



**City of St. Petersburg  
Neighborhood Partnership  
Matching Grant Program  
FY 12**

**WHAT IS THE PURPOSE OF THE NEIGHBORHOOD PARTNERSHIP MATCHING GRANT PROGRAM?**

The Neighborhood Partnership Matching Grant Program is designed to provide grant awards to neighborhood & business associations, organizations or groups of residents for specific improvement projects that build relationships and improve the community.

**WHAT GRANT AMOUNTS ARE AVAILABLE?**

Applicants may apply for up to \$25,000. For each project, applicants must provide a “match” which equals or exceeds the amount of the funds requested from the program. Identifying the match is a requirement of all projects applications and shall be shown in the budget table. The required match may include any or all of these: (1) cash (2) volunteer labor (3) donated materials and supplies and/or professional services and (4) maintenance.

**IMPORTANT NOTE:**

Grant approval will require that applicants provide evidence of volunteer involvement by association members during the year.

**WHAT TYPES OF PROJECTS ARE FUNDED?**

Projects or plans that improve & enhance a neighborhood, business area &/or the city-at-large and comply with the parameters of this grant program are evaluated. Previous grant award recipients have submitted applications for landscaping, identification signs, public art and youth initiated neighborhood improvements.

**WHAT ARE THE MINIMUM SELECTION CRITERIA?**

Grant applications must meet the following selection eligibility criteria. Successful grant applications must:

- \* Result in a definitive project which benefits a neighborhood and/or business area and provide a clear public benefit to the community.
- \* Demonstrate a match which meets or exceeds 50% of the total grant request.
- \* The project must be in the right-of-way or on public property.
- \* Be complete: All project questions must be answered completely.
- \* Involve property and/or business owners and residents.
- \* Demonstrate support from affected neighborhoods, property/business owners, and/or residents for proposed physical projects.
- \* Be a project that can be permitted by federal, state, and local regulations.
- \* Provide a detailed plan (if a landscape or similar physical project is proposed).

### **MINIMUM SELECTION CRITERIA (cont'd)**

- \* Complete all project implementation and match requirements within 12 months.
- \* Spend allocated funds within 12 months of award.
- \* Guarantee ongoing maintenance for the life of the project.
- \* If incorporated, include a copy of the current State of Florida Incorporation Certificate.
- \* Designate a project manager to administer the grant award project. In the case of a youth applicant, there must be at least one adult supervisor.
- \* If city-owned property, responsible city department must provide a letter of support for the proposal.
- \* Multiple proposals from the same applicant must total no more than \$25,000 when requests are combined.
- \* Be submitted on or before the published deadline.
- \* Previous grant awards: Prior grants (FY 2010) and earlier) must be 100% completed before application submission.
- \* Current year (FY 2011) awards must be 50% completed (implemented) prior to October 7, 2011, 80% completed before December 2011 and 100 % completed before January 2012
- \* Cash Match timeframe should reflect payment to the City prior to the start of project implementation. Project implementation will not start without submission of cash match.
- \* All applicants must develop and implement a comprehensive community involvement plan; including documented tracking of volunteer efforts.

### **WHAT TYPES OF PROJECTS ARE NOT FUNDED?**

Projects that **will not** be funded and are ineligible include:

- \* Applications that arrive after the deadline.
- \* Incomplete applications (e.g. no cost estimates; no letters of support).
- \* Proposals on private property.
- \* Proposals benefitting only one property/agency.
- \* Requests for salaries or operating expenses.
- \* Proposals that provide no identified match.
- \* Projects which have another source of City funding and/or process (e.g., sidewalks, alley paving, etc.).
- \* First Amendment projects.
- \* Multiple proposals, when combined, exceed \$25,000.
- \* Projects which are in conflict with existing city master plans or departmental policies.
- \* Applications without documentation of association volunteer efforts beyond completion of the project.

### **WHO DECIDES WHICH PROJECTS ARE FUNDED?**

A Grant Review Team will be established to screen the applications using the outlined selection criteria and City Administration will make a recommendation to the St. Petersburg City Council. Final grant awards will be approved by the City Council.

The Grant Review Team will be comprised of representatives from the community and the City Administration and be staffed by the Neighborhood Partnership and Legal Departments. Applications are ranked based on the selection criteria.

### **WHAT HAPPENS WHEN A GRANT IS APPROVED?**

Grant award recipients are required to sign a contract with the City before proceeding with their approved projects. Throughout the contract period, designated staff will monitor the progress of the project. The City will pay vendors directly. At minimum, grant recipients are responsible for: (1) coordinating each “step” of the implementation stage with designated staff; (2) maintaining records within the contract period to demonstrate that the grant “match” is met or exceeded; (3) obtaining all necessary permits and other approvals; (4) ensuring that volunteers fill out a Release and Hold Harmless Agreement; (5) taking “before and after” photographs of physical improvement projects; and (6) submitting the required final written report within 30 days after project completion.

### **WHO IS RESPONSIBLE AFTER GRANT COMPLETION?**

The project area remains the responsibility of the grant recipients. The City of St. Petersburg will only continue its current level of maintenance in and around the project site after project completion.

### **NEED ADDITIONAL INFORMATION?**

If potential applicants have questions concerning this program or the application, *contact the Neighborhood Partnership Department at (727) 551-3249 or e-mail [terese.hilliard@stpete.org](mailto:terese.hilliard@stpete.org).*

For technical assistance for a physical improvement project, call the Public Service Representative (PSR):

Debbie Larson 893-4138      Zone 1 (generally north)

Susan Fuchs 893-4137      Zone 2 (generally west)

Elean Cushnie 551-3341      Zone 3 (generally south)

For all lighting proposals, contact David Reed at 893-7495.

### **NEIGHBORHOOD PARTNERSHIP GRANT GLOSSARY**

**budget estimate:** projected expenses for proposed project, including materials, and applicant match (i.e. volunteer hours, in-kind donations, cash, etc).

**deadline:** time beyond which applications will not be considered.

**donation:** goods or services given to the association and/or applicant with a measurable value.

**First Amendment project:** refers to projects which provide a person and/or association with an opportunity to convey a message by written or oral means or provide some means of symbolic expression.

**in-kind:** a value placed on a donation that may be counted toward match (i.e. donated landscape material sold at retail for \$100.00 would count as a \$100.00 match)

**maintenance:** ongoing care of proposed project by the applicant (e.g., weeding a landscaped median)

**match:** cash, goods and/or services and volunteer hours provided by the applicant equal to the grant request. (Volunteer hours are valued at \$20.00/hour.)

**planting plan:** sketch of proposed landscaping project; should include spacing of plant materials, locations of signs, above-ground wires, pavement, driveways, structures or other obstructions and existing plant materials.

**public art:** may include, but not limited to: sculpture, painting, graphic arts (printmaking & drawing), mosaics, photography, crafts (functional and non), mixed media, earthworks & environmental installations, decorative, ornamental or functional elements designed by practicing artists designated through a selection process.

**public benefit:** positive effects of a project or program upon the community/city-at-large.

**public property:** any City-owned land (i.e. recreation centers, parks, public rights-of-ways, etc) or land and facilities controlled by a governmental agency

**right-of-way:** any street, avenue, boulevard, highway, sidewalk or alley or similar place dedicated for vehicular and/or pedestrian use

which is controlled by the City, State or Federal government

**volunteer efforts:** organized and documented participation in projects that are completed on a volunteer basis by neighborhood residents and neighborhood association members which provide a clear benefit to city residents

**youth:** person under the age of 18 years old

### **APPLICATION DEADLINE**

All applications are due - via U.S. Mail, hand-delivery or delivery service - to the Neighborhood Partnership Department, City Hall (175 5<sup>th</sup> Street North – 2<sup>nd</sup> Floor), by **5:00 p.m., Friday, October 7, 2011**

**Late submittals will not be accepted.**

Submit: One (1) unbound and one (1) bound copy



**FY 2012 Application Cycle  
Deadline: October 7, 2011**

APPLICANT NAME: \_\_\_\_\_

**GENERAL INFORMATION**

Category for which applying:

\_\_\_ Decorative lighting      \_\_\_ Sign/Monument      \_\_\_ Landscaping  
\_\_\_ Youth Initiated      \_\_\_ Public Art      \_\_\_ Other / Specify  
\_\_\_\_\_

Provide a short, descriptive project title to which the project may be referred:

1. Project Title: \_\_\_\_\_

Indicate if the association or organization is incorporated:

2. Incorporated: \_\_\_ Yes \_\_\_ No (If "Yes", a copy of the State of Florida incorporation certificate or acceptable alternative from the State of Florida web address must be attached.)

3. Incorporation Certificate attached: \_\_\_ Yes \_\_\_ No

*A contact person must be designated who is familiar with the details of the project and able to respond to questions about the application during the review process. The contact person will serve as the Project Manager, if the application is approved. If a youth initiated project, the adult supervisor information must also be provided.*

4. Contact Person/Project Manager

Name: \_\_\_\_\_

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

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

5. Project Status:  
Indicate if this is a new request for a Neighborhood Partnership Matching Grant or continuation of a prior project: \_\_\_\_\_ New Project \_\_\_\_\_ Continued Project
6. If awarded, association president or individual authorized to sign contract with the City:  
Name (print): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Complete, timely applications which meet the minimum criteria will be further evaluated and scored according to the Selection Criteria. Highest ranked projects will be considered for funding.

**PROJECT DESCRIPTION (15)**

1. **Please describe the proposed project.** Funded projects must demonstrate a clear public benefit. (5 points)
- a. Why is the project needed: \_\_\_\_\_
  - d. What will be produced: \_\_\_\_\_
  - c. Who benefits from the project: \_\_\_\_\_
  - d. Will there be positive impacts on the community: \_\_\_\_\_ Yes \_\_\_\_\_ No
  - e. What are the proposed impacts? \_\_\_\_\_
2. **What is the specific location of the project?** Provide photographs and maps. (5 points)
- a. Location: \_\_\_\_\_
  - b. Map of proposed location attached Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. Photo of proposed location attached Yes \_\_\_\_\_ No \_\_\_\_\_
  - d. If landscaping proposal, planting plan is attached Yes \_\_\_\_\_ No \_\_\_\_\_
  - h. Signature of Public Service Representative who verified right of way:  
\_\_\_\_\_ Name \_\_\_\_\_ Date

3. **Project implementation schedule:** Include detailed steps of project implementation & length of time required for each task. *\* The project must be designed to spend the allocated funds and provide all required match hours for the project within 12 months of the grant award period.* (5 points)

*Example:*

<u>Task:</u>	<u>Timeframe</u>	<u>Length of Time:</u>
Install plants	3 <sup>rd</sup> wk of Feb '04	2 - 8 hour days (16 hours)
Weed planting beds	3/11 – 3/12 11	1/week x 1 hr (52 hours)
_____	_____	_____
_____	_____	_____

- a. Has Public Service Rep identified that a permit is needed for the project? \_\_\_ Yes \_\_\_ No
- b. If yes, what type: \_\_\_\_\_ right-of-way \_\_\_\_\_ building \_\_\_\_\_ other, specify: \_\_\_\_\_

**PROJECT MAINTENANCE (15 points)**

*If project is a neighborhood plan this section will not penalize the applicant.*

**1. What type of maintenance will be required for the project? (5 points)**

Maintenance of the project area remains the responsibility of the grant recipients. The City of St. Petersburg will only continue its current level of maintenance in and around the project site after project completion.

\*Type of maintenance needed: \_\_\_\_\_ Weeding \_\_\_\_\_ Painting \_\_\_\_\_ Planting \_\_\_\_\_ Watering  
\_\_\_\_\_ Litter pick-up \_\_\_\_\_ Other, specify: \_\_\_\_\_

**2. Who will perform the maintenance and how often? (10 points)**

Be specific. If volunteers will provide match, please provide a signed statement from volunteers, indicating understanding and agreement to provide required duties (include schedule).

- a. Maintenance schedule: \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly
- b. Who will maintain project. \_\_\_ Volunteers (Attach list of signatures)  
\_\_\_ Hired contractor (Attach Proposal – with Commitment Letter)  
\_\_\_ City Department (Attach commitment letter)
- c. Estimated total number of volunteers: \_\_\_\_\_
- d. Estimated total number of volunteer hours: \_\_\_\_\_
- e. How will you track volunteer hours: \_\_\_\_\_ Sign-in list \_\_\_\_\_ Create schedule/log

*Documentation of volunteer hours is required in the final report. You must provide signature verification of all match project participants; including total hours worked. The applicant will be contractually obligated to maintain the project as long as it continues to exist.*

## CITIZEN PARTICIPATION (60 POINTS)

*Support and participation from formal and/or informal neighborhood and business associations, organizations and affected property owners and residents; and active resident participation in community service projects are critical to the award of a grant. (40 points)*

What percentage of households are active members of the Neighborhood Association?  
(total # households / total # active membership = % of households active)

What percentage of households are active members of the Neighborhood Crime Watch?  
(total# households / total # active membership = % of households active)

What plans do you have to recruit residents to membership? Please describe.

What service projects has/ did your association participate in during 2011?

How many association members will participate in service projects in 2012?

Does your association partner with any of the following existing volunteer efforts?

Neighborhood Cleanups	Yes___	No ___
Mentoring	Yes___	No ___
Keep Pinellas Beautiful	Yes___	No ___
United Way	Yes___	No ___
Free Clinic	Yes___	No ___
Pinellas Hazardous Materials Cleanup	Yes___	No ___
Coastal Cleanup	Yes___	No ___
Carefest	Yes___	No ___
Scrubbin Da Burg	Yes___	No ___
Adopt A Park	Yes___	No ___
Youth Sports Organization(s)	Yes___	No ___
Other (Identify)_____	Yes___	No ___

### 1. Describe how potentially impacted property owners, residents and/or business owners have been advised of the proposal contained within this application. (5 points)

a. Who was notified? \_\_\_ Neighborhood Association \_\_\_ Business Association  
\_\_\_ Property owners \_\_\_ Business owners

b. How were they notified? \_\_\_ Direct mailing \_\_\_ Surveys \_\_\_ Newsletters \_\_\_  
Flyers \_\_\_ E-mail \_\_\_ Association meeting (Copies of meeting minutes, flyers, surveys or other supporting documentation should be attached to this application.)

### 2. Support for proposed project or plan: (15 points)

a. Do the affected neighborhood and/or business associations support the project or plan?  
\_\_\_ Yes \_\_\_ No (Attach letters of support)

b. Provide written support from all property owners within 200 feet of a physical improvement measured from the nearest property line. Attach the names, signatures, addresses and evidence of support.

Support documentation attached \_\_\_ Yes \_\_\_ No

**PROJECT BUDGET** (20 points)

The project budget should include materials requested, applicant match (including maintenance), and necessary permit and associated costs. You must attach all required documentation (e.g. copies of vendor quotes, detailed landscaping plans, etc).

**If you are considering a landscaping or sign grant call 551-3249 for a list of approved vendors.**

**Vendor quotes:**

**City Department Cooperative Agreements**

*If your project will be completed as a cooperative effort with a City Department, please answer the following questions.*

- A. Will the service be performed by a City department?  Yes  No
- B. Did that department provide you with a written quote?  Yes  No
- C. Is the quote attached?  Yes  No

**All Other Projects**

*You must provide the required documentation indicated below.*

- A. If project is < \$10,000; 3 quotes are required. Are they attached?  Yes  No
- B. If the project is > \$10,000; 5 required are required. Are they attached?  Yes  No
- C. If No; application is not complete.
- D. If you are having difficulty obtaining quotes, please contact Terese Hilliard (727-551-3249) with questions or issues.

**PROJECT BUDGET** (backup documentation is required, e.g. vendor quotes)  
**You must use this form for your request.**

**A. Grant Request**

Materials: (e.g. plants, trees, etc)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Services: (e.g. sign construction, in-kind, etc)

_____	
_____ hours @ \$ _____/hour =	\$ _____

Permit fees:

_____ =	\$ _____
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**A. Subtotal** \$ \_\_\_\_\_ (*Request*)

**B. Grant Match**

Project Volunteer Hours @ \$20.00 per hour

_____ hours @ \$ _____/hour =	\$ _____ * Signature documentation required As part of application
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In Kind Services

_____	\$ _____ * Contractor proposal required
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Cash:

\$ _____
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Neighborhood Volunteer Projects @ \$20.00 per hour

_____ =	\$ _____
_____ =	\$ _____
_____ =	\$ _____
_____ =	\$ _____

**B. Subtotal**

\$ \_\_\_\_\_ (*Match*)

**TOTAL PROJECT COST**

<b>A:</b> _____ + <b>B:</b> _____ =	<b>C (total)</b> _____
A/C x 100%	B/C x 100%
	100%

**PENALTIES, BONUSES AND/OR “TIE-BREAKERS”**

If requests for Grants awards exceed the available funding, these additional points or penalties may be decisive in the determination of the grant recipients.

**Previous award recipient:** Were all phases of the previous grant completed? (5 Points)

- a. Was your project completed within one year \_\_\_\_ Yes \_\_\_\_ No
- b. If no, why not: \_\_\_\_\_

**Open/Unfinished NP Grant:**

Have all your final reports been submitted? \_\_\_\_ Yes \_\_\_\_ No (- 25 point penalty)

**Non-maintenance of previous grants:** (-10 points per previous grant)

Have you been notified for non-maintenance any previous grants? \_\_\_\_ Yes \_\_\_\_ No

- a. If yes, how many grants? \_\_\_\_\_
  - b. Is maintenance on all previous grants current? \_\_\_\_ Yes \_\_\_\_ No
- Verification by PSR: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_initials

**First time applicant:** \_\_\_\_ Yes \_\_\_\_ No (15 points)

**Workshop attendance:** Did representative attend any formal Grant workshops – only one representative attendance per meeting is counted (5 points each – 20 max points)

August 3, 2011	1:00 p.m. _____	6:00 p.m. _____
August 10, 2011	1:00 p.m. _____	6:00 p.m. _____
August 17, 2011	1:00 p.m. _____	6:00 p.m. _____

**Meeting with City staff:** Did the applicant(s) meet informally with Neighborhood Partnership staff and Public Service Representatives (PSRs) *or* other City Departments? (10 points)

NP staff person:	_____ Yes ____ No	Date: _____
PSR:	_____ Yes ____ No	Date: _____
(Parks)	_____ Yes ____ No	Date: _____

**Date application submitted:**

2 months prior to deadline (20 points): \_\_\_\_\_

1 month prior to deadline (10 points): \_\_\_\_\_

2 weeks prior to deadline (2 points): \_\_\_\_\_

**Workshop Dates:**

All workshops will be held in City Hall: 175 5<sup>th</sup> Street North – Community Resource Room.

August 3, 2011 at 1:00 p.m. or 6:00 p.m.

August 10, 2011 at 1:00 p.m. or 6:00 p.m.

August 17, 2011 at 1:00 p.m. or 6:00 p.m.

**Deadline: Must be received by Friday, no later than 5:00 p.m., October 7, 2011**

Mail application plus one copy to:

Neighborhood Partnership Department  
 City of St. Petersburg  
 P.O. Box 2842  
 St. Petersburg, Florida 33701  
 Or deliver to:  
 Neighborhood Partnership Department @ City Hall  
 175 5<sup>th</sup> Street North, 2<sup>nd</sup> Floor