

REQUIREMENTS FOR THE NEIGHBORHOOD GRANT

The Neighborhood Grant was created by the City Council to assist neighborhood associations as they work to improve the quality of life in their areas. A budget of \$30,000 has been appropriated this year for the benefit of the entire community with the purpose empowering residents to work together as they build a better neighborhood. Approximately \$2500 is available to each of the active associations. The association may use the grant for the purpose of community goodwill, beautification, charity projects to the neighborhood, or social activities.

REQUIREMENTS OF APPLICATION: The association must submit the following information to the Planning & Community Development department. All associations will be responsible for preparing their applications and documenting all expenses submitted. The application must include as follows:

- A written plan describing the purpose of the plan and how it will benefit the neighborhood. Include any plans, sketches, or other information related to the project
- All services required by another city department or entity must be arranged through those departments or entities by the neighborhood associations before submitting the application. These services may include utility improvements and maintenance usage, easement, or other forms of services. *(A written statement from these departments or entities is required)*. The applicant must show in writing they are committed to paying for the services.
- All invoices, pre-receipts and estimates to be submitted for services, supplies, or expenses, including taxes, for the project – *Any expenses exceeding the allowed grant must be paid by the association.*
- If the application meets the initial requirements, it would then be placed on the agenda for the City Council for study and action.
- All receipts, invoices, and estimates will be submitted to Budget & Accounting for payment of services rendered after City Council action.

All applications must be submitted before September to be considered before the end of the fiscal year.