



City of Fort Wayne
Community Development
200 East Berry Street, Suite 320
Fort Wayne IN 46802
www.FortWayneNeighborhoods.org

Neighborhood Improvement Grant Application 2022

Please review the grant guidelines before completing this application.

If you have questions about this grant program, please contact **Russell Garriott at 427-2138** or Russell.Garriott@cityoffortwayne.org.

General Project Information

Project Location: _____

Project Name: _____

Applicant Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Questions

Tells us about your project and how it benefits your neighborhood and the Fort Wayne Community. Please write your answers to the following questions in the space provided. If you need to, feel free to attach additional pages and supporting documents to further detail your project.

1. Project Scope/Creativity/Readiness

Describe your project and how it creatively addresses a need in the neighborhood. Include lead participants, tasks and timeline, outcomes or products and future maintenance needs. Please attach all additional information such as designs, plans, budget, or example photos, to this application.



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2. Community Benefit

Describe what issue is being addressed and how the proposed project offers creative and workable solutions. Who directly benefits and how does the neighborhood benefit?

3. Neighborhood/Community Participation

What level of involvement will the neighborhood/residents have throughout the process? What opportunities for participation and skill development are there for community members? Will the project offer opportunities to create or expand partnerships with other entities or groups?



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4. Consistency with Adopted Plans and Policies

Describe how the project implements or aligns with City plans and policies. What permissions and/or permits need to be obtained for the project? The following link will direct you to some of the City's plans: <http://www.fwcommunitydevelopment.org/planning/about-us>



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Project Budget

SCOPE ITEMS COVERED BY GRANT

Description	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal:	\$ _____

Include two separate estimates for work (or products to be purchased) with your application. This will assist you with forming your budget.

SCOPE ITEMS COVERED BY ASSOCIATION (OR OTHERS)

Description	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal:	\$ _____

Overall Project Cost Total: \$ _____

PROJECT FUNDING

Funding from Association	\$ _____
Funding from Others	\$ _____
GRANT REQUEST	\$ _____
Overall Project Funding	Total: \$ _____





Approval and Acknowledgements

Property Owner Verification/Approval

By signing this application, I verify that I am the legal owner of the property affected by this Neighborhood Improvement Grant application, and hereby grant authorization to complete the improvements indicated on this application and subsequent Scope, Bid Form and Grant Agreement.

Signature of Property Owner

Printed Name

Date

Applicant Acknowledgements

- All statements provided in the application are true and any misrepresentation will void any subsequent Grant Agreement and/or funding.
- I understand that the Neighborhood Grant must be used for the project described in this application and subsequent Scope/Grant Agreement. Once a project is selected for funding, a Grant Agreement with the City must be signed **before** entering into any contracts, purchasing any materials, or performing any work included in the grant project unless approved via City Grants Administrator. Work initiated prior to the Grant Agreement is not eligible. I understand that failure to comply with the Grant Agreement may result in loss of eligibility to receive funds.
- I acknowledge that The City of Fort Wayne is obligated only to administer the grant and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature arising out of or otherwise related to the project of application undertaken by the applicant and/or owner.
- I understand that all required permits are the responsibility of the owner/applicant.
- I acknowledge that proof of payment for eligible project costs includes a detailed invoice from the company/contractor of the charges. Payment will occur only after the project completion or approved phase completion and all above payment information is submitted.
- Any unapproved changes to project plans as stated in the approved project Scope will void the grant and result in non-payment of funds or a portion of the funds. If changes to the project scope are necessary, it is the responsibility of the Grant Recipient to immediately contact the Grant Administrator for additional project review and approval before continuing the project. Regardless of approved changes, funding awards cannot be increased after the Grant Agreement is signed.
- Once a Grant Agreement is signed, it is expected that work will begin within 90 days. If project is not completed, fund approval may be revoked. Extensions may be granted at the discretion of the Grant Administrator.
- A completed W-9 will be required with submission of a signed Grant Agreement.

Signature of Applicant

Printed Name

Date





Neighborhood Improvement Grant Application Check List 2021-2022

Please submit with your application. If items do not apply to your project print "N/A" next to the item.
Detailed documents that show a stronger impact in concept and explanation will be favored.

- _____ 1. Applicant is a neighborhood registered with the City (with completed neighborhood registration form), or is a Neighborhood Area Partnership.
- _____ 2. Completed application form.
- _____ 3. Completed budget sheet.
- _____ 4. Applicant signature.
- _____ 5. Property Owner Verification/Approval signature.
- _____ 6. Completed Application Questions.
- _____ 7. Designs, plans and photos.
- _____ 8. Two estimates for work or products to be purchased

Completed and signed Application Forms, along with all other required items stated in the checklist, must be submitted by **November 15, 2021**. In addition to submitting online, application packets can be mailed, or hand-delivered to:

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Development
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