed and professionally insured to ensure the safety of all who attend any of The Teeny Tiny Farm's functions. We guarantee that all of our animals are up-to-date on all health care and vaccinations.

Cancellation Policy: If you cancel due to inclement weather with less than 48 hours notice, you forfeit the retainer. We require thirty (30) days notice to reschedule due to non-weather related circumstances or the retainer is forfeited. Same day cancellations require payment in full.

Although our animals do not work for tips, their handlers surely appreciate them.

Again, thank you and we look forward to meeting you and your guests.

X _____



City of Norfolk
Block-by-Block Neighborhood Pride Grant Program
Mini Grant Application
Requests of \$500 or less

Title of Project/Activity: Advertising & Retention Campaign for Neighborhood Civic League

Neighborhood Organization: Bayview Civic League

Please thoroughly answer the following questions. Attach additional sheets if necessary.

Project Description

1. Please describe your proposed project below. (1200 character limit) How many volunteers do you expect to participate? 20.00

We are hoping to carry out a wholesale marketing campaign to raise awareness of and recruit new members for our Civic League. The Bayview Civic League is going strong and well known to City of Norfolk Officials; however, we need to recruit new members who wish to be active volunteers and members. Also, we would like engage our current members and reach out to former members who no longer attend.

We plan to have our campaign begin with the new year which coincides with our annual membership year.. We will advertise with the use of yard signs, trifold information sheets, and door hangers. To retain current members, we plan to jazz up our meetings with door prizes, logo runners for the refreshment table, nametags, and a banner listing our accomplishments and service.

2. What issue will the project address? Please select **one** category that best describes the issue your project will address:

- ☐ Landscaping/Beautification
- ☐ Capacity/Skill Building workshops
- ☒ Community Outreach
- ☐ Neighborhood Pride/Celebrations
- ☐ Neighborhood Safety
- ☐ Other

Neighborhood Benefit

3. Please describe how your neighborhood/residents will benefit from this project. (800 character limit)

We have a viable Civic League that has accomplished much in the way of improving the neighborhood. We liaison with Christ Methodist Church and Bayview Elementary School. Each year we offer a scholarship to a deserving high school graduate. We received a \$2500 grant and completed a Beautification Project in the Fall of 2024. We have one of the lowest crime rates in Norfolk. By recruiting and retaining members, many of our local citizens will benefit from our efforts and have an opportunity to make a difference. They will also have an opportunity to meet and interact with local officials and learn more about our city which fosters a sense of community and volunteerism.

Budget

4. What is the total funding amount requested? Please describe how you plan to spend this money. (800 character limit)

Requesting the entire \$500 for yard signs & door hangers (\$300), table runner (\$15), banner (\$20), glossy promotional trifolds (\$30), BCL vinyl stickers (\$75), doorprizes such as first aid kits, rechargeable flashlights, water bottles, and collapsible cooler bags all with BCL logo (\$60)

5. Is this funding for a one-time event or does your organization intend to do this annually? And if annually, how do you intend to sustain your project beyond the current year and beyond the use of the Block-By-Block funds. (800 character limit)

It is our hope to make this an annual scaled-down event to coincide with our Membership Year. Funds should be available from our treasury.

Neighborhood Contact Information

Contact Person: Jean Turpin

(Suggestion: Select a person who is available to answer questions prior to and during proposal review, and who will receive and address all correspondence related to the project.)

Email:

Phone:

Mailing Address:

Alternate Contact Person: Linda Danziger

Email:

Phone:

Mailing Address:

Civic League Endorsement:

By signing below, I/we certify that we have reviewed this proposal and it has the full endorsement and support of Bayview Civic League.

Civic League President Name: Linda Danziger

Email:

Phone:

Date: 8/1/2025

Signature

Neighborhood Development Specialist Endorsement:

Please have your Neighborhood Development Specialist sign the application as verification that they have previewed the application.

Neighborhood Development Specialist Name:

Signature

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Bayview Civic League	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) Social Welfare Organization	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. P.O. Box 8707	6 City, state, and ZIP code Norfolk, Virginia 23503
7 List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-				-	
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you may check the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		7/3/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

State Corporation Commission Clerk's Information System

Entity Information

Entity Information

Entity Name: Bayview Civic League

Entity ID: 08327538

Entity Type: Nonstock Corporation

Entity Status: **Active**

Series LLC: N/A

Reason for Status: Active and In Good Standing

Formation Date: 06/14/2018

Status Date: 08/18/2021

VA Qualification Date: 06/14/2018

Period of Duration: Perpetual

Industry Code: 0 - General

Annual Report Due N/A
Date:

Jurisdiction: VA

Charter Fee: \$50.00

Registration Fee Due Not Required
Date:

Registered Agent Information

RA Type: Individual

Locality: NORFOLK CITY

RA Qualification: Director of the Corporation

Name: Loretta Latchford

Registered Office

Address: Norfolk, VA, 23503 - 2018, USA

Principal Office Address

State Corporation Commission Clerk's Information System

Principal Information

Title	Director	Name	Address	Last Updated
President	Yes	Linda Danziger	[REDACTED] [REDACTED] USA	06/23/2025
SECRETARY (Corr	Yes	JEAN TURPIN	[REDACTED] [REDACTED]	06/07/2022
Special Director	Yes	Doris Rodgers	[REDACTED] [REDACTED]	07/02/2024
Vice President	Yes	Tom Hubert	[REDACTED] [REDACTED]	06/23/2025
Treasurer	Yes	Peggy Toney	[REDACTED] [REDACTED]	06/23/2025
Immediate Past President	Yes	Lori Latchford	[REDACTED] [REDACTED]	06/23/2025

MEMBER - DIRECTOR INFORMATION

Member Information:

No Membership Provisions Provided

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[RA History](#)

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[Previous Registrations](#)

[Garnishment Designees](#)

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