



# Neighborhood Improvement Grant Guidelines 2022

## Purpose

The City of Fort Wayne **Community Development Division** presents the following grant opportunity allowing neighborhoods to implement projects that will energize their communities. The Neighborhood Improvement Grant Program provides up to \$5,000 (reimbursement) for projects that create and beautify public spaces and strengthen community involvement.

## Who We Fund

Eligible applicants include City of Fort Wayne Neighborhood Associations registered with the City. A simple one-page registration form is available on the City's Neighborhoods website. Neighborhood Area Partnerships are also eligible for the program.

Projects should be the idea of, and championed by, residents of the neighborhood area with input from nearby residents.

## What We Fund

Creative community projects that focus on the following criteria will be considered for funding:

- Enhances the aesthetics of the neighborhood.
- Provides a clear community benefit.
- Accessible to all members of the community.
- Addresses a known neighborhood deficiency
- Increases sense of community.
- Activates community improvements or spaces.
- Focuses on community involvement.



*Vibrant. Prosperous. Growing.*

## Program Timeline

October 2021 – Program opens

**November 15th 2021** – Deadline for applications

November - December 2021 –Applications are reviewed

December 2021 –Grant Recipients are announced

January 2022 – Begin meeting with grant recipients to discuss project scope, budget, and Agreement

February 2022 – Begin signing/collect the signed Agreements

February - December – Projects underway, monitored, closed out, and reimbursements distributed

December 9, 2022 - Deadline to complete projects

## How to Apply

- Submit a completed Application
- Be sure to provide a budget, description of project, and supporting details/documents
- Make sure your neighborhood is registered with the City, if not fill out the one-page online form
- Provide 2 estimates for each of your work and product items
- Be sure to contact Community Development Staff if you have any questions

## If Project is Selected

- Applicants who are selected must sign a contract **Agreement** with the City before implementation of their project.
- Depending on the scope of the project, a minimum of two (2) bids or quotes are required and must be provided to the City before implementation of the project
- Brief monthly status reports should be provided and upon completion of the project the Grantee will provide a summary report along with a complete expense report.
- In order to be reimbursed, receipts for project items, canceled checks, or similar items must be submitted as proof of expenses once the project has been completed.

## What Are the Details

### Types of expenses covered by grant funds

Projects must provide a capital improvement that enhances the public spaces within the neighborhood. Projects that improve universal accessibility are also encouraged. The following are examples of eligible grant projects:

- Improving or providing neighborhood amenities (signage/welcome markers, community centers, community gardens or greenspaces)
- Public art installations
- Improvements that enhance public spaces (benches, crosswalks, bike amenities)

### Types of expenses NOT covered by grant funds

- Routine maintenance, *i.e.* mowing and snow removal.
- General maintenance of public infrastructure (sidewalks, streetlights, alleys, street trees)
- On-going operating expenses, *i.e.* administration costs, office supplies, website fees.
- Costs for food and beverages, games, prizes, giveaways, etc.
- Block Parties, social events, and programming.

### Program's terms and contract requirements

- The City retains sole discretion in determining whether or not applications are eligible.
- Necessary permits or other approvals must be obtained by the applicant prior to starting projects. Examples of projects that need permits include but are not limited to, permanent improvements within the public right-of-way such as signage or modifications to city infrastructure, or activities requiring a street closure.
- Projects may involve private property but must provide a clear public benefit. Documentation must be provided that confirms property owner support and approval of the proposal.
- Depending on the scope of the grant project, the contract Agreement will require a minimum of 2 quotes for work.
- Projects must be accessible and inclusive.
- Award maximum is \$5,000 per project.
- Only one Neighborhood Improvement Grant per project per year.
- Projects may require a design review as a condition of the grant award.
- Project is ready to begin within 1-3 months from award date.
- Projects must be completed within the calendar year of award date.
- Neighborhood Associations that apply must be registered with the City.
- Payment (reimbursement) may not exceed total grant award.

## Grant Application Scoring Criteria

The City retains sole discretion in determining how proposed projects, programs and activities meet the program guidelines and criteria. The types of proposed projects can vary greatly, therefore the following scoring criteria are not absolute; rather they are intended to provide guidance for applicants while preparing their applications and for City staff in scoring them.

### 1. Scope of Work/Creativity/Project Readiness: 0-35 Points

- Defines scope of work, timeline, goals, process and measurable outcomes.
- Identifies leaders/organizers of project.
- Project timeline.
- Project creativity.
- Visibility and accessibility.
- Identifies future maintenance for permanent improvements, if applicable.
- Defines budget, contributions and/or pledges for the project.

### 2. Community Benefit: 0-25 Points

- Defines who will benefit from the project.
- Issue(s) addressed and problem(s) documented.
- Creative and workable solutions.
- Identifies long and/or short-term benefits.

### 3. Neighborhood/Community Participation: 0-25 Points

- Documentation of neighborhood/surrounding residents' approval of project.
- Neighborhood/resident involvement in all project phases.
- Participation level of residents.
- Strengthens and/or builds new partnerships with other entities or groups.
- Matching funds or in-kind goods/services.

### 4. Consistency with City Policies and Adopted Plans: 0-15 Points

- Implements recommendations from or is consistent with City plans.
- Complies with City regulations.
- Understanding of permissions and permits necessary to implement project.

### 5. Additional Considerations: 5 Points

- Projects that include a funding match will receive an additional 5 points.