

Neighborhood Partnership Grant Program

Overview

The City of Tallahassee's Parks, Recreation and Neighborhood Affairs (PRNA) Department has partnered with the Community Redevelopment Agency (CRA) to establish the Neighborhood Partnership Grant (NPG) program for the Greater Frenchtown/Southside (GFS) Community Redevelopment District. The CRA has provided approximately \$50,000 in grant funding for the program.

Administered by PRNA's Neighborhood Affairs (NA) Division, the program aims to support neighborhoods in the GFS redevelopment district by providing grants (up to \$5,000) to help improve a neighborhood's physical and/or public safety conditions. Emerging and established neighborhood and homeowners associations (HOA) in the GFS district that are working creatively on neighborhood-based issues and concerns are eligible for funding. The grant funds and accompanying technical assistance provided by NPG Program are designed to empower neighborhood groups to effectively plan and implement solutions to neighborhood concerns.

To be eligible for funding, projects must be located within the GFS Community Redevelopment District. The maximum grant amount per application is \$5,000, with a minimum grant amount of \$500. The Neighborhood Affairs Manager reserve the right to make an award for less than the amount requested in the application. The NPG is a pilot program, with grant funding available for Fiscal Year 2018 (October, 1, 2017 to September 30, 2018).

Neighborhood associations and HOAs that meet the criteria below may apply for the grant. Grants will be awarded on a first-come, first-served basis to qualified applicants whose proposed project meets the eligibility criteria. Grant application submittals will be logged and documented with a date/time stamp. Applications not meeting the criteria noted below will be returned to the applicant and may subsequently be modified to meet the requisite criteria and resubmitted. For recording and time-stamping purposes, resubmitted applications will be treated as a new submittal.

Neighborhood Affairs will begin to accept applications for the NPG Program at 9 a.m. on November 1, 2017, and will continue until all funds have been awarded.

Additional information about the program can be obtained by contacting Neighborhood Affairs Manager, John Baker at (850) 891-8773. If you have any questions regarding whether your neighborhood is within the GFS District boundaries, please consult the attached map.

The City will host a pre-application workshop in early October 2017 at a location to be announced. Those interested in learning about program guidelines and application requirements are encouraged to attend.

Beginning on Wednesday, November 1, applications may be submitted electronically to John.Baker@talgov.com, mailed or hand delivered to John Baker, Smith-Williams Service Center, 2295 Pasco St., Tallahassee, 32310. Only one application and supporting documents per neighborhood will be accepted.

CITY OF TALLAHASSEE NEIGHBORHOOD PARTNERSHIP GRANT PROGRAM

WHAT IS IT?

The Neighborhood Partnership Grant (NPG) program provides grants to neighborhood and homeowners associations to undertake small-scale neighborhood improvement and enrichment projects. The Community Redevelopment Agency (CRA) Board has authorized grant funding in the amount of \$50,000 for the program for Fiscal Year 2018. Qualified applicants can apply for grants ranging from \$500 to \$5,000 to fund projects within the Greater Frenchtown/Southside Redevelopment (GFS) District. Grants will be awarded on a first-come, first-served basis to qualified applicants whose project and funding request meet the criteria noted below.

WHO MAY APPLY?

This program provides grants to neighborhood and homeowners associations, both formally and informally organized, within the GFS District. To qualify for funding, proposed projects must meet the criteria noted below and be located within the GFS District.

WHAT TYPES OF PROJECTS ARE FUNDED?

Projects submitted for grant funding must provide a clear public benefit and fall within one or more these categories: Public Safety and Emergency Preparedness, Beautification or Placemaking. Proposed projects examples include but is not limited to neighborhood lighting enhancements, neighborhood signs, community gardens or public art, such as street murals and sculptures, perhaps designed by local youth as an enrichment program.

Projects that are physical improvements must be done in the public right-of-way, on public property or property owned by the neighborhood or homeowners association. Projects located on private property not owned by the neighborhood or homeowners' association are not eligible for funding. Additionally, the application must demonstrate neighborhood support, have the consent of the adjacent property owners, and be a project that can be permitted by federal, state, and local regulations. Any necessary permits will be the responsibility of the applicant.

WHAT ARE THE MINIMUM APPLICATION CRITERIA?

To be eligible for funding, a project must:

1. Be located within the GFS District;
2. Submitted by a homeowners' or neighborhood association, either formal or informal and with or without nonprofit status, within or partially within the GFS District;
3. Fall into one of more of the categories of Public Safety and Emergency Preparedness, Beautification and Placemaking; and
4. Provide a clear public benefit.

WHEN CAN I SUBMIT AN APPLICATIONS?

Beginning November 1, 2017, applications may be submitted via hand delivery or mailed to the Neighborhood Affairs office at Smith-Williams Service Center, 2295 Pasco Street, Tallahassee, FL 32310. They may also be sent electronically to John.Baker@talgov.com. Faxed applications will not be accepted.

HOW MUCH MONEY CAN A NEIGHBORHOOD RECEIVE IN A GRANT?

The maximum grant award per neighborhood or homeowner's association is \$5,000. A neighborhood or homeowners' association may only apply for one grant per fiscal year, with amounts between \$500 and \$5,000. The Neighborhood Affairs Manager reserve the right to make an award for less than the amount requested in the application.

HOW DO I RECEIVE AN APPLICATION PACKAGE?

Applications are available online at www.talgov.com and at the City's Neighborhood Affairs office, located at the Smith-Williams Service Center, 2295 Pasco St., Tallahassee, FL. Electronic copies of the application may be emailed by contacting John Baker at (850) 891-8773 or John.Baker@talgov.com.

HOW WILL NEIGHBORHOOD AFFAIRS DECIDE WHICH PROJECTS ARE FUNDED?

A Grant Review Team (comprised of Neighborhood Affairs staff) will review the applications received to determine eligibility and funding levels for qualified projects. The Grant Review Team will notify applicants whose proposed projects do not meet the eligibility criteria. An applicant can revise the project to meet the grant eligibility criteria and resubmit the application. No funds will be reserved for a project that does not meet the eligibility criteria. Resubmitted applications will be treated as a new application.

WHEN WILL I KNOW IF MY PROJECT IS FUNDED?

The Grant Review Team will notify applicants within seven days of the decision to make an award or not regarding their proposed project. All successful applicants will be asked to sign an agreement and will be given notice to proceed with their projects.

WHO DO I CALL FOR MORE INFORMATION OR TO RECEIVE ASSISTANCE?

The Grant Coordinator, John Baker, may be reached at (850) 891-8773.

WHAT ARE THE ELIGIBILITY CRITERIA?

Eligible projects must:

- * be located within the GFS District;
- * be submitted by a homeowners' or neighborhood association, formal or informal;
- * be completed within six months of execution of the grant agreement;
- * include a detailed budget;
- * show the applicant's capacity to complete and maintain the project (). Examples include previous partnership support and/or completion of similarly sized projects, etc.
- * identify a person, association, or a responsible entity who will maintain the project;
- * not be in conflict with, but may enhance existing or proposed public improvement projects or programs;
- * result in a definitive, physical project that benefits a specific neighborhood; and
- * show neighborhood support.

Additionally, an original copy of the application must be provided with support materials clearly labeled. Please complete the checklist below to verify that all necessary items have been included.

SELECTION CRITERIA:

1. **Location**
The applicant and proposed project must be located within the GFS district;
2. **Participation**
The applicant must be the association or have the commitment of participation and support from the neighborhood association. The project must be located within the boundaries of GFS District.
3. **Neighborhood Impact**
The application addresses a concern and/or matter of significance to the neighborhood.
4. **Proposed Project**
The applicant has proposed a project that is well planned, adequately budgeted and ready for implementation. The application is filled out thoroughly and correctly. All participants, or those who may be affected, have been informed and concur with the project. Details such as timing, communication and grant administration have been considered. Applicants shall include a description of plans for any necessary government or agency permits and regulations.