



# NEIGHBORHOOD PARTNERING PROGRAM

## NPP COST SHARE PROPOSAL GUIDE

### What is cost share?

Cost share is part of how we “partner” on projects with you. It means that your group will contribute to the project somehow. See below for more about the different ways to cost share.

### Why cost share?

The Cost Share Program is intended to allow neighborhoods and communities to propose their own project ideas if they are willing to partner, including cost sharing, with the City to make that project happen. It’s a different way of building projects than the City’s usual processes. This type of partnering can give the community a sense of ownership and empowerment. In some cases, it can help the City do projects that otherwise wouldn’t be possible and can mean getting more from spending public money.

### Does cost share mean we have to pay or donate money?

No, not always. Some groups may choose to fundraise or donate money towards the project, but there are other ways to contribute towards cost share. See below for more about the different ways to cost share.

### How much do we have to contribute to cost share for our project?

Cost Share Proposals have a sliding scale minimum requirement ranging from 10% to 50% of the project’s total cost. The NPP team will identify the minimum match requirement based on the City’s Equity Analysis Zone map. Developing your budget estimate will show the project total cost and help you measure your cost share.

### Here are ways to meet the cost share requirements:

You do not have to pick just one, you can use any combination of the following cost share methods:

1. **Cash:** You can donate cash to the project’s cost share. If your project is selected, you’ll have 180 days to raise funds.
2. **Grants:** You may contribute any outside grants not funded by the City of Austin. Check with your grant funder to be sure they approve.

3. **Volunteering on the Project:** Some projects may allow the community to get involved in building or installing part of the project. Think about whether your group might partner by doing work on the project. The NPP team can help talk about ideas.
  - **Examples:** Building a community garden, mulching a trail, painting a mural, landscaping or planting trees.
4. **Other Volunteer Projects:** You may also decide to contribute to other volunteer work in your community. Get creative! The NPP team can help you talk through ideas for other volunteer projects. Volunteer hours are currently valued at \$31.80/hour, based on the latest Independent Sector rates.
  - **Examples:** Some groups choose to do park clean-ups in their neighborhood during It’s My Park Day.
5. **Donated Professional Services:** If you are able to find someone to donate their professional work to the project, it can be counted towards your cost share.
  - **Examples:** Engineering, design, or landscape architecture.
6. **Donated Materials:** Donated materials and equipment can be counted based on the cost to buy or rent those items.
  - **Examples:** Wood materials to construct a picnic table or donated paint and supplies to create a mural.
7. **Discounts:** Some groups are able to negotiate a discount for project materials or products. These discounts can count towards your cost share as long as it is cheaper compared to the cost the City would otherwise pay for the items.
  - **Examples:** Getting a local plant nursery to agree to a 30% discount on the plants you want for your landscaping project. Talk to the NPP team if you think you might be able to arrange discounts that could apply.
8. **Maintenance Costs:** Many types of projects require that your group maintain the project. In these instances, we can work with you to estimate the value of those volunteer hours and any other maintenance costs for things like utilities such as water, if paid by your group. Up to 2 years of these maintenance costs can count towards your cost share.
  - **Examples:** Watering, weeding or other project upkeep.

If you’re unsure how to meet these requirements, feel free to contact the NPP team at [NPP@AustinTexas.gov](mailto:NPP@AustinTexas.gov) or call (512) 974-6439 for assistance and discussion of your options.