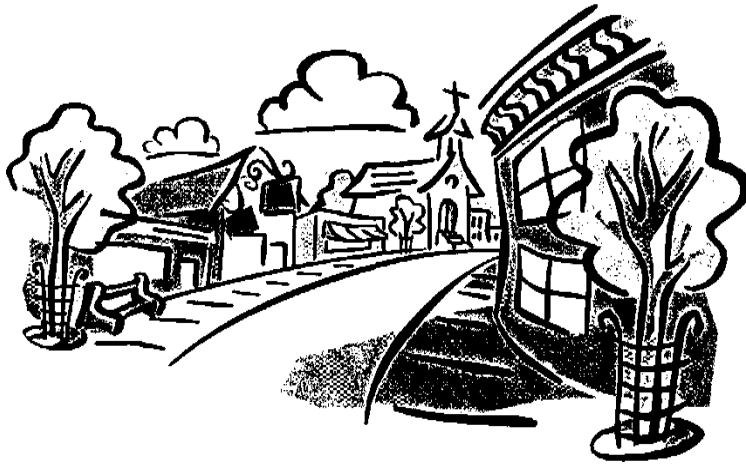




2015 NEIGHBORHOOD GRANTS



- October 16, 2014 Applications Available
- November 24, 2014 by 3PM Applications must be submitted
- November-December 2014 Initial Site Visits
- January 8, 2014 Awards announced (Annual Banquet)
- November 20, 2015 Projects Completed
- December 11, 2015 Final Reporting

SCHEDULE

Interim Reports Due to BONDS / Check Distribution

Report Due Date (no later than)	Check Distribution Date
	January 8, 2015 Mayor's Neighborhood Banquet
May 1 st *	May 29 th
September 4 th *	September 25 th Last Check Distribution
December 15 th **	-----

***There is NOT a form for submitting the required interim reports; it is a 1-2 page narrative report in which you will NOT receive a reminder for the reporting dates and the check distribution dates. It is important that you remember to pick up or inquire about the checks on or near the dates listed.**

**** Complete final report.** This report shall include receipts for all the project(s) you were funded. **All reports and accounting must be submitted no later than December 15, 2015.** (A form for the Final Report is provided and included in the application packet)



GRANT PROCESS

The purpose of the neighborhood grant program is to empower citizens to improve the overall quality of life in their neighborhoods through citizen and government partnerships. The grant requires a match to complete neighborhood-proposed projects that foster self-help, self-management, and neighborhood pride as well as enhance and beautify the neighborhood.

Funds are awarded on the basis of merit with a maximum of \$5,000.

WHO MAY APPLY:

Neighborhood Associations, Homeowner Associations, Neighborhood Watch groups, and neighborhood groups may apply. All projects are required to have a project coordinator as the primary point of contact.

Grants are not available to single individuals, businesses, universities, foundations, political or fraternal organizations, churches, neighborhood alliances, nor apartment complexes. **(This is not an exhaustive list)** Eligible applicants are encouraged to form partnerships with these ineligible groups to plan and implement projects. The eligible applicant must retain the primary role in the partnership.

PROGRAM DESCRIPTION:

The maximum amount requested is \$5,000 and based upon the following:

- Project reasonableness
- Funding availability
- The ability to provide the match either monetary or in-kind
- Volunteer support (if applicable)
- The ability to garner the support of the community
- Demonstrated need (based on community survey- to be completed every 3 years)

Qualifying projects must take place in Montgomery County (with the exception of educational field trips), provide a communal benefit as determined by the BONDS Advisory Committee, fall within one of the categories listed, and take place within the grant cycle time frame.



QUALIFYING PROJECTS:

Physical Improvements (previously listed as Beautification/Enhancement)- to include neighborhood entryways, common areas, parks, playgrounds, etc. Such improvements may include landscaping, tree/shrub plantings, signage, and decorative structures. Projects must be completed on public right of way or public property, or with the written consent of a homeowner if on private property.

- **Maximum Request Amount- \$5000**
- **Match Amount- 10% of your total grant award**

Public safety/public works program or initiatives (previously Programs)- to include training, crime or fire prevention, traffic deterrent, or calming project studies (this is not to replace the work of the City or County of Montgomery, but to support neighborhood driven initiatives over and above the natural scope of work)

- **Maximum Request Amount- \$5000**
- **Match Amount- 10% or your total grant award**

Cultural, education, community involvement, and recreational programs (previously Programs)- to include literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps, community fairs, community/neighborhood recruitment events, parties with a purpose (NNO and the like).

- **Maximum Request Amount- \$5000**
- **Match Amount- 10% of your total grant award**

Neighborhood master plan or comparable studies (previously Development)- this includes focusing on enhancing the neighborhood outside of the planning efforts of the Planning Department and studies commissioned by elected official.

- **Maximum Request Amount- \$3000**
- **Match Amount- 20% of your total grant award**

Technical Assistance/Marketing (website, development and maintenance, promotion, and publicizing events)—this will include website design, and maintenance, specialty flyers, pamphlets, booklets for neighborhood projects, etc.

- **Maximum Request Amount- \$500**
- **Match Amount- 10% of your total grant award**



PROJECT CRITERIA:

If applicable, qualifying projects must meet the following criteria:

- Provide a public benefit to the neighborhood (sustainable and long-term)
- Be located on public property (or with written consent from homeowner for private)
- Have demonstrated neighborhood support (evidenced by meeting minutes and roster)
- Directly involve residents throughout the process (beginning until the end)
- Have goals that can be achieved within the specified time frame
- Demonstrate the ability to maintain and sustain a project
- Be within the City/ County's legal authority and
- Comply with existing polices and codes for the City/ County of Montgomery.

PROJECT EVALUATION:

The BONDS Advisory Committee is comprised of the members of the community and they review (application and site visit), evaluate (in accordance with the evaluation sheet), and select successful applications. Each applicant will be evaluated based on the following criteria:

CRITERIA CATEGORY	SCORING WEIGHT	EXPLANATION OF CRITERIA
Project Description and Statement of Need	25	The precise description of the project, including needs, benefits to the neighborhood and sound budget all related to the required needs assessment. <i>(These are required of all grantees every 3 years. Last completed in 2013)</i>
Implementation Tasks and Schedule	35	A clear demonstration of how the project will be accomplished
Volunteers, Participation, and Evidence of Community Partnerships	40	Clearly stated documentation of participation of residents in the project and documented match in forms of letters, in-kind services, or donations
HIGHEST POSSIBLE SCORE	100	

The BONDS Neighborhood Grants Program funds are limited and based on the City of Montgomery's Annual General Fund Budget. Grants will not be awarded for projects that improve individual standing; only communal projects will be entertained.



CRITERIA FOR FUNDING APPROVAL:

To be considered for funding approval, eligible neighborhood groups with qualifying projects must:

- Be an organized neighborhood association with officers (president, vice president, secretary and or treasurer)
- Evidence of on-going meetings
- Successful completion of the grant application process
- Evidence that the project qualifies for funding
- Evidence that the request was favored by a majority of the neighborhood association (minutes from the meeting showing it was discussed and voted to apply and a roster of the meeting attendees)
- Assume the lead role and responsibility for the project (partnerships and collaborations are permitted)
- Provide advance notice of all other funding for the same project (either public or private) including in-kind funding sources which will aid in our overall decision making process.
- Contribute to and ensure resident involvement in all phases of the project by making a significant neighborhood donation in dollars, goods, or in-kind service hours. **(No more than 25% of your matching funds can come from volunteer time)**

NOTE: Association officers or members who may provide project consulting or planning services are not entitled to receive a salary or payment for project-related services or operating expenses. Requests for salaries or operating expenses will only be considered for contracted professional service providers.

CRITERIA FOR DISQUALIFICATIONS OR FUNDING DENIAL:

Applicants may be disqualified or denied grant funding for any one of the following reasons:

- A grant application being submitted after the deadline
- A grant application being incomplete or missing supporting documentation
- Training requirements not being met
- Mandatory workshops/orientations not being attended as required
- The association not meeting minimal standards (regular meetings, officers, by-laws, neighborhood support or buy-in, etc.)



- The association not having an active account at a financial institution in the name of the association (credit union or bank, checking or savings account)
- Association not having a Tax Identification Number (TIN)/ Federal Employee Identification Number (FEIN)
- Failure to complete previous projects
- Failure to comply with any portion of the process without prior permission

APPLICATION PROCEDURES AND TRAINING:

STEP 1: Obtain a grant application by contacting the BONDS Office at 334-625-2207 or 334-625-2126 or download it at the city's website at www.montgomeryal.gov/residents/BONDS)

STEP2: Schedule to attend a grant-training workshop (**October, 21st at 5:30pm; OR October 29th at 12:00PM; OR November 6th at 5:30PM**) hosted by BONDS. Each session will address the changes and how to complete the application. One (1) training credit will be earned for attending the workshop (Only 1 credit will be granted per association). The location for the sessions will be 25 Washington Ave. 3rd Floor Conference Room.

STEP 3: Complete the application in detail and mail or hand deliver the original plus two copies to the City of Montgomery – BONDS, Attn: Regina B. Meadows 25 Washington, Ave. Montgomery, AL 36104

SELECTING PROJECTS FOR GRANT FUNDING

The BONDS Advisory Committee consisting of community members will screen each application and determine if the application meets the criteria for funding approval

Applicants will be reviewed and ranked by using an "Evaluation Criteria Ranking Sheet". Projects will be ranked by the Advisory Committee and the number of awards available will be based on available funding for the BONDS Program.

BONDS reserves the right to deny any grant request.



BONDS Neighborhood Grant

Glossary of Terms

Homeowners Association (HOA)- a mandatory association that is formed when a subdivision is planned and dues are assessed and there are legal mandates.

In-kind- a value placed on materials, supplies, and or professional service donations that may be counted toward the grant match (examples. You are hosting an ice-cream social and you contact Blue Bell and they say, we can't donate all of the ice cream pops to you, but we can donate 20 boxes to you which typically retail for \$3.89/box.)

Match-applicant provided cash, goods, services, and or volunteer hours that are equal to the required percentage (10% or 20%) of your total grant award. (Volunteer hours are valued at \$18/hour.)

Neighborhood Association- A voluntary group of residents (owner and or renters) who advocates for and or organize activities within self-selected boundaries to increase and or maintain the value of the neighborhood

Public benefit- the positive effects of a project or program upon the community or city/county at large

Public Property-any city/county owned land, facility or structure such as recreation centers, parks, or public right of way.

Right of way- any street, avenue, boulevard, highway, sidewalk, alley, or similar place dedicated for vehicular and /or pedestrian use which is controlled by the city, state, or federal government.

Tenant Association-organized group of renters or tenants at an apartment complex or public housing complex.



Neighborhood Grant Application 2015

Please complete every question. Applications that are not legible and incomplete will not be processed. Add additional pages as needed.

Name of neighborhood/homeowner association:

Are you currently registered with the BONDS Program? _____

EIN Number: _____

Number of homes associated with your neighborhood association: _____

Location, day & time of meetings _____

Mailing address _____

Year organized? _____ Telephone: _____ Fax: _____

Person(s) to contact regarding this application:

NAME	MAILING ADDRESS	DAY PHONE	ALTERNATE PHONE	EMAIL ADDRESS

By signing, I agree to assist in meeting the obligations of the submitted BONDS Grant Application.

Signature: _____

Signature: _____

Signature: _____

For Office Use Only

Application submitted by: _____ Date: _____ Time: _____



Association/ Watch Agreement for BONDS Funding

I am aware that _____ has an active
(Please insert neighborhood name here)

Neighborhood Watch and an active Neighborhood Association/ Homeowners Association. Both are eligible for BONDS funding; however BONDS will not fund both entities. We are submitting this agreement to BONDS to indicate _____'s
(please insert the organization's name that is applying for funding)

intent to apply for funding for the current grant year and

_____ will **not** seek funding
(please insert the organization's name that is not applying here)

during this grant cycle.

My signature below signifies that I am aware of the request for funding from BONDS by the

(please insert the organization's name here that is applying for funding)

**Neighborhood Association/
Homeowner Association Officer**

Neighborhood Watch Coordinator

Date

Date



FINANCIAL INFORMATION (Please indicate the expenses associated with your neighborhood project.)

PROJECT EXPENSE(S):

<u>Type of Expense</u>	<u>Budgeted</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

Total Project Expenses (*) \$ _____

Total Requested Amount from BONDS \$ _____

Matching funds (10% or 20% of the requested amount) \$ _____

Other Funding \$ _____

Other Funding \$ _____

Total Project Funding (*) \$ _____

*** Total Project Funding** is the amount of money secured to support the project and must equal or exceed **Total Project Expenses**.



Brief Project Description Table					
Project Title (category)	Project Description	Begin- End	Projected Cost	BONDS Requested Amount	Additional Funds (secured or anticipated)

- The purpose of this table is to assist in organizing your thoughts. You will be asked to provide the details in the following pages.



Sample Project Description Table

Project Title (category)	Project Description	Begin- End	Projected Cost	BONDS Request	Additional Funding sources (Secured or anticipated)
Taking Back Our Neighborhood (Community Involvement)	<p>This project is extremely important to the redevelopment of this neighborhood association. We are in the process of revitalizing the neighborhood association and we see the need to reenergize the individuals in the community, but there are some immediate needs; so we are actively recruiting new members through on-going clean-ups. We are partnering with various entities to provide refreshments, entertainment and things of interest the draw the community in an effort to show what we are doing and what more we can do with more help.</p> <p>The match will be made available by the Neighborhood Association treasury.</p>	February 2015- October 2015	\$250.00X9 mos.= \$2,250	\$2,025.00	N/A
Summer Youth Enrichment	<p>The program will be available to all of the youth in the neighborhood ages 8-18. It will be a partnership with McCollister Baptist and Meadows Episcopal Church. The churches will extend their vacation bible school to the youth of the neighborhood and both will include at the end of their program an event discussing the importance of civic engagement to incorporate the work of our neighborhood association. This will enhance the relationship between the association, the youth in the community, and the churches in the area. Through this partnership, we will be afforded the use of the church vans for city wide field trips which will be taken weekly during the months of April-August with a few exceptions during the months of May and July. We will visit the local tourists sites such as the Rosa Parks Museum, the State Capital, the Archives, the Mooseum, the Goat Museum, the Visitor and Information Center, Old AL Town, The King House, the Legacy Center, Dexter Ave. Baptist Church,</p>	April 2015- August 2015	\$4,600.00	\$4,500.00	\$1000.00 anticipated



	<p>The Fountain, Riverfront, Hank Williams Museum, etc. In addition to the tourists sites, we will participate in the various activities that take place at the local library and we will host events in the neighborhood that speak to the needs and desires or the core group of attendees. The program will be planned after all of the kids are chosen for the program. The primary purpose for the program is to give the youth in the neighborhood something positive to do during the summer months. It will also expose our youth to the various things that are happening in our great city. It will engage our adults with the youth in the community and allow us the opportunity to hear their wishes in and desires in a very fun and engaging atmosphere. The culmination event will be a program to thank those involved which will also allow us the opportunity to discuss the possibility of an on-going program and it will be used a neighborhood recruitment strategy for the association as the parents are hearing of the great things their young people were able to experience this summer and the fun they had. All while sharing what they liked most and least about living in our neighborhood. This is an effective way of getting feedback from the young people about the community in which they live.</p> <p>Donations to the churches- \$500 (\$250/church)- Match Food- (40 kids @20 week @\$5/day)- \$2000 Tickets to Space Center- \$1000 (in-kind donation- Anticipated) Program expenses- incentives, booklets, writing material, journals, copying expenses- \$500 Culmination Event- to thank those involved- \$600</p>				



2015 BONDS Grant Application

Narrative

If addition space needed, continue on attached page(s)

1. What is the title of your project and what category does it fall within... physical improvement, public safety/safety works, cultural, education, community involvement, etc. Describe in detail what you would like to do with this funding request? (Describe needs, location, partnerships, expected results, and benefits to neighborhood)



If addition space needed, continue on attached page(s)

2. How will the project you are requesting funding for impact your neighborhood? Include a schedule with the details of how your association plans to accomplish the proposed project(s).



If addition space needed, continue on attached page(s)

6. What are you going to use to measure the success of your project? Explain.

7. Is the project sustainable? After the first year, will the program continue even if the BONDS Grant funding is not available. *(This does not negatively affect your chances of securing BONDS funding)*



PART II: FINANCIAL INFORMATION (please indicate the expenses associated with your neighborhood project. **Include receipts if you have not ALREADY submitted with quarterly reporting.**)

PROJECT EXPENSE(S):

<u>Type of Expense</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Difference</u>
1. _____	\$ _____	_____	_____
2. _____	\$ _____	_____	_____
3. _____	\$ _____	_____	_____
4. _____	\$ _____	_____	_____
5. _____	\$ _____	_____	_____
6. _____	\$ _____	_____	_____
7. _____	\$ _____	_____	_____
8. _____	\$ _____	_____	_____
9. _____	\$ _____	_____	_____
10. _____	\$ _____	_____	_____

Total Project Expenses (*) \$ _____

Total Grant Amount from BONDS \$ _____

Matching funds (10% or 20% of your grant award) \$ _____

Other Funding \$ _____

Other Funding \$ _____

Total Project Funding (*) \$ _____

* **Total Project Funding** is the amount of money secured to support the project and must equal or exceed **Total Project Expenses**.

Report submitted by: _____ Date: _____