



Neighborhood Partnership Grant Application

www.sarasotagov.com/NDS/NPgrantapplication.pdf

Fiscal Year 2011-12
Cycle B

Deadline: Monday, February 13, 2012, 4:00 PM

*NOTE: **All required back-up material (quotes, meeting minutes, etc.) MUST be attached to the application in order to be submitted***

Neighborhood Partnership Grant Program Guidelines

Program Intent

The intent of the Neighborhood Grant Program is to assist and strengthen the City of Sarasota neighborhood associations and improve the quality of life within City neighborhoods.

Eligible Applicants

Neighborhood, Resident, Homeowner, Business, and Coalitions of Associations, within the City of Sarasota, and on record with the Department of Neighborhood and Development Services, are eligible for grant funding.

The City of Sarasota will be accepting Neighborhood Partnership Grant applications until **Monday, February 13, 2012, 4:00 PM** at 1565 First Street, Third Floor Annex, Sarasota, FL 34236. Applications must be submitted in person and any applications received after this date/time will be disqualified. No facsimiles or electronic copies will be accepted. All required back-up material (quotes, meeting minutes, etc.) must be attached to the application in order to be submitted and be on 8½" x 11" paper.

Only one grant application per City recognized association/entity will be funded per fiscal year. Funds will be allocated based on average scores of applications in descending order until funds are depleted. The average scores are derived from the Grant Review Committee.

Available Funding

Maximum award amount is **\$2,000** per City recognized association/entity, per fiscal year. Associations/entities with 1,000 parcels/units or more may request up to **\$3,000**. A 50% match is required at all levels. For example: A request for \$2,000 in grant funds requires matching funds in the amount of \$1,000—the total project cost would be at least \$3,000. Matching funds may be in the form of volunteer labor (\$15/hr), donated services, goods/materials, in-kind contributions, and/or cash. The match must be substantiated with a signed Contribution/Match Worksheet (page 5) as part of the neighborhood grant application. City resources may not be used as matching funds. Matching funds are not transferable to other projects. Grant funds are to be disbursed as either direct payments to vendors or reimbursements to associations with a valid checking account. In order to reimburse an association, the following items must be submitted: 1) Invoice from the association to the City of Sarasota; 2) Vendor receipts marked "paid" and/or credit card receipts; 3) Copy of front/back of cancelled checks if vendor was paid by check. All vendors receiving direct payment from the City must complete a W-9 (and any other necessary paperwork) and file with the City of Sarasota Financial Administration Department. Associations without a valid checking account will be limited to direct payments to vendors as an implementation option.

Neighborhood association/entity president, chairperson, or designee receiving grants will be required to sign a grant agreement before any funds will be distributed. Funds are expected to be available for expenditure the third week of March 2012 and all dollars must be expended prior to September 15, 2012. **No expenses may be incurred until after City Commission approval date and staff authorization.** Any proposed changes to approved project/program funding must first be thoroughly explained in writing and show evidence of association/entity support. Staff has the ability to approve or deny proposed changes.

Application Requirements

- All questions/worksheets must be thoroughly completed.
- All projects/programs must demonstrate the potential to benefit the neighborhood.
- Associations/entities must show consensus of the neighborhood association for the project.
- All permanent installations (such as signage and landscaping) must be on public land.
- The original application must be completed and signed by the neighborhood association/entity president or chairperson.

Responsibilities of Applicant

- The applicant, or contractor awarded the work, must obtain all appropriate permits prior to initiating the project, if applicable.
- The applicant, or contractor awarded the work, must adhere to all applicable City Codes.
- Substantiation of individual budget amounts being requested is required *at the time of application*, as follows:

\$250.00 or less	No quotes necessary
\$250.01 and above	Three (3) written estimates from vendors
- All projects/events must be completed and funds expended by September 15, 2012.
- Payments to contractor/distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. The City shall not be held responsible for arrangements of services made by the applicant.
- Any proposed project which may be considered an increase to the City's standard level of service may require a maintenance agreement and proof of liability insurance as a condition of grant approval.

Neighborhood Partnership Grant Program Guidelines (continued)

Projects for Consideration

The following is a sample list of projects/programs to be considered for funding. Ideas are not limited to this list – neighborhood leaders are encouraged to be creative in addressing their individual neighborhood needs:

- Beautification – community clean-ups, landscaping, minor park improvements, public art.
- Children/Youth – short-term neighborhood operated programs which would benefit children (after-school/summer program, tutoring/mentoring), neighborhood-based sports events.
- Communication/Membership – web sites, newsletters, advertising, membership drives.
- Crime – signage, newsletters and items associated with neighborhood crime watch operations. Video devices may be considered, as long as they can be affixed in a secure location.
- *Events – supplies, notices, entertainment, rentals for festivals/celebrations. **Special events must obtain applicable City permits*
- Identity – signage, logo design, membership t-shirts.

The following is a sample list of projects/programs that would not be eligible for funding:

- Capital items (any individual item over \$500 that would require tracking by City property control, excluding signage/surveillance camera equipment).
- Computer hardware/software and other electronic devices.
- Food and/or provisions for festivals/celebrations.
- Ongoing multi-year projects.
- Ongoing or operational costs (including salaries/personnel).
- Projects/programs already funded from another source (including current operating budgets).
- Projects/programs that have already been completed.
- Projects typically funded under other sources such as City (or County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program.
- Projects which conflict with existing City plans/policies.

****Application Scoring and Ranking****

Each application may be given a maximum of 100 points as follows: **Project Description** (20 points) - *How well does the application clearly describe the project and its goals?* **Demonstration of Community Need** (20 points) - *How well does the application describe, communicate/address a community need?* **Evidence of Community/Association Strengthening** (20 points) - *Does the project have the potential to strengthen the overall neighborhood and association?* **Community Support** (20 points) - *Does the application show evidence of community consensus for the project and resident involvement in the implementation?* **Appropriateness of Proposed Budget** (20 points) - *Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?*

The "average score" will be determined by dividing the total points given an application by the number of scores. Funds will be allocated based on application average scores in descending order until funds are depleted (The highest scoring applications will be considered first.). Funds will not be allocated to any application with an average score less than 65.

Performance Reporting

- Grant recipients are required to complete and submit a one page interim and final performance report.
- Grant recipients must produce a final performance report evaluating the success of the project within 60 days of project completion. These reports should include photographs, if applicable, and evidence of project completion.
- Failure to submit interim or final performance reports may result in disqualification in future grant cycles.
- Interim and final report forms will be provided by the Department of Neighborhood and Development Services, who will also monitor and maintain grant files on all projects.

Instructions

Please complete and submit Pages 1 thru 9 of the application. **Facsimiles or electronic copies will not be accepted.** Read each question carefully and respond in the spaces provided. If extra space is needed, please attach additional pages (attachments must be 8½" x 11").

Page Intentionally Left Blank



1. Association Information:

Organization Name: _____

Address: _____ City / Zip Code: _____

Organization Type:

- Neighborhood, Community or Resident Association
- Homeowner Association
- Coalition of Neighborhood Associations
- Other: _____

Is the Association incorporated? Yes No

If yes, what is the Federal I.D. #? _ _ - _ _ _ _ _

2. Leadership Information:

President's Name: _____

Address: _____ City / Zip Code: _____

Home # _____ Work # _____ Cell # _____

E-mail address: _____

Additional Contact Person: _____

Address: _____ City / Zip Code: _____

Home # _____ Work # _____ Cell # _____

E-mail address: _____

3. Neighborhood Information:

Name: _____

Boundaries: North: _____ South: _____

 East: _____ West: _____

of parcels/units: _____ # of association members: _____



4. Project / Program Information:

A — **Name:** _____

B — **Summary:**

*Clearly describe the project(s)/program(s) you are proposing, including **a)** goals; **b)** the specific need in your community to be addressed; **c)** how the need was determined; **d)** how the project/program will address said need; and **e)** how the proposed project(s) will strengthen the community/association. Photos may be attached. Additional pages may be attached if extra space is needed.*

BONUS: Is your project/program incorporating any sustainable/"green" initiatives? If so, please explain.

a)

b)

c)

d)

e)

C — **Resident Notification, Involvement, and Consensus:**

*Describe the **a)** resident participation in the project/program selection as well as the application process; **b)** planned resident/association involvement in the implementation of the project; and **c)** provide documentation of association concurrence with the project idea (e.g. minutes of board/association meeting(s) reflecting consensus for project(s)).*

a)

b)

c)



D — **Other Sources of Funding:** Describe any other sources of funding that are available for the project/program(s) (e.g. association membership dues collected and/or other grants received/applied for).

E — **Time Line:** Estimated Start Date: _____
(See page 8) (must start after 3/19/12)
Estimated Completion Date: _____
(must be completed by 9/15/2012)

F — **Prior Funding:** Have you previously received Neighborhood Partnership Grant funds?
 Yes No

If Yes, please list all previously funded project(s)/program(s) within the last 36 months (include specific year) and describe the lessons learned and outcomes of the project(s). Please also confirm if an interim and final performance report were submitted during previous grant funding. [Do not include any references to Community Building Grant funds/projects, as this is a separate program.]

G — **Ongoing Project Maintenance (if applicable):** What project maintenance will be assumed and provided by the applicant? Be sure to include the name/phone number of those who will oversee ongoing maintenance. Please provide a detailed description of how equipment use will be monitored.



5. Funding Information:

A — Total Grant Funds Requested: \$ _____ (Line 1)

Maximum \$2,000 per City recognized association/entity, per fiscal year. Associations/entities with 1,000 parcels/units or more may request up to \$3,000.

B — Total Matching Funds:
(Enter total amount below on Line 2)

A 50% match is required at all levels. For example, if you are requesting \$2,000 in grant funding, then evidence of a \$1,000 match is required — the total project cost would be at least \$3,000. Matching funds which are not directly related to the project will not be considered. All matching funds must be substantiated. All volunteer labor hours must be allocated after grant approval date (3/19/12).

Compilation of matching funds:

Volunteer Labor \$ _____
(Calculate at \$15/hr — Please complete Volunteer Labor Worksheet—Page 6)

Cash \$ _____
(Please itemize in Contribution/Match Worksheet—Page 5)

Donated Professional Services \$ _____
(Not including Volunteer Labor—Please itemize in Contribution/Match Worksheet—Page 5)

Donated Materials/Supplies \$ _____
(Please itemize in Contribution/Match Worksheet—Page 5)

Other (please describe) \$ _____
(Matching funds which are not directly related to the project will not be considered)

B — Total Matching Funds Amount: \$ _____ (Line 2)

C — Total Project Cost: \$ _____ (Sum of Lines 1 & 2)



6. Contribution/Match Worksheet

Please provide information for each donation (*except volunteer hours*) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

1) Grant Project Name: _____

Donation Type: Cash In-kind
(check all that apply) Services Goods/Materials
 Other: _____

Donor Information: _____
Organization/Company/Individual Name

_____ Address City/Zip Code

_____ Telephone # Fax # E-mail

Itemized Description of Contribution/Match:

Total Value: \$ _____
(The value of in-kind contributions must be determined by the donor, not the applicant.) _____ Authorized Signature (Donor) _____ Date

2) Grant Project Name: _____

Donation Type: Cash In-kind
(check all that apply) Services Goods/Materials
 Other: _____

Donor Information: _____
Organization/Company/Individual Name

_____ Address City/Zip Code

_____ Telephone # Fax # E-mail

Itemized Description of Contribution/Match:

Total Value: \$ _____
(The value of in-kind contributions must be determined by the donor, not the applicant.) _____ Authorized Signature (Donor) _____ Date



7. Expenditure Information:

Specify expenditures for this project with enough detail to clearly explain what is being proposed, including: supplies, equipment, professional services, postage, printing, and any other related expenses. Please be sure to provide quotes or other documentation to explain each line item. The City of Sarasota is tax exempt and will not pay sales tax on any grant-funded expenditure. **Do not include sales tax in your calculations.** Volunteer hours may be calculated at \$15 per person, per hour.

Individual expenditure items \$250.00 or less require no quotes. Items \$250.01 and above require three (3) written estimates from vendors. **Applications without required quotes will be disqualified.**

A —

EXPENDITURE DESCRIPTION	FUNDING SOURCE TO BE USED		TOTAL (Column C)
	GRANT FUNDS (Column A)	MATCHING FUNDS (Column B)	
TOTAL EXPENDITURES:	\$ (Column A)	\$ (Column B)	\$ (Column C)

B — **Budget Balancing:** Please confirm that your budget balances using the following formulas:

Total Grant Funds Requested (5.A—Page 4) = Total Grant Fund Expenditures (7.A, Column A—Page 7)

Total Matching Funds (5.B—Page 4) = Total Matching Fund Expenditures (7.A, Column B—Page 7)

Total Project Cost (5.C—Page 4) = Total Expenditures (7.A, Column C—Page 7)



8. Work Plan Worksheet

List in chronological order the specific steps or key activities necessary to reach project goals and the estimated dates (month/year) of completion. All new work must be completed by 9/15/2012.

Steps or Key Activities	Start/Completion Date



9. Applicant Checklist:

- ◆ Were all questions answered thoroughly? 0
- ◆ Is there evidence of consensus (meeting minutes) supporting the proposed project? 0
- ◆ Is there evidence of the 50% required match? 0
- ◆ Have all listed volunteers signed the volunteer labor worksheet (page 6)? 0
- ◆ Is there adequate backup (quotes) to substantiate budget line items greater than \$250? 0
- ◆ Is the budget balancing formula accurate (page 7)? 0

9.A Certification:

As association/entity president or official signature, I hereby certify that the information included in this application is correct and represents the consensus of the residents in the neighborhood described.

Signature: _____

Name: _____
(Please print)

Title: _____ *(Please print)* Date: _____

10. Submission:

This grant application must be received in person at:

City of Sarasota
Neighborhood and Development Services
Neighborhood Services
1565 First Street, Third Floor Annex
Sarasota, FL 34236

by:

Monday, February 13, 2012, 4:00 PM

Original signed application is required—No facsimiles or electronic copies will be accepted.
Applications received after posted deadlines will be disqualified.

Questions may be directed to (941) 954-2612.



City Commission

Suzanne Atwell, Mayor
Terry Turner, Vice-Mayor
Paul Caragiulo
Willie Shaw
Shannon Snyder

City Manager

Robert J. Bartolotta

Neighborhood and Development Services
Neighborhood Services
1565 First Street, Third Floor Annex
Sarasota, Florida 34236
Phone: (941) 954-2612
Fax: (941) 954-2616
www.sarasotagov.com