



Examples of NBN-like expenses eligible for reimbursement

SPECIAL PROJECTS

Proposed activities and projects should originate from the action items identified in the sector plan or other planning efforts such as design charrettes. Some project examples include:

- \$ Neighborhood events such as workshops and festivals
- \$ Community outreach activities such as survey development, research, and design studies
- \$ Neighborhood beautification and clean-up projects, including purchase of flowers and rental of tools and equipment
- \$ Planning studies, including materials and reproduction of designs
- \$ Marketing and promotional campaigns, including products for specific projects

PROMOTION & PUBLICITY of the sector group meetings and activities

Funds can be used to create promotional campaigns and materials that would help “get the word” out on sector activities. Some examples include:

- \$ Publicizing and marketing sector group meetings, events or activities
- \$ Creating newsletters, flyers, posters, brochures, survey design
- \$ Photographic or video services, including tapes, supplies, reproduction
- \$ Media promotion such as newspaper ads, public notices, newsletters, electronic newsletter

ADMINISTRATIVE tasks that support the sector process

Funds can be used for expenses related to conducting sector group meetings and for general administrative cost. Some examples include:

- \$ Meeting supplies such as pens, paper, pencils, flipcharts, markers and tape, but not food!
- \$ Duplication services such as copying and printing
- \$ Postage, including stamps and bulk mail
- \$ Mailing supplies, including stationary, envelopes and labels
- \$ Clerical support, including transcription of meeting notes, facilitation and preparation of sector meetings.

Please note: These funds *cannot* be used to pay sales tax, so do not include sales tax for reimbursement. For large expenses we recommend that sectors make arrangements with neighborhood not-for-profit agencies to make the purchases on the sector’s behalf. This recommendation does not include endorsement of not-for-profit agencies providing tax-exempt forms to sector representatives.