

ESCAMBIA COUNTY NEIGHBORHOOD RENEWAL INITIATIVE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

GRANT APPLICATION FORMS AND INFORMATION

2016

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 \$5000 through the Escambia County Community Development Block Grant (CDBG) Program for well defined projects that will promote neighborhood redevelopment.

Applications requesting up to \$500 require no match, while requests \$501 and above will require a 50% match.

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.

Grant Matching Requirements (for requests OVER \$500)

An eligible neighborhood organization must provide at least a 50% grant match for all requests over \$500. The grant match may include: cash; donations of materials, supplies or services; or volunteer hours (calculated at \$10.00 per hour, unless otherwise documented in the case of donated professional services, where you may use the hourly rate normally paid for this service). Professionals that donate their services cannot also receive compensation through the grant. Availability of the neighborhood Organization's project match must be documented in the project application. Volunteer hours must be documented on a "Certification of Volunteer Hours" as provided by the Neighborhood & Human Services Department or other similar form.

Further, it must be clearly demonstrated that any match, including volunteer hours, is specifically in support of the project and that it is available for contribution or expenditure during the term of the project. For example, if your proposed project is a neighborhood park improvement, then volunteer hours earned while planting plants and cleaning the park would count as a match, while hours spent on neighborhood watch would NOT count as a match for the same proposed project. Volunteer match hours can only be counted toward the renewal grant project during the project agreement period (not to exceed six months).

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.*

A neighborhood organization may be awarded no more than ONE mini-grant (\$500 or less) per calendar year and ONE matching grant (\$501-\$5000) AS FUNDING PERMITS. 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 April 15th; the final deadline for the spring cycle is 4:30 p.m., **June 17th**. Applications for the FALL funding cycle will be accepted beginning October 14th; the final deadline for the Fall cycle is 4:30 p.m., **October 30th**. 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: Neighborhood Enterprise Division by the stated deadline. Questions concerning the application process or requirements can be directed to Meredith Reeves at (850) 595-0022 or mrnunnari@myescambia.com.

**ESCAMBIA NEIGHBORHOOD RENEWAL INITIATIVE
GRANT APPLICATION FORM**

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

FALL CYCLE SPRING CYCLE

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 the Organization a 501(c)3? Yes No

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**):

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

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

Describe how the project addresses redevelopment area priorities/needs:

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):

Approximate number of persons to be served by grant: _____

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 \$5000): \$

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.

ORGANIZATION PROJECT MATCH (ONLY for requests OVER \$500): Match must be at least 50% of the Grant Funds requested. For example, if the Organization requests \$1000 in funding from the County, the Organization must provide matching funds in the amount of \$500—the total project cost would be at least \$1500.

Cash Contributions: \$ _____

In Kind Contributions (documentation will need to be provided):

Volunteer Hours (valued at \$10/hour) \$ _____

Donated Materials \$ _____

Donated Supplies \$ _____

TOTAL PROJECTED NEIGHBORHOOD MATCH: \$ _____

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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