

Community Improvement & Outreach Grant *Application for Funding*



Housing & Neighborhood Development Division

Application Checklist

- ☐ Completed application with signatures of two group members, one of whom must be the nonprofit board chair/president of Community Council Chairperson.
- ☐ A detailed written explanation of items 1, 2 and 3 under Project Description.
Photos, drawings, plans, etc. can also be attached to the application as necessary.
- ☐ Proposed budget sheet, including an explanation of the funding needed.

Grant Application

Please select the grant for which you are applying and indicate the requested grant amount. If you are applying for multiple grants please submit separate applications for each grant.

\$ _____	Small Neighborhood Improvement Grant (up to \$2,000 each)
\$ _____	Large Neighborhood Improvement Grant (up to \$10,000 each)
\$ _____	Community Outreach Grant (up to \$1,000 each)
\$ _____	Neighborhood Matching Grant (up to \$5,000 each)

General Information

Organization/Neighborhood Group:

Organization President/Community Council Chair:

Main Contact Name:

Main Contact Street Address:

Main Contact Email Address:

Main Contact Phone:

Non-Profit Status (if applicable):

Federal Tax ID Number (if applicable):

Project Name:

Location of Project:

Council District:

Project Description

Please provide the following information on a separate paper, typewritten, single-spaced. Responses should be no more than two pages in Word or PDF format (photos, drawings, plans are not included in the two page limit).

1. **Project Proposal:** Explain your idea and how you will implement it. The proposal needs to be specific, detailed and include pertinent documentation, renderings, and pictures as appropriate. The proposal also needs to include a project timeline outlining the steps and timeframes from the beginning of the project to its completion. Please affirm that your project complies with all City permits, processes, plans, etc.
2. **Community:** Describe the community that you serve. Is it a population, an area, an interest group? How will your project impact this community? For physical improvements demonstrate you have 51% support from your community.
3. **Organization/Neighborhood Group:** Describe your organization. How long has it been organized? What are its objectives?

Project Finance & Community Match Information

On a separate page(s) please provide the following information:

1. Itemization of funding request, as well as estimated costs of the entire project.
2. Documentation of volunteer pledge match, or cash/goods pledge match.
Actual cash/goods do not have to be collected at the time of application. If your project is funded you will need to collect cash matches/contributions before contract execution with the City. For questions please contact City staff.

Applicant Certification

The signatories declare that they are the Community Grants Program Project Coordinators for the project idea, will assure that any funds received as a result of this application are used only for the purpose set forth herein and will fulfill the terms of the contract entered into between themselves, as the Project Leads, and the City of Salt Lake.

Nonprofit Board Chairperson Title (if applicable)	Nonprofit Board Chairperson Name (if applicable)
Signature	Date

Community Coordinator/Representative Title	Community Coordinator/Representative Name
Signature	Date

Signature of the Community Council Chairperson required only if this project is NOT sponsored by a non-profit organization. Signature of Community Council Chairperson does not reflect their responsibility to administer the grant, it is simply an acknowledgment of the project concept. If you are unable to obtain Community Council Chairperson's signature please contact City offices before submitting your application.

Community Council Chairperson Title	Community Council Chairperson Name
Community Council Chairperson Signature	Date

Submit completed applications no later than 3pm on December 2, 2013 to:

Salt Lake City Housing & Neighborhood Development
Community Improvement & Outreach Grant Program
451 S. State Street, Room 406
PO Box 145488
Salt Lake City, Utah 84114-5488

email: neighborhoodgrants@slcgov.com
(801) 535-7712
www.slcgov.com/hand

Application Checklist

Project Applicants Information

- Applicants include Nonprofit and one other group member, or a neighborhood group representative and the signature of their Community Council Chair.
- Applicants names, telephone numbers and email addresses are provided on the application.
- Applicants have submitted the completed application BEFORE the deadline of December 2, 2013 at 3:00pm.

Project Information

- Project includes a title and description that explains the public benefit.
- Project meets the criteria outline in the grant guidelines.
- Project must be completed by the applicable deadlines outlined in the grant guidelines.

Project Budgeting, Funding & Reporting Requirements

- Applicants must submit an itemized project budget.
- Applicants are aware they will sign a grant agreement accepting financial responsibility for the project and its requirements, including disbursement and final accounting.
- Applicants are aware that a final accounting and report with receipts must be submitted within thirty (30) days of project completion. Photos of the event/project are requested as part of the final report. Balance of the project costs will be reimbursed by the City within approximately two weeks of receipt of final reports from grantee.

Salt Lake City Community Improvement and Outreach Grant Pilot Program Request for Proposals

Small grants centered on grass-roots projects that are quick and cheap

Grant Guidelines

Introduction

Salt Lake City's uniqueness and quality of life is tied to strong neighborhoods and active residents. The *Community Improvement and Outreach Grant* pilot program is designed to quickly and efficiently respond to community needs. Small grants are available to community nonprofit and neighborhood-based organizations which have local improvement projects in mind and need modest financial resources to complete the projects. The Grant program is designed to be community driven and community implemented. Projects are initiated, planned and implemented by community members. It is the desire to award projects that will improve all areas of the City.

City Contribution and Required Match

Salt Lake City has allocated \$187,000 for the *Community Improvement and Outreach Grant* program as follows:

- **Small Neighborhood Improvement Grants:** \$20,000 for grants to community organizations for smaller neighborhood improvement projects with a maximum award of \$2,000 each.
- **Large Neighborhood Improvement Grants:** \$90,000 for grants to community organizations for larger neighborhood improvement projects with a maximum award of \$10,000 each.
- **Community Outreach Grants:** \$6,000 for grants to community-based organizations for community organizing or outreach efforts with a maximum award of \$1,000 each.
- **Neighborhood Matching Grants:** \$40,000 for grants to neighborhood groups for permanent physical improvement projects with a maximum award of \$5,000 each.

Neighborhoods, community-based organizations, or neighborhood business district organizations must match City contributions with a one-to-one match of in-kind volunteer labor valued at \$18.19 per hour and/or cash. For physical improvement projects, applications must show that 51% of the neighborhood supports the project. Awards cannot be made to single individuals, businesses, institutions, political groups or government agencies. Applications must be signed by two group members, one of whom must be the nonprofit board chair/president or the Community Council chair. Applicants are responsible for obtaining City Department approval for improvements on public land and required permits for the project. The City may require the use of designated vendors or contractors for general services or provide grantee with approved negotiated price sheet.

Eligible Projects

The program is a matching grants program for neighborhood groups, community nonprofit and neighborhood-based organizations to improve the quality of life in their communities. The program awards funds to eligible organizations for projects that will make neighborhoods better places to live, work, play, and shop. Non-profits, neighborhood groups, community-based organizations, and neighborhood business district organizations are encouraged to apply.

Eligible projects must meet the following criteria:

- Be located within Salt Lake City limits
- Provide a public benefit
- Enlist community participation
- Physical improvement project applications must show that 51% of the neighborhood supports the project
- Is highly visible to the general public
- Be compatible with city plans, policies and permitting processes
- Use goods and services from Salt Lake City based businesses when possible

Ineligible projects include:

- Requests from individual property owners on their own behalf
- Equipment for improvement projects
- Overhead costs
- Construction projects that do not have community involvement
- Association dues
- Refreshments for regular organization meetings
- Political campaigns
- Projects that require city resources for ongoing maintenance and repair costs
- Projects that conflict with existing City policies

Grant funds may be used for the following types of projects:

1. **Crime and Public Safety projects** to reduce crime and increase safety in neighborhoods. Programs that involve residents working together to make their neighborhood a safe place and to watch out for one another, creating a sense of community security and well-being. Project examples include neighborhood watch signs, citizen patrol development, crime prevention activities, and fire safety educational programs.
2. **Culture, Recreation, and Education projects** to improve the overall enrichment of the community's residents. These programs are a great opportunity to engage members of the community in activities that can help them grow personally and in turn help the community grow. Project examples include after school and tutorial programs, programs for senior citizen, music or art enrichment programs, neighborhood/business district festivals and block parties, and outdoor or recreational activities.
3. **Energy and Sustainability projects** to help neighborhoods/business districts curb energy consumption and protect natural environments. These initiatives build partnerships to strengthen a community's natural well-being and quality of life. Project examples include neighborhood/business district sustainability plans, home or business energy audits, bicycle racks and lanes, walking trails, encouraging healthy lifestyles, recycling programs, neighborhood/business district clean-up activities, and open space improvements.
4. **Neighborhood or Business District Improvement projects** to include physical improvements to public areas that the entire community can access and benefit from. Every community in Salt Lake City should be a beautiful place in which to live, work, and shop. Project examples include decorative street lights, landscaping and neighborhood/business district beautification, community

gardens, neighborhood/business district entrance signs, small playgrounds, and murals and public art projects.

5. **Neighborhood-School Partnership projects** to encourage partnerships between neighborhoods and the schools within them. Neighborhoods and schools are interdependent – the quality of one affects the quality of the other. The goal of these projects is to build a sense of community and shared vision between schools and neighborhoods. Project examples include school-community gardens, honor roll recognition programs, service projects on school grounds or in the community, book drives, teacher appreciation events, community festivals, tutoring and mentoring programs, and family nights.
6. **Organizational Development projects** to assist in increasing the overall effectiveness and improving operations of neighborhood-based organizations or neighborhood business district organizations. One of the most effective ways to impact change in your community is through having well-organized and committed organizations. Project examples include leadership or board training and development, membership recruitment campaigns, and outreach tools such as newsletters, websites, meeting signs, and brochures and directories.

Grant Award Guidelines

1. Applicants must be a neighborhood group, community-based organization, neighborhood business district or non-profit agency. Awards cannot be made to businesses, institutions, political groups or government agencies.
2. Projects must demonstrate a commitment from the applicant and the surrounding community. For physical improvement projects, applications must show that 51% of the neighborhood supports the project.
3. Applicants are fully responsible for completing the projects.
4. Applicants who fail to start their project within thirty (30) days of receipt of the grant award (*does not apply to **Community Outreach Grants and Neighborhood Matching Grants***) or who fail to complete their projects within _____ from award may be required to return or forfeit the grant award.

Application Review and Selection Criteria

Applications will be reviewed by a committee consisting of five members representing the Mayor's Office, City Council Office, Housing and Neighborhood Development Division, Economic Development Division, and the Engineering Division.

The committee may elect to meet with any or all applicants discuss the application and proposed projects.

Upon receipt of a complete application, the committee will conduct a thorough review and notify applicants upon final decision. The committee will consider the demonstrated need for the project and how it will positively contribute to the neighborhood, the applicant's ability to complete the project, and the applicant's capacity, if necessary, to maintain the project with non-City resources. The committee will also evaluate the locations of the awards in an effort to reach all areas of the City. The committee reserves the right to determine the amounts awarded. Funds are limited and award amounts may not be for the full amount requested depending on the number of proposals received. Applications must include project contingency plans in case they are not fully funded through the grant.

Disbursement of Grant Funds

The grantee shall provide invoices of Grant expenses to the Housing and Neighborhood Development Division to be reimbursed by the City to the vendor. If necessary, the City will reimburse the grantee for invoices paid by the grantee. The City will make no direct payments to the grantee. The grantee agrees to indemnify the City and hold it harmless for any costs or expenses incurred in excess of the grant amount. The project cannot be modified or substituted without the consent of the Committee. Failure to comply may result in the grant being rescinded. If grant funds are awarded, applicants may be subject to an audit by City internal auditors.

Project Completion Summary

Upon completion of the project, the grantee is required to provide the City with an overview of its implementation including any lessons learned and how the project enhanced and strengthened the community. The grantee shall also document any in-kind donations, volunteer work, or other contributions made to the project. Photos may also be included. This will help the City evaluate the usefulness of the Grant program and make revisions if necessary to make it more effective and user friendly. Submit the project summary including the following information to Sara Hiatt at neighborhoodgrants@slcgov.com.

Timeline

Applications are due to the address below by **December 2 at 3:00 pm**. Any applications received after this time will not be considered.

Projects must be completed within **120 days** of grant award. **Community Outreach and Neighborhood Matching Grants must be completed within one year of the grant award.**

The Project Completion Summary must be turned into the City no later than **30 days after the completion of the project at 3:00 pm**.

Final payments will be made approximately two weeks after project completion and submission of all required project documentation.

Inquiries, Application Due Date, and Submission Information

Interested parties may contact (801) 535-7712 or neighborhoodgrants@slcgov.com to discuss any questions.

Applications are due by December 2 at 3:00 pm. Any applications received after this time will not be considered.

Submit your application by mail or email to:

Salt Lake City Housing and Neighborhood Development
Attn: Community Improvement & Outreach Grant
451 South State Street, Room 406
PO Box 145488
Salt Lake City, Utah 84114-5488
Email: neighborhoodgrants@slcgov.com