



## City of St. Petersburg Matching Grant Program



### **WHAT IS THE PURPOSE OF THE MATCHING GRANT PROGRAM?**

The 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 \$20,000. 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.

### **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.

### **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 provides 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.
- \* Provide letters of support from affected neighborhoods, property/business owners, and/or residents for proposed projects.
- \* Be a project that can be permitted by City regulations.
- \* Complete the project within 12 months.
- \* Guarantee ongoing maintenance of the project.
- \* If city-owned property, responsible city department must provide a letter of support for the proposal. (e.g. Parks, Stormwater Departments)
- \* Applicants may request funding for more than one proposed project in their application; however, the combined total amount of requested funds shall not exceed the maximum award of \$20,000. Applicants should prioritize their proposed projects and rank each proposed project numerically (e.g. first, second, third etc.). If the City receives numerous requests that exceed the total available neighborhood grant funds, all first ranked proposed projects (provided they comply with the grant criteria) shall be considered for funding before any additional secondary projects are considered in order to maximize the number of grant recipients.
- \* Cash Match must be submitted to the City prior to the start of the project.

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

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

- \* Proposals on private property.
- \* Proposals benefitting only one property/agency.
- \* Requests for salaries or operating expenses.
- \* Proposals that provide no identified match.
- \* First Amendment projects.
- \* Projects which are in conflict with existing city master plans or departmental policies.



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### WHO DECIDES WHICH PROJECTS ARE FUNDED?

A Grant Review Team will review proposals and make recommendations for approval.

### HOW MANY GRANTS CAN AN APPLICANT RECEIVE?

An applicant may submit for than one application; however, the combined total shall not exceed the maximum award of \$20,000. Applicants should prioritize their proposed projects and rank each proposed project numerically (e.g. first, second, third etc.). If the City receives numerous requests that exceed the total available neighborhood grant funds, all first ranked proposed projects (provided they comply with the grant criteria) shall be considered for funding before any additional secondary projects are considered in order to maximize the number of grant recipients.

### 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. (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 projects; and (6) submitting the required final written report.

### WHO IS RESPONSIBLE AFTER GRANT COMPLETION?

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

### APPLICATION DEADLINE

There is no formal deadline. As potential projects are identified, applications can be submitted for consideration. You can submit your application via U.S. Mail, hand-delivery or delivery service - to the Community Service Department, City Hall (175 5<sup>th</sup> Street North – 2<sup>nd</sup> Floor).

### GRANT GLOSSARY

**First Amendment project:** Projects are not allowed to have words that express an opinion included. (ex: “Our Neighborhood likes ....”; etc.)

**In-kind:** Work or materials that will be provided for the project by a professional business for free. (eg., free landscaping assistance)

**Maintenance:** What you are going to do to take care of the project (e.g., weed landscaped area)

**Match:** cash and volunteer hours provided by the applicant. (Volunteer hours are valued at \$24/hour.)

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

**Public property/ Right-of-way:** any City-owned land or land and facilities controlled by a governmental agency - NOT private property. (ex. parkland, land between sidewalk and roadway)

### NEED ADDITIONAL INFORMATION?

For questions concerning this program or the application, *contact (727)551-3249 or e-mail Terese Hilliard at [terese.hilliard@stpete.org](mailto:terese.hilliard@stpete.org).*



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Application Page 1



Deadline: None; available until all funding is awarded.

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

GENERAL INFORMATION:

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

3. If awarded, association president or individual authorized to sign contract.

Name (print): \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

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

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

PROJECT DESCRIPTION

Please describe the proposed project. Funded projects must demonstrate a clear public benefit.

Why is the project needed: \_\_\_\_\_

What will be produced: \_\_\_\_\_

What is the specific location \*of the project? \_\_\_\_\_

\*Project location is subject to change pending visibility triangle and utility checks.

PROJECT MAINTENANCE

Who will perform the maintenance and how often?

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

Maintenance schedule: \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Quarterly

Who will maintain project.

\_\_\_ Volunteers (Attach list of signatures)

\_\_\_ Hired contractor (Attach Proposal - with Commitment Letter)

\_\_\_ City Department (Attach commitment letter)

Estimated total number of volunteers: \_\_\_\_\_

Estimated total number of volunteer hours: \_\_\_\_\_

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.

Describe how potentially impacted property owners, residents and/or business owners have been advised of the proposal contained within this application.

\_\_\_ Neighborhood Association \_\_\_ Business Association

\_\_\_ Property owners \_\_\_ Business owners

How were they notified? \_\_\_ Direct mailing \_\_\_ Surveys \_\_\_ Newsletters

\_\_\_ Flyers \_\_\_ E-mail \_\_\_ Association meeting

Support for proposed project or plan:

Do the affected neighborhood and/or business associations support the project or plan?

\_\_\_ Yes \_\_\_ No (Attach letters of support)

Provide written support from all property owners within the affected area. Attach the names, signatures, addresses and evidence of support.

Is support documentation attached \_\_\_ Yes \_\_\_ No



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**PROJECT BUDGET**

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, etc).

*You must provide 3 written vendor quotes for each proposed project.*

PROJECT BUDGET (backup documentation is required, e.g. vendor quotes)

**You must use this form for your request.**

**A. Grant Request**

Materials:

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

Permit fees:

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

Grant Match

Project Volunteer Hours @ \$24.00 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:

\$ \_\_\_\_\_

**B. Subtotal**

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

**TOTAL PROJECT COST**

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

**APPLICATION DEADLINE**

All applications are due - via U.S. Mail, hand-delivery or delivery service - to the Community Service Department, City Hall (175 5<sup>th</sup> Street North – 2<sup>nd</sup> Floor). Applications will be accepted on an ongoing basis until all funding is awarded.

Submit: One (1) original (1) copy