



# 2024 Neighborhood Improvement Grant Application

Application Deadline: March 8<sup>th</sup> 2024 at 5pm

## Program Eligibility

- **Location of Neighborhood in Fort Wayne** – Only Associations whose neighborhoods are located entirely within the City of Fort Wayne may submit Applications unless the Neighborhood Grants Manager waives the location requirement upon request of an Association.
- **The Association must be registered with the City** in order to submit an Application. Registration by an **established and operating** neighborhood association may be obtained at: <https://www.cityoffortwayne.org/neighborhood-registration.html> .
- **Neighborhood Engagement** – A submitted application (each, an “Application”) **must include** appropriate evidence of neighborhood engagement in selecting and supporting a Project or the project will be deemed ineligible.
- **Allocation of Grant Awards** – Applications submitted by Associations not previously awarded grant funding for a Project will receive additional consideration in order to expand the reach of the Program. However, previous grant recipients are also encouraged to submit new Applications.
- **Application Scores** – Completion of each Section of the Application is required. Because of the considerable demand for grant funds, a comprehensive response to each Section is necessary. The maximum available points for the response to each Section are to encourage the preparation and submission of a comprehensive and original Application.

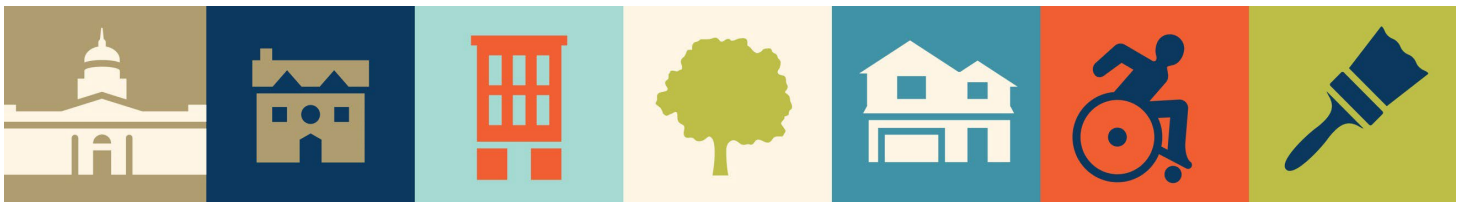
Neighborhood Name \_\_\_\_\_

Grant Project Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



## Purpose

The Program is designed to energize and improve the City’s neighborhoods by inviting eligible Associations to apply for a neighborhood improvement grant (each, a “Program Grant”) in the maximum amount of \$5,000 to fund a Project located in the Association’s neighborhood (“Neighborhood”). In order to be considered for a Program Grant, the Project must fit within one (1) of the following categories: (1) Placemaking, (2) Transit Oriented Improvements, (3) Landscaping, and (4) Neighborhood Identification/Branding. Routine maintenance projects are not eligible for Program Grant funding.

### Examples of Projects eligible for funding include:

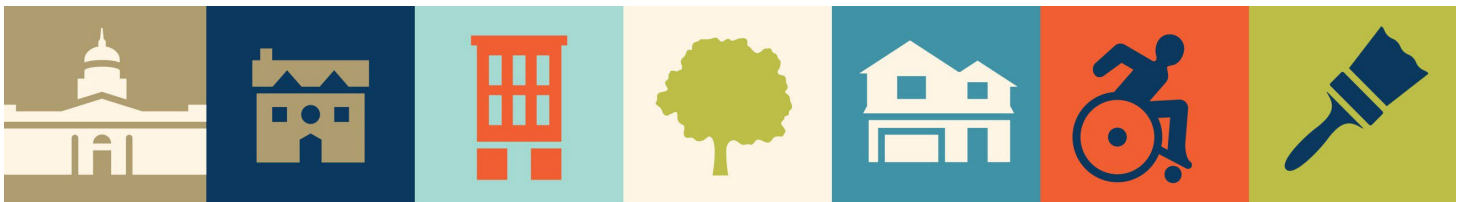
- **Placemaking** – park improvements/enhancements, playground equipment, vacant lot adoption/clean up, dog park equipment, benches, water fountains, pergolas/pavilions, and basketball court improvements.
- **Transit Oriented Improvements** – transit stop beautification/benches, waste/recycling receptacles at transit stops, speed limit signage, and path and or trail improvements.
- **Landscaping** – community gardens, butterfly gardens, tree planting, native plants, rain gardens, hanging flower baskets, and decorative planters.
- **Neighborhood Identification/Branding** – murals, decorative signal cabinets, birdhouses, neighborhood communication kiosks, outdoor lighting, historic district signage and plaques, beautification microgrants, house number signs, and neighborhood history/landmark signage.

## Additional Approvals Required

The award of a program grant is conditioned upon the review, unconditional approval, and, if applicable, permitting of the project by all municipal departments and divisions and private sector entities having jurisdiction over the project. For example, a public art project must be reviewed and approved by the public art commission, a transportation improvement project must be reviewed and approved by the Department of Public Works, and a transit-related project requires an agreement between the association and Citilink.

## Application Responses

Each response to a Section of the Application will be assigned points based on: completeness, originality, clarity, level of detail, and evidence of neighborhood engagement/support. Any Section with an insufficient response will result in the corresponding Section receiving zero (0) points which may diminish the Association’s opportunity to receive a Program Grant. Unless otherwise indicated, each Section of the Application contains a **word count limit for the corresponding response**. **If you write more than the allowable number of words, the additional words will not be scored or read.**





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## Neighborhood Project Endorsement

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Name of Association President: \_\_\_\_\_

Signature of Association President approving application: \_\_\_\_\_

## General Project Information

Project Name and Description: \_\_\_\_\_

Project Location (general address or location): \_\_\_\_\_

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Legal Owner(s) of Project real estate(find on acimap.us)

*(Project real estate owner(s) must agree to encumber Project Real Estate with a Restrictive Covenant provided by City which will be recorded in the Office of the Allen County Recorder.)*

### Project Real Estate Owner Verification/Approval

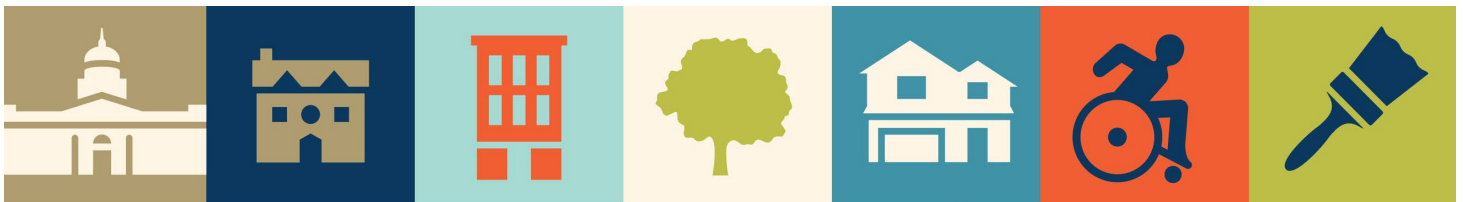
I/we verify that I/we am/are the legal owner(s) of the **Project** real estate, and that I/we approve the construction, installation, maintenance, operation and use of the Project on the Project real estate in accordance with the Neighborhood Grant Agreement to be executed by City and the Association (“NGA”).

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Signature of Project Property Owner(s)

Printed Name(s)

Date



## SECTION ONE: NEIGHBORHOOD BENEFIT AND ENGAGEMENT

Total Points Available: 25

How will the Project provide residents of the Neighborhood with the opportunity to develop collaborative skills which can be leveraged to strengthen and improve the neighborhood?

*Total Points Available: 2*

Word Count: 50

How will the Project improve the quality of life for residents of the Neighborhood?

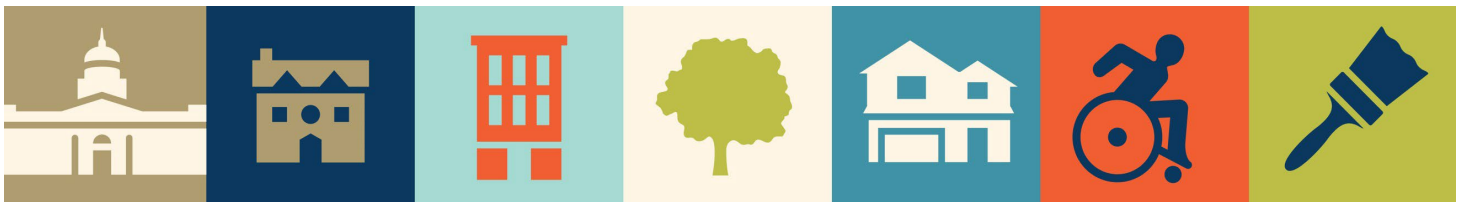
*Total Points Available: 5*

Word Count: 100

Engagement with neighborhood residents is essential to the success of any grant program. Provide a detailed description of the process by which the Association engaged residents of the Neighborhood in selecting and supporting the Project.

*Total Points Available: 15*

Word Count: 150



How will residents remain informed and engaged during construction and following completion of the Project in order to maximize their participation in the Project's development and utilization? Will the completion of the Project be formally acknowledged in any manner?

*Total Points Available: 3*

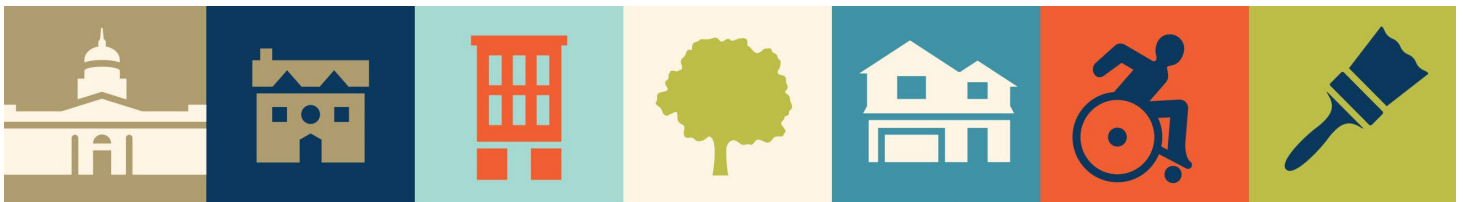
Word Count: 50

- Attach neighborhood surveys, petitions, meeting minutes, or other evidence of the Association's engagement of residents in the Project identification and approval process. (Failure to provide such evidence will result in an assignment of zero (0) points for this Section.)

*Total Points Available: 4*

- Provide a copy of or link to the Association's bylaws, constitution, or other organizational documents evidencing the Association's authority to submit the Application on behalf of the Neighborhood.

*Total Points Available: 1*



## SECTION TWO: PROJECT DESCRIPTION, PURPOSE, SCOPE AND EXECUTION

*Total Points Available: 16*

Describe the intended purpose of the Project, the specific benefit of the Project to your Neighborhood, and the Association's reasons for selecting the Project over other potential projects:

*Total Points Available: 2*

Word Count: 100

Describe what makes your project creative and unique compared to other applicants' projects?

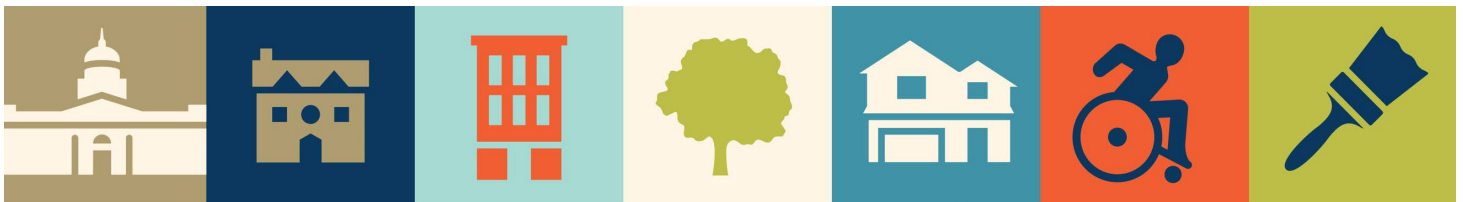
*Total Points Available: 6*

Word Count: 50

Will the Project provide the Association opportunities to partner with other neighborhoods, organizations, or groups to improve the community? Identify such partnerships and the community goals that can be achieved.

*Total Points Available: 2*

Word Count: 50



Fill out the Project Schedule Gantt chart: *Total Points Available: 1 ( show how long each task will take)*

<i>Project Element</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>

**Example Gantt Chart Schedule:**

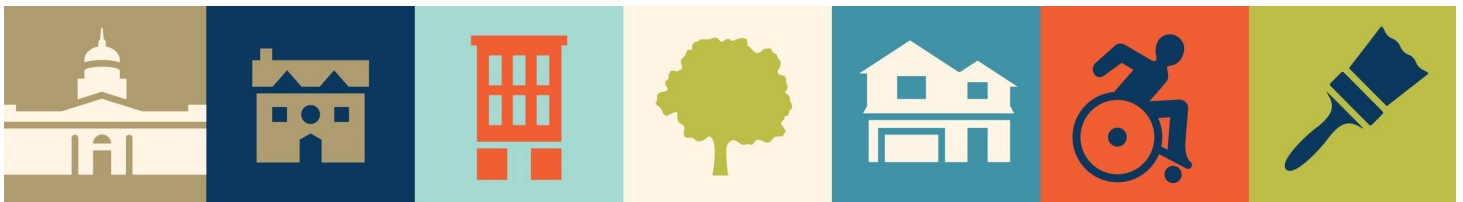
<i>Project Element</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>
<i>Sign Fabrication</i>	<i>start</i>	<i>complete</i>						
<i>Landscaping</i>			<i>Flowers</i>	<i>Shrubs</i>				
<i>Tree planting</i>						<i>Planting</i>		

- Attach all information and materials which illustrate the scope of the Project, including designs, plans, specifications and sample photos.

*Total Points Available: 4*

List all City, County and other approvals and/or permits required for the Project (as far as you know):

*Total Points Available: 1*



### SECTION THREE: ESTIMATED PROJECT COST

*Total Points Available: 5*

Prior to the award of a Program Grant, the Association must submit an itemized Project budget with firm costs for each Project component to ensure that the Project will be completed within budget. Only an estimate of the Project costs is required with the submission of the Application. Provide a description of an estimated cost for each Project component below:

Project Component Description	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Project Cost	\$ _____
( MUST COMPLETE) Total Grant Request	\$ _____

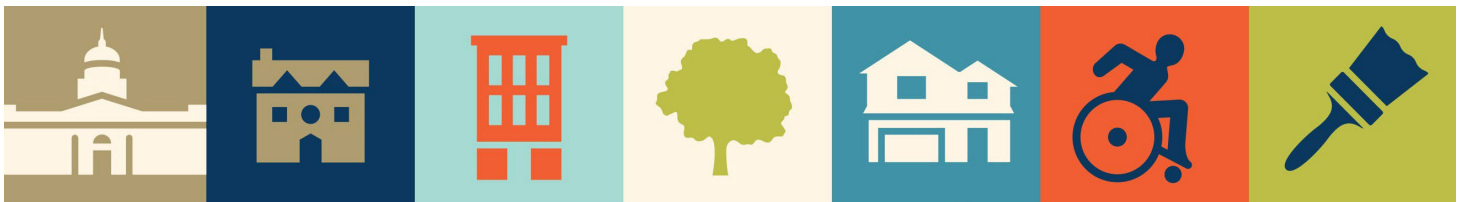
If the total estimated Project costs exceed the amount of the Program Grant request, identify the other sources which will fund the additional project costs. Include an Association bank statement showing the Association’s ability to fund the additional Project costs or identify other source(s) who will fund the additional Project costs.

Project Funding of Project costs in excess of the Program Grant request:

Funding from Association \$ \_\_\_\_\_ Funding from Other Sources \$ \_\_\_\_\_

Identify other sources and provide contact information:

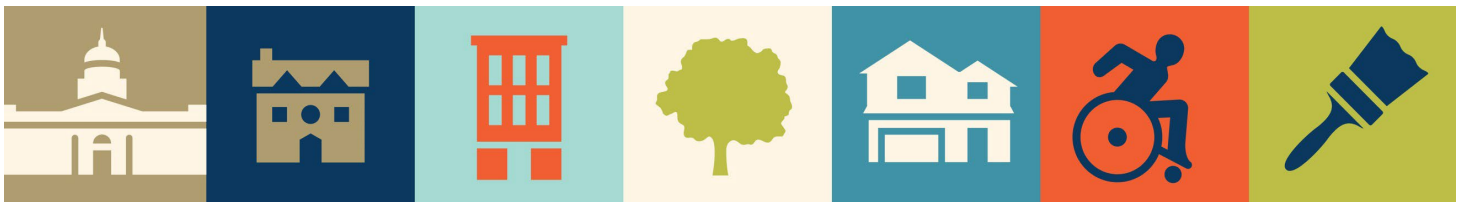
Upon approval of an Application and the award of a Program Grant, the Association shall obtain three (3) firm bids for all materials and services included in the Project. The lowest and most responsive bid must be selected with NO EXCEPTIONS.





## Applicant's Acknowledgments and Representations

- All statements and information provided in the Application are true and correct in all respects. Any misrepresentations or inaccuracies in the Application will void all current and/or future Program Grant awards to the Association.
- The Program Grant will be used only for the funding of the Project as described in this Application and in the NGA, and for no other purpose.
- An NGA must be signed by the City and the Association prior to the Association entering into any contracts, purchasing any materials or services, or permitting the performance of any work in connection with the Project, unless the prior written approval of the Neighborhood Grants Administrator has been obtained. No portion of the Program Grant shall be paid to fund costs incurred or commitments made in connection with the Project prior to the execution of the NGA.
- Failure of the Association to comply with the terms and conditions of the NGA at any time will result in the termination of the Program Grant award and the payment of Program Grant funds under the NGA.
- The Association will obtain three (3) arms-length bids for the Project and will select the lowest and most responsive bid. Failure to comply with this provision will result in the termination of the Program Grant award and the payment of any Program Grant funds under the NGA.
- Except for the payment of the Program Grant award in accordance with the terms and conditions of the NGA, the City shall not be liable to the Association, members of the Association, the Project real estate owner, vendors, contractors, suppliers or any other party in connection with any obligations, claims, demands, costs or expenses of any nature arising out of or related to the design, construction, installation, operation or use of the Project or for the payment of any of the foregoing.
- All approvals and permits required for the Project are the responsibility of the Association and the Project real estate owner.
- An award of a Program Grant to an Association is conditioned upon the execution of an NGA by the Association and any other agreements requested by City in connection with the design, construction, installation, operation and use of the Project.
- Payment of Program Grant funds by the City will occur only following: (1) completion of the Project or approved phase completion in accordance with the NGA, (2) submission of all required documentation to the City required by the NGA; and (3) compliance by the Association in all respects with the terms and conditions of the NGA.
- Any changes to the Project as described in the NGA which have not received the prior written approval of the City will void the Program Grant award and the payment of Program Grant funds. No changes to the Project, whether or not approved by the City, shall result in an increase in the amount of the Program Grant award.
- The Project must commence on the Project Start Date and be completed on the Project Completion Date, as set forth in the Project Schedule. City may in its discretion void the Program Grant and the payment of the Program Grant award if the Project is not constructed in accordance with the Project Schedule. Changes to the Project Schedule are permitted only with the prior written approval of the Neighborhood Grant Administrator which may be granted or withheld in his/her sole discretion.
- A completed W-9 will be required from the selected vendor/contractor for the Project prior to any payment of the Program Grant award.
- The terms and provisions of the NGA, a copy of which is attached hereto as Exhibit "A", are incorporated



herein by reference. In the event of a conflict between any term or provision contained in the Application and in the NGA, the terms and provisions set forth in the NGA shall control.

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Signature of Neighborhood Project Manager	Printed Name	Date
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Completed and signed Applications, together with all other required attachments, must be submitted to City, c/o Neighborhood Grants Manager, by March 8, 2024. NO extensions will be granted for submission of Applications. Submittal packets may be mailed, emailed, or hand-delivered to:

**Bernadette Fellows**

Neighborhood Grants Manager  
City of Fort Wayne Community  
Development  
200 East Berry Street, Suite 320  
Fort Wayne IN 46802  
[bernadette.fellows@cityoffortwayne.org](mailto:bernadette.fellows@cityoffortwayne.org)  
260-446-6195 or 260-427-1258

## Applicant Submission Checklist:

- Completed Application document and corresponding signatures (Neighborhood President, Property Owner, & Project manager).
- Proof of neighborhood engagement and support for the project
- Complete Gantt Chart with your project timeline.
- Neighborhood bylaws/link to bylaws
- Provide design plans/ inspiration photos for your project idea
- Photos of the prospective project location showing existing circumstances
- Provide bank statements if your project is over \$5,000

