

APPLICATION CHECKLIST

MAYOR'S NEIGHBORHOOD MINI-GRANT PROGRAM

MAIL OR DELIVER COMPLETED APPLICATIONS TO:

City of St. Petersburg Community Services Department
175 5th Street North - 2nd Floor
St. Petersburg FL, 33701
727-892-5141

To be considered, the below criteria must be met:

Requesting party is a Neighborhood or Business Association on the Community Services Association's list or Crime Watch vetted by the Police Department.

The Association has no outstanding previously-approved grants (mini-grant or Neighborhood Partnership Matching Grant) - final reports must be submitted after completion within 30 days post event.

Application does not exceed the twice-yearly or \$500 cumulative maximum per Association per calendar year.

Grant funding is going towards a social or volunteer activity or related expense that has not already occurred.

Grant funding is going towards building or expanding neighborhood community connections or engagements among residents within the neighborhood and support sustainability and resiliency. No foam plates or cups or plastic straws may be purchased with City funds.

Grant funding is not to be used for alcohol, firearms, fireworks, gift cards, illegal substances, items that don't meet the intent of this program, or regular association operating expenses (salaries, tools, newsletters, annual mailbox fees, physical improvements that are not tied to community building, etc.).

Application must be submitted more than 2 weeks (10 business days) prior to the proposed event, not to exceed 90 days before the proposed event.

Once grant is approved, the signed contract must be returned to the Community Services Department at least 5 business days before the activity. Grant approval will be rescinded otherwise.

NOTE: Past grant recipients who failed to execute an event or submit complete final reports will not be eligible to apply.

Payment Process (if grant is approved)

- City will pay all City permits (street closures, park, facilities, etc.) directly.
- No advance payments will be awarded. The approved grant will either be paid directly to the vendor by the City or awarded through reimbursement.
- City preference is to pay for requested items and staff will meet association representative at the cash register. The City does not have a membership at Sam's Club or Costco and will not be able to pay these retailers directly.
- There are items that may be on the City's blanket purchase order list. If so, the City will pay the vendor directly. Typically, there will be cost savings which will allow the association to reallocate to other areas. Staff will advise on those items.

If applying for reimbursement:

Reimbursements will only occur if the expenditures and amounts were approved by the City in advance as part of the grant application and all final report items (receipts, photos, summary) have been submitted.

Receipts must be itemized with the retailer name and purchase date clearly identified.

Orders/purchases cannot occur prior to grant approval date.

The association needs to be a registered vendor with the City. If already registered as a vendor, please confirm that the online vendor information is current. More information at www.stpete.org/procurement.

APPLICATION

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The Mayor's Neighborhood Mini-Grant Program provides grant funds to eligible applicants for events that build or expand neighborhood involvement. Applications are approved on a rolling basis and applicants will be notified on the status of their request within 5 business days. Applicants may be contacted during review process for additional information and/or potential partnership opportunities.

Please answer a few questions about the event you would like to propose for funding:

Event:

Location:

Applicant Name/Group:

Contact Phone:

Contact Address:

Contact Email:

Department of Agriculture Registration Number (if applicable):

Date and timeframe of the event:

Number of expected participants:

How will the event encourage community building?

Budget (*Requested materials by category*):

\$
\$
\$
\$

TOTAL REQUEST: \$

The undersigned acknowledges and agrees that if the event is approved for funding that such funding shall not be disbursed until an authorized representative of the applicant has executed all required documents and completed the online procurement registration. Any applicable permits must be obtained prior to the event, but after approval of the grant. The City will pay for the permit internally, with the total permit amount being part of the grant budget. The undersigned further acknowledges and agrees that the funds shall only be used for purpose authorized. Authorized group member representative signature required.

Signature

Date

All applications are due a minimum of 10 business days in advance of the proposed event.



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