



NEIGHBORHOOD GRANT PROGRAM INFORMATION & APPLICATION PACKET

This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact the City of Owasso's Neighborhood Coordinator, by calling 918-376-1556 or by email neighborhoodcoordinator@cityofowasso.com.

The neighborhood grant program was established to assist neighborhoods, especially those that are older and are at risk of deterioration, in funding projects to beautify and/or otherwise enhance the quality of life in their neighborhood. The intent of the Neighborhood Grant Program is to provide supplemental funds to recognized neighborhood organizations in the City of Owasso or to residents in the processing of forming a neighborhood association. The amount of awarded grant funds allocated to neighborhoods is based on a project's impact to the neighborhood or community and available funding. Final approval will be the decision of the Owasso Community Foundation.

Neighborhood Projects

The grant may be used for projects that will improve the neighborhood or strengthen the neighborhood organization. There is no specific list of projects; however, examples of projects might include landscaping/beautification, entrance signs/street sign toppers, traffic calming, neighborhood communication, neighborhood clean-ups, neighborhood watch activities, or establishment of a neighborhood association (legal, website, newsletter, etc). The funds may not be used for general operating expenses of the neighborhood organization. All projects must benefit the neighborhood or community. Projects that require ongoing funding or staffing will not be considered for funding. Projects must be completed within six (6) months of approval.

Note: *Until the project receives approval from the Owasso Community Foundation, the Foundation and the City of Owasso are not responsible for nor will it pay for any expenses or costs incurred by the applicant for the project.*

Project Coordinator and Project Management

A Project Coordinator from the neighborhood must be identified to serve as the contact person with the City of Owasso's Neighborhood Coordinator during the planning and/or implementation of the project.

Responsibilities of the Project Coordinator include:

1. Acting as the primary contact for the project
2. Communicating with the residents

3. Working with the City's Neighborhood Coordinator to answer residents' questions and facilitate neighborhood meetings where necessary
4. Coordinating project
5. Recruiting volunteers
6. Filling out and submitting all paperwork
7. Financial accountability and documentation of expenditures and reimbursement for purchases, submitting invoices, etc.
8. Include a letter of endorsement for the project from the neighborhood association representing the area in which the project will be done

Developing a Budget

All applications must include a project budget that includes all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project
- Get cost estimates for each item from more than one reliable source. Cost estimates need to be accurate and realistic

Neighborhood Investment

Grant projects require a neighborhood investment for grant funds awarded. Neighborhood investment may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges, volunteer labor, donations in the form of materials and/or services. The best way to consider ideas for investment is to generate a list of all resources needed to complete the project and to identify those items that can be found in the neighborhood. Don't forget human resource expertise that may be needed to develop a design or supervise construction.

Determining value of investment (please use the following criteria):

1. Volunteers Labor – equates to **\$15.00 per hour**
2. Donated professional services or skilled labor valued at the "reasonable customary rate".
3. Donated material or supplies valued at market cost.
4. Cash amount from neighborhood fundraising and pledges.

Guidelines to use when determining how to provide neighborhood investment:

- To qualify as volunteer labor, volunteers must be working on the approved neighborhood grant project as described in the grant application. (Include a list of names of volunteers that will be working on the project.)
- The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the neighborhood grant project itself.
- The neighborhood group that pledged the investment will be responsible for delivering the investment in all cases – no matter who acts as the Project Coordinator. All commitments for the investment must be in hand at the start of the project or a plan in place to raise the needed funds.

PROJECT EVALUATION

The following criteria is used to evaluate projects:	EXPLANATION
1. Scope/Quality/Plan	The project has a well-defined scope with the products of the process clearly defined. For each step of the process, it is specifically explained what is being done, who is doing it, and how it relates to the final product. The leaders are identified and have made a commitment.
2. Community Benefit	The application is clear and specific on the issue(s) to be addressed and provides documentation that the problem exists. The proposal demonstrates a commitment to seek a workable solution. The possible outcome will have widespread benefit for the entire neighborhood.
3. Neighborhood Participation	There is a specific, well thought out plan for involvement of the neighborhood and business community in all phases of the project/activity. The application demonstrates that the neighborhood is using this program as a means to address key issues within the neighborhood, is taking an active role in addressing them, and will have continued involvement in the implementation of the plan.
4. Investment Capability	The budget is well thought out and realistic. There is documentation of funds for the neighborhood match or there is evidence of pledges from the neighborhood (including residents, businesses, others). There is documentation of in-kind donations. There is a commitment for volunteer contribution toward project completion.
5. Consistency with Adopted Plans & Policies	Project/activity implements, or is a step in implementing, one or more recommendations in an existing adopted neighborhood plan. The project/activity is clearly consistent with City policies.

Approval Process and Review

Applications are due to the City of Owasso's Neighborhood Coordinator **by 5 p.m. on the scheduled due date for that year.**

Applications may be delivered to City Hall at 200 S. Main, to Owasso's Neighborhood Coordinator or mailed to:

**City of Owasso
Neighborhood Coordinator
P.O. Box 180,
Owasso, OK 74055**

Owasso's Neighborhood Coordinator will review the application packet to determine the required items have been included. If there is any missing information, the Neighborhood Project Coordinator will be contacted to obtain the required items.

Once the application packet is deemed complete, it will be submitted to the Owasso Community Foundation Neighborhood Grant Committee for approval. The Committee will review each application submitted and score them based on the evaluation criteria listed in the above guidelines. Once a decision has been made, each association applicant will be notified by mail.

In addition to a letter notification, the approved applicants will receive Final Budget Report forms that must be completed and submitted with supporting documentation for reimbursement to Owasso's Neighborhood Coordinator. An approved application serves as a notice to the association to proceed with the project.

Once the project is completed, the City of Owasso staff will conduct an inspection to verify the work has been completed per the application request. When verification is finished and a complete Final Budget Report along with receipts/invoices is submitted, **the final grant reimbursement to the applicant association will be made by Owasso Community Foundation within 30 calendar days of inspection and final approval.**

Payment of Providers

Because grant funds are public dollars, the Owasso Community Foundation (OCF) must meet certain audit requirements for funds that it expends. The OCF handles all grant accounts. There are two ways in which the grant funds will be disbursed:

1. Portion of grant funds could be available to be disbursed prior to completion of project subject to approval of the OCF.
2. Final reimbursement paid directly to the neighborhood group upon completion of project subject to the inspection and verification project is completed.



NEIGHBORHOOD GRANT Application
(Please Print or Type)

SECTION 1 – General Information

Name of Neighborhood Association or Eligible Group:

Description of Project: _____

Date: _____ Amount of Grant Funds Applying for: \$ _____ (*\$-Page 5)

Project Coordinator: _____

Address: _____

Phone Number: _____ (Day) _____ (Evening)

E-Mail: _____

NAME OF TWO OTHER PROJECT TEAM MEMBERS

#1 Name: _____

Address: _____

Phone: _____ E-Mail: _____

#2 Name: _____

Address: _____

Phone: _____ E-Mail: _____

Neighborhood boundaries: (Please identify the north, south, east and west boundaries of your neighborhood association/network or proposed neighborhood network.)

SECTION 2 – Qualifying Information for Project

1. Briefly describe your project and attach any applicable plans or designs.

2. How did you choose this project? Please describe the level of neighborhood support for it.

3. Identify the location of your project and provide specific issues and activities that will be undertaken as part of this project?

4. Briefly describe the benefits of the project to the neighborhood or community:

5. Does your project require upkeep/maintenance beyond the grant period?
YES or NO If YES; how will it be provided? (i.e. funding, volunteers, etc.)

PLAN/MILESTONE STEPS/TIME LINE (Completion Dates)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

SECTION 3 – PROJECT BUDGET:

Please provide a project budget, including all costs needed to complete your project (materials, services, labor, volunteer hours, etc.)

- A. Description: list each item needed to complete the project
- B. Quantity: list the amount/quantity of each item needed
- C. Cost per item: list how much each item costs
- D. Total item cost: calculate total cost (Quantity x Cost per item)
- E. **INCLUDE in your Budget – Contribution from Volunteer hours & any Donated Materials/Services**

Project Item description:	Quantity:	Cost per item:	Total item cost:
**Sub-Total of Project Costs			\$
TOTAL–Donated Materials/Services #2 {Page 4}			+ \$
TOTAL - Volunteer Labor #3 {Page 4}			+ \$
TOTAL PROJECT BUDGET:			\$

Neighborhood’s REQUIRED CONTRIBUTION FOR PROJECT:

{this includes funds from neighborhood organization, donated materials or services & Volunteer Labor to go toward the Total Cost of the Project}

Neighborhood’s funds raised or will be raised <i>* list name of contributing party – individual or Neighborhood Organization</i>	Total Funds from Neighborhood:
TOTAL NEIGHBORHOOD FUNDS - PROJECT (#1): <i>Total add to Neighborhood’s Investment – Page 5</i>	\$

Organization donated materials or professional services: <i>{list donated materials/services}</i>	Quantity:	Cost per item or hour:	Total cost:
TOTAL DONATED MATERIALS PROFESSIONAL SERVICES (#2): <i>Add Total to Project Budget–Page 3 & Neighborhood’s Investment – Page 5</i>			\$

Estimated number Volunteer hours to complete the project:	Vol cost per hour	Total Contribution:	
# of Volunteers + # of Hours x \$15/hour	\$15.00/hour		
TOTAL VOLUNTEER HOURS (#3): <i>Add Total to Project Budget – Page 3 & Neighborhood’s Investment – Page 5</i>			\$

TOTAL PROJECT BUDGET \$ _____
(matches project budget total-Page 3):

TOTAL OF NEIGHBORHOOD’S INVESTMENT TO PROJECT

- **Neighborhood’s funds/will be raised** (#1): \$ _____
- **Total of Donated materials/services** (#2): \$ _____
- **Total Contribution - Volunteer hours** (#3): \$ _____

TOTAL NEIGHBORHOOD INVESTMENT: (-) \$ _____
 (Add #1 #2 & #3 for Total from Neighborhood)

GRANT AMOUNT REQUESTED: \$ _____
 (Total Project Budget – Neighborhood Investment)

****If your neighborhood organization collects funds/dues on an on-going basis, please submit a Financial Statement or copy of Bank Statement along with your Grant Application.***

******* APPLICATION CHECKLIST *******

- ___ Completed & Signed Application
- ___ Budget information/financial statement
- ___ Signature of Project Coordinator and HOA President/Network Leaders
- ___ Location Map of Project
- ___ Required permits/permissions plan *(if applicable)*
- ___ Quotes from contractor(s) *(if applicable)*
- ___ Plans or designs for project *(if applicable)*

SECTION 4 – Certification by Organization

By signing this application, we certify that the information contained in this application is true and correct to the best of my/our knowledge. We also agree to comply with the guidelines and requirements of the Neighborhood Grant Program, and we certify that the completed project will not materially deviate from the plan submitted in this application.

We also certify that all volunteers hereby waive, release, relinquish, satisfy, quit claim and forever discharge the Owasso Community Foundation and the City of Owasso, or any of its directors, officers, agents, and/or employees from and against any and all actions, claims, liabilities, losses, and demands that he/she ever had, now has, or may have against the Foundation or the City, any of its directors, officers, agents, and/or employees as a result of or in connection with satisfying the obligations of the Neighborhood Grant Program.

**** 2 SIGNATURES ARE REQUIRED – CANNOT BE THE SAME PERSON ****

Homeowners Association President/Network Organization Leader

Name: _____ Signature: _____ Date: _____

Project Coordinator

Name: _____ Signature: _____ Date: _____

Notes:

******* FOUNDATION CHECKLIST *******

- Completed application including budget/timeline/financial statement
- Confirmation of neighborhood’s registration w/OSNI
- Verification of neighborhood approval for application submission
- Location Map of Project
- Plans or designs for project
- Quotes from contractor(s)
- Required permits (if applicable)

Owasso Community Foundation – per the minutes of the OCF Board meeting

Motion to Approve Grant in Amount: \$ _____

Date of Decision: _____ **Approved** **Declined**

Any Comments: *Notified Neighborhood of decision by email & letter
