

NEIGHBORHOOD IMPROVEMENT PROGRAM

Information Sheet

PURPOSE OF PROGRAM:

- To strengthen a neighborhood's appearance with the addition of permanent physical improvements
- To promote a greater sense of community through resident participation in a neighborhood project

ELIGIBLE PROJECTS:

- **Permanent physical improvements** to the neighborhood on public or private property
- The projects must result in an improved appearance to the neighborhood which **positively affects a significant number of residents**

GRANT APPLICATION PROCESS:

- Grant application materials can be picked up from the City Manager's Office, 515 Clark Avenue, or can be mailed by calling 239-5101. Completed applications should be submitted to the City Manager's Office as follows:

Budget Year Funds	Application Deadline	Date Funds to be Expended
2017-2018	Open	One Year from Award Date

GRANT AMOUNT

- A maximum of \$5,000 per year per application.

LOCAL MATCH REQUIREMENT:

- Project should reflect a direct contribution of \$1.00 in cash or in-kind labor (or a combination of both), valued at \$1.00 for every \$1.00 of City funds received.

DECISION CRITERIA:

- Resident involvement
 - Number of residents donating their time and/or labor to accomplish project
 - Number of residents donating funds to the project
- Project impact
 - Number of residents who will be positively affected by the improvement
- Enhancement of safety in the neighborhood
- Promotion of social interaction by utilizing public space
- Improvement in housing
- Support for the environment

RATING OF APPLICATIONS:

The City Manager will make final recommendations to the City Council regarding which projects should be funded. However, the City Manager will solicit input by utilizing a Rating Team comprised of four neighborhood representatives, a City Engineer from the Public Works Department, and a City Planner from the Planning & Housing Department. This group will rate each application according to the following point system:

Resident Involvement.....	30 points*
Project Impact	30 points**
Safety	10 points
Public Space.....	10 points
Improved Housing.....	10 points
Environment.....	<u>10 points</u>
	100 points
<small>*10 points 1-25 people, 20 points 26-50 people, 30 points over 50 people</small>	
<small>**10 points 1-25 people, 20 points 26-100 people, 30 points over 100 people</small>	

FUNDING DECISIONS:

Final funding decisions will be made by the City Council based on recommendations from the City Manager.

FURTHER INFORMATION:

If you have any questions about the NEIGHBORHOOD IMPROVEMENT PROGRAM or the application form, please contact Steve Schainker, City Manager, or Diane Voss, City Clerk, at 239-5105.

NEIGHBORHOOD IMPROVEMENT PROGRAM APPLICATION

Return To: City Manager, 515 Clark Avenue, Ames, IA 50010
Deadline: Open

NOTE: *It is important that you complete each item on this application form. The Rating Team judges applications following this format. If you want to use a computer to complete the form, please re-type each item, and then add your narrative. Your form should follow this form as closely as possible. Call Diane Voss at 239-5105 if you have questions.*

Included with this application are the following forms:

Form A: Worksheet for itemizing materials.
Form B: Worksheet for calculating in-kind labor.
Form C: Worksheet for listing individuals who will contribute to the project.

1. Describe the Improvement Project for which you are seeking City financial assistance. (Use separate sheets of paper if you need more space or see NOTE above.)
2. List the NAMES and ADDRESSES of those people who will benefit (you will receive a higher rating for this category if you can be as specific as possible in naming who will benefit).

3. Attach drawings, sketches, or plans of the project (**REQUIRED**). If your project involves wide-area landscaping, it is important that landscaping plans are drawn to scale.

4. What is the total estimated cost of the proposed project?

USE FORMS A & B (ATTACHED)

Materials	\$ _____
Labor	\$ _____
Total	\$ _____

How much funding are you requesting from the City?	\$ _____
How will you provide a “match” for the project?*	
Cash	\$ _____
In-Kind	\$ _____
Total	\$ _____

*The “match” can be in the form of direct monetary contributions, materials, and/or in-kind volunteer labor. If you intend to use volunteer labor as a match, calculate the cost for manual work, construction supervision, planning, and office type work at \$10/hour.

<u>A neighborhood wants to plant 100 trees in the parking along both sides of the street.</u>	
Cost of Materials: 100 trees @ \$25/each:	\$2,500
Cost of labor: 50 neighbors @ 2 hours each to plant trees @ \$10/hour:	\$1,000
+ 2 neighbors (project leaders) @ 5 hours each to plan @ \$10/hr:	100
Total cost of project:	\$3,600
The neighborhood is requesting one-half of the total cost from the City:	\$1,800
They plan to match this amount with \$1,100 of “in-kind” labor:	
(100 hours to plant trees and 10 hours of planning - In-Kind):	\$1,100
<u>AND</u> \$750 in Cash (50 neighbors assessed at \$15/each) – Cash:	750
Total cost of project:	\$3,600

5. List **names and addresses, with signatures**, of those individuals who will contribute (in the form of cash donations or volunteer work) towards this project.

USE FORM C (ATTACHED)

6. Explain how the project will enhance safety in your neighborhood (if applicable).

7. Explain how the project will promote usage of public space as a gathering place for your neighbors (if applicable).

8. Explain how the project improves housing in the neighborhood (if applicable).

9. Explain how the project will benefit the environment (if applicable).

Applicant:
Name: _____

Address _____

Home Phone _____

Business Phone _____

E-Mail _____

Project Leader:
Name: _____

Address _____

Home Phone _____

Business Phone _____

Email _____

Date Submitted _____

EXAMPLES OF PROJECTS:

Safety	Street lighting improvements Security lighting in alleys Sidewalks Neighborhood Watch Signs
Public Space	Drinking fountain at City park Playground equipment at neighborhood park Purchase and maintenance of open space
Housing	Purchase paint to refurbish houses Purchase gutters to refurbish houses Demolish unsightly structure in neighborhood
Environment	Projects that promote alternate forms of transportation (sidewalks, bike paths, transit shelters) Permanent plantings (perennials, trees, shrubs) Curbs Alley improvements Cut-off street lighting

FORM C: List individuals who will contribute to your project.

Make copies of this form as needed.

Name	Address	Signature	Donation
			labor materials cash
			labor materials cash
			labor materials cash
			labor materials cash
			labor materials cash
			labor materials cash
			labor materials cash
			labor materials cash
			labor materials cash