

**ESCAMBIA COUNTY NEIGHBORHOOD RENEWAL INITIATIVE  
MINI-GRANT**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM**

**GRANT APPLICATION FORMS  
AND INFORMATION**

2017

Sponsored By:

Escambia County Neighborhood & Human Services Department

For Information Contact:

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## **Escambia Neighborhood Renewal Initiative Mini-Grant**

Escambia County wishes to further encourage community and volunteer based redevelopment efforts within the local community redevelopment areas specifically designated to include Atwood, Barrancas, Brownsville, Cantonment, Englewood, Ensley, Oakfield, Palafox, and Warrington redevelopment areas. As an incentive, established neighborhood organizations may apply for mini-grant assistance of up to \$500 through the Escambia County Community Development Block Grant (CDBG) Program for well defined projects that will promote neighborhood redevelopment.

### **Applicant Eligibility**

To be eligible for the mini-grant, neighborhood based organizations must:

- (a) be located in an Escambia County Redevelopment Area;
- (b) serve as the primary applicant for the Neighborhood Renewal Initiative Grant, though partnerships with other groups or organizations are encouraged;
- (b) have a membership that is non-discriminatory and open to all citizens in the neighborhood (membership must be available to any resident or business owner/operator);
- (c) be formally structured with elected officers, including at a minimum a chairperson/president and a vice chairperson/ vice president;
- (d) represent a distinct neighborhood or area which can be clearly defined in the application;
- (e) be in existence for at least six (6) months; and
- (f) be formally incorporated at the time of application. [County staff will verify evidence of active corporation status through the State of Florida Division of Corporations before grant can be awarded. Applicants do not need to be a 501(c)3.]

### **Project Eligibility**

Projects should be beneficial to the neighborhood redevelopment area and its residents. Projects should be primarily undertaken on public property or in the public right-of-way, though improvements on private property may be considered on a case-by-case basis. Samples of eligible projects include:

- Small scale improvements to existing parks, recreation areas, or community neighborhood facilities (excluding routine maintenance and repairs);
- Beautification projects targeting neighborhood entrances to subdivisions, enhancements along redevelopment area commercial corridors, graffiti removal or such improvements designed to eliminate blighted areas or enhance safety in the redevelopment area;
- Signage such as neighborhood watch signs or entrance signs identifying the neighborhood;
- Neighborhood Watch supplies; or
- House numbers on curbs.

Ineligible expenses include, but are not limited to:

- Food or beverages
- Utilities, Phone, or Internet services
- Ongoing programmatic or administrative expenses
- Repairs to neighborhood watch vehicles
- Gasoline or oil
- Insurance
- Appliances

A copy of Organization minutes approving the proposed project must accompany the grant application.

All projects must be completed within **six months** of the project start date.

### **Project Review and Selection**

Project proposals submitted in accordance with the criteria established herein will be reviewed and ranked (as applicable) by a Selection Committee based upon: the quality of the project proposal; evidence of neighborhood support for the project; availability of match documented by the applicant; the demonstrated ability of the applicant to promptly proceed with implementation of the project upon selection for funding; and evidence of innovative or unique approaches to fostering neighborhood improvement. Award of projects is based on availability of funding.

Once a project is approved by the Board of County Commissioners, any proposed changes to the approved project must first be thoroughly explained in writing, with revisions clearly noted, showing evidence of association entity support. *Any substantial changes to project proposal and budget may result in termination of agreement.*

Neighborhood organizations that currently have an open Neighborhood Renewal Initiative Grant are not eligible to apply. Do not obligate or spend funds before the project is approved by the Board of County Commissioners.

### **Application Cycle**

Escambia County shall receive applications for the Escambia Neighborhood Renewal Initiative mini-grant twice a year as funding permits. Applications for the SPRING funding cycle will be accepted beginning **March 13<sup>th</sup>; the final deadline for the spring cycle is 4:30 p.m., June 30<sup>th</sup>**. Applications for the FALL funding cycle will be accepted **August 7<sup>th</sup>; the final deadline for the fall cycle is 4:30 p.m. December 15<sup>th</sup>**. No applications will be accepted after the established deadlines.

An original and one copy of the application marked "ATTN: Escambia Neighborhood Renewal Project", must be submitted to: Community Redevelopment Agency by the stated deadline. Questions concerning the application process or requirements can be directed to Lily Blackburn at (850) 595-3585 or [lblackburn@myescambia.com](mailto:lblackburn@myescambia.com).

**ESCAMBIA NEIGHBORHOOD RENEWAL INITIATIVE**  
**GRANT APPLICATION FORM**

*(Please type or print application in blue or black ink.)*

Project Name: \_\_\_\_\_

Name of Neighborhood Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ORGANIZATION ELIGIBILITY CHECKLIST:**

When was the Neighborhood Organization organized? \_\_\_\_\_

How many members belong to the Organization? \_\_\_\_\_

The Organization's Membership is comprised of (check all that apply):  
 Homeowners     Renters     Business Owners     Other: \_\_\_\_\_

Is the Organization's membership open and non-discriminatory?     Yes     No

The Organization's current Officers or Board of Directors are:  
Chair/President: \_\_\_\_\_

Vice Chair/Vice President: \_\_\_\_\_

Other (list title): \_\_\_\_\_

Is your Organization's listing with the State of Florida's Division of Corporation Active?  
 Yes     No [listing must be current for project to be awarded]

Has the Organization successfully implemented projects within the past six months?  
 No  
 Yes (If yes, please list at least one example:)

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT DESCRIPTION:**

The Project is located in the following Escambia County Community Redevelopment Area (check one):

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Atwood      | <input type="checkbox"/> Ensley     |
| <input type="checkbox"/> Barrancas   | <input type="checkbox"/> Oakwood    |
| <input type="checkbox"/> Brownsville | <input type="checkbox"/> Palafox    |
| <input type="checkbox"/> Cantonment  | <input type="checkbox"/> Warrington |
| <input type="checkbox"/> Englewood   |                                     |

Neighborhood Organization location/boundaries (attach map as **Exhibit A**):

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Briefly describe the proposed Project (attach additional sheets if necessary):

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A schematic drawing depicting planned site improvements is enclosed as **Exhibit \_\_\_\_**, if applicable:  Yes  No

Describe how the project addresses redevelopment area priorities/needs:

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The project will be undertaken in:

- Public right-of-way
- Public park/neighborhood facility
- Common area owned/managed by the Organization
- Private property

*(NOTE: It is the applicant agency's responsibility to obtain written authorization from the owner of the property to be improved prior to proceeding with project activities)*

Specify how the Organization will ensure that the improvements are properly maintained after completion (Organizations should not rely upon governmental agencies to perform or pay for such work):

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Approximate number of persons to be served by grant:

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**PROJECT BUDGET:**

NO PROJECT/PROGRAM EXPENSES MAY BE INCURRED UNTIL AFTER BOARD OF COUNTY COMMISSIONERS APPROVAL DATE. ALL PROJECTS MUST BE COMPLETED WITHIN A SIX MONTH TIME PERIOD FROM THAT DATE.

**NEIGHBORHOOD RENEWAL MINI-GRANT REQUEST**

(must not exceed \$500): \$

**EXPENSES (Provide a detailed listing of estimated project expenses):**

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL PROJECTED EXPENSES:**

\$ \_\_\_\_\_

If awarded, written and signed estimates must be included from at least three (3) separate contractors/vendors where applicable. Expenses incurred exceeding grant funds requested/allocated must be provided by the Organization.

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**CERTIFICATION**

I/We, \_\_\_\_\_, representing the \_\_\_\_\_ Neighborhood Association hereby certify that the Association's Board of Directors or general membership approved this Escambia County Neighborhood Renewal Initiative mini grant application on \_\_\_\_\_, 20\_\_\_\_. Minutes verifying this neighborhood approval are attached as **Exhibit B**.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Chairperson/President