

## Contact Information

The Vollintine Evergreen Community Association, Attn: Leadership Development Block Grants, 1680 Jackson Ave., Memphis 38107

Rhodes College, Attn: Leadership Development Block Grants, 2000 North Parkway, 200 Palmer Hall, Memphis, 38112

Email [VECA@VECA.Org](mailto:VECA@VECA.Org), Attn: Leadership Development Block Grants

## Transforming Memphis Neighborhoods while Transforming Rhodes



A collaboration between VECA and Rhodes College will make funding available for projects at the block level or several blocks.

## What is required when competed?

*Submit photo photographs of the projects.*

*Describe the photographs in the context of the project*

*Come to a reception at the VECA Welcome Center where the photographs will be display*

*Tell other residents of VECA how they might replicate your project on their street*



**For assistance, questions and concerns**

**Call 901-276-1782 (VECA)**

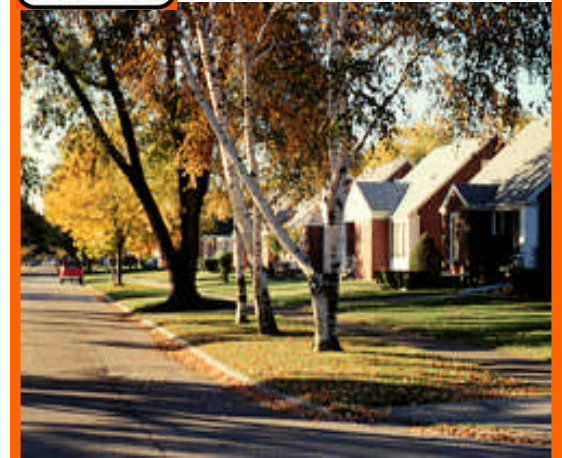
**Call 901-843-3280 (Rhodes College)**

**Go to the VECA Welcome Center at 1680 Jackson**

**Email [VECA@VECA.Org](mailto:VECA@VECA.Org)**



Vollintine Evergreen  
Community Association



## Leadership Development Grants

## Procedures for Payment



**Rhodes College**  
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## How are the grants awarded?

- Residents make a request for funding a project.
- The request is reviewed by the VECA Managing Committee which makes a recommendation which can be reviewed by the VECA Board.
- For those not recommended, the VECA Managing Committee makes suggestions on either changing or improving the proposal.
- Rhodes next reviews the proposals and decides which ones it will fund.
- Rhodes then writes a letter to the contact person for the proposal indicating that the grant was funded.



## What is required once the grant is made to a group?

- The group needs to do what it said it would do in the proposal.
- The residents working on the project are asked to take photographs of their work and come to an event at the VECA Welcome Center at which all of the projects are displayed.
- Rhodes requires a short written report on the project.

## What types of funds are these?

The money must be spent before Rhodes will issue a check.

A resident can spend her money and be reimbursed. For example if a block club holds a social event to bring together residents, the block club leader would purchase the food and provide a receipt that Rhodes would pay.

Or, a contractor may do the work and provide an invoice. Rhodes would then pay the contractor directly. Individuals and contractors who will receive checks from Rhodes must have a W-9 form on file in order to be paid by check. Please check with each individual or contractor to see that they have this information on file, or work Werner Viser or Rebecca Williams in order to see they can get this information on file.

## What if the residents cannot prepay?

- Rhodes or VECA can discuss possible options where funds can be advanced. However, this is done only be done on a case by case basis.



## How does Rhodes administer reimbursement?

- The resident leader on a project should provide a receipt for an expenditure to Werner Viser at the VECA Welcome Center, 1680 Jackson.
- The resident should call or email to make sure that Werner Viser will be available at a specific time (276-1782 or ProjectManager@VECA.Org).



## How long does it take to receive a check?

Check requests must be submitted to the Rhodes Finance Department by 5:00 pm each Wednesday in order to be distributed by Friday of each week. Please make requests to either Werner Viser or Rebecca Williams prior to the Wednesday of the week that you seek payments to allow enough time for the proper paperwork to be submitted and processed at Rhodes."

## Is this process complicated?

- No, it is meant to be simple .
- If there is confusion talk directly with Werner Viser at 276-1782.