



**NEIGHBORHOOD GRANT CRITERIA
AND APPLICATION FORM**

2018

Deadline for submitting completed applications:

May 11, 2018

Address for completed application delivery:

7 copies of the application and the submittal checklist

by 7:00 pm to:

Lisa Benskin

639 Turner Avenue

Dallas, Texas 75208

Contacts:

Lee Ruiz (214-794-7147) and Lisa Benskin (214-766-9472), or
vpneighborhoods@heritageoakcliff.org

Grant awards to be announced:

June 11, 2018

Turner House, 401 N. Rosemont Avenue, 7:00 pm

Other important dates:

Heritage Oak Cliff Spring Symposium

March 3, 2018

Turner House, 8:30am – 12:00 pm



Dallas ISD Spring Break: March 12-16, 2018

DESCRIPTION OF GRANT PROGRAM AND CRITERIA

All member neighborhoods in good standing with Heritage Oak Cliff are eligible to apply for grants; however, submitting a grant application does not guarantee that a grant will be awarded or the project fully funded. Grants may be approved for less than the full amount requested. Incomplete or late applications will not be considered.

Grants approved and amounts awarded are at the sole discretion of the Grant Committee of Heritage Oak Cliff. Decisions of the Grant Committee are final. To ensure that there is no preferential treatment afforded committee members' neighborhoods, Grant Committee members who reside in a neighborhood submitting a grant application shall recuse themselves from decisions regarding their neighborhood grant.

MEMBER NEIGHBORHOOD GRANT CRITERIA

Neighborhood Improvement Grant	Community Building Grant
 <p>Grants for tangible projects that result in visible improvements to the neighborhood or improvements to the administration of the neighborhood association.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Beautification projects • Neighborhood entry signage • Sidewalk improvement • Sign toppers • Curb address painting • Association website improvements • Meeting signage • Flyers and other communications • Lighting <p>Grant may be awarded for up to 60% of the total project cost.</p>	 <p>Grants for projects and events that promote resident engagement with their neighborhood association and encourage the building of a strong neighbor community.</p> <p>Examples:</p> <ul style="list-style-type: none"> • National Night Out expenses • Mardi Gras Float • Meet and Greet to encourage volunteers • Food and beverage costs to support capital improvement projects (e.g, lunch after a tree planting event) • Projects to support neighbors or neighborhood schools (e.g., school supply drives) <p>Grant may be awarded for up to 60% of the total project or event cost. A neighborhood may receive only up to \$500 in Community Building Grants in any one year.</p>

ACORN GRANTS: Heritage Oak Cliff will continue to offer Acorn Grants to help nonmember Oak Cliff neighborhoods trying to organize an association. The grant is intended to fund announcement flyers, refreshments, etc. These are limited to \$500 total, payable in two or more installments. Contact Lee Ruiz or Lisa Benskin for information.

Other terms and conditions:

- All projects and events must comply with applicable laws, regulations and codes. No grant will be awarded for the sole benefit of any one individual or any private interest. Grant applications for projects for which there are other funding sources (e.g., trees) may not be granted or may require further explanation.
- Use of Oak Cliff vendors is encouraged. The grant committee reserves the right to award a grant for an amount based on the best price submitted in another application for a similar project (e.g. best price for sign toppers).
- A neighborhood may “bundle” several smaller projects into a single application. Documentation must include clearly itemized estimates for each project or element. Please include Sections B and C below (along with all required documentation) for each project requested.
- Nonprofit organizations should be tax-exempt; therefore, HOC will not award funds for payment of sales tax.
- Use additional sheets for information, plans, drawings, photos, etc. as appropriate.
- Community Building Grants will not be granted for fundraising events or for events that are open to the public (beyond the neighborhood) or otherwise beyond the scope set forth above.

Heritage Oak Cliff wants your grant application to be successful. Please contact Lee Ruiz or Lisa Benskin if you have any questions or need additional information. You may also email vpneighborhoods@heritageoakcliff.org. Applicants are encouraged to contact the grant committee prior to submitting an application if they have questions about the eligibility of their project. Special circumstances will be awarded special consideration.

Payments:

All requests for grant allocations in the form payments or reimbursements shall be made on the Grant Payment Request Form provided by Heritage Oak Cliff. Clear photographs of the project upon completion must accompany the request or be provided promptly after the project is completed.

Neighborhood Improvement Grant

Grant allocations will be paid only to the vendors/contractors of projects (preferred) or to member neighborhoods’ treasurers with project-specific paid receipts. Grant awards not utilized within **24** months will be forfeited (i.e. for the 2018 application: June 11, 2020).

Community Building Grant

Grant allocations will be paid to member neighborhoods’ treasurers with project-specific paid receipts *upon successful completion of the project or event*. Grant awards not utilized within **12** months (i.e. June 11, 2019 for the 2018 application), will be forfeited.

GRANT APPLICATION

Neighborhood Association Name: _____

Does your organization have 501(c) (3) status? _____
(If "no", attach a statement that the organization does not contribute to political candidates)

Neighborhood Association EIN: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____ Contact Email: _____

Section A: Neighborhood Association Information

- **A. 1** Briefly describe your neighborhood, its activities, and challenges.

Section B: Project Description

Name of Neighborhood: _____

Name of Project: _____

Summary of Project's Purpose: _____

Project Description, Plan of Execution, and Benefit to the Neighborhood/Community. If a grant is requested for a neighborhood or park beautification project, please attach a description of the applicant neighborhood's plan to upkeep the improvements. For a Community Building Grant, please describe how members of the neighborhood may participate in the project and how the project will build community within the neighborhood.

Projected Completion Date: _____

Any unused **Neighborhood Improvement Grants** not utilized within **two years** will be forfeited. Heritage Oak Cliff may require that any neighborhood not completing a project within 12 months submit a progress report to Heritage Oak Cliff at the one-year anniversary of the grant date. Any unused **Community Building Grants** not utilized within **one year** will be forfeited

Section C: Finances (For Projects Other than Sidewalk Repair)

Name of Neighborhood: _____

Name of Project: _____

- **C. 1** Heritage Oak Cliff urges financial responsibility. Please list below the vendors and amounts of **two** reasonable bids for new projects. Bids are not required in the following circumstances:

- Repeat projects utilizing previous vendors so long as the expenses are reasonable, the vendor is described below and there is an explanation why it is necessary or appropriate that this vendor is utilized again.
- Projects utilizing City funding.
- Community Building Grants

- Oak Cliff Vendors are preferred.

Unless a bid is not required, documentation of each of the firm bids must be attached to this application. If you are not submitting bid documentation, please describe why you are not doing so (which exception applies).

- **C. 2** Budget (attach more sheets if necessary)

Item Description	Cost of Item
Total Project Cost:	

- **C. 3** Project funding

Funds in hand: _____

Funds to be raised: _____

Heritage Oak Cliff grant amount requested: _____

Grant percentage of Total Project Cost: _____ %

(No grant will be awarded for more than 60% of Total Project Cost. A neighborhood may receive only up to \$500 in Community Building Grants in any one year.)

Repeat Sections B & C if you are submitting more than one project for consideration.

Section C: Finances (For Sidewalk Repair / Replacement Projects)

Name of Neighborhood: _____

- Grants are awarded only for sidewalk repair projects utilizing the **City of Dallas Sidewalk Cost Sharing Program**. The city program requires the use of contractors engaged by the city and that all rules of the program be followed.
- Through the program, the City absorbs a portion of the repair cost: 50% for front sidewalks and 75% for side sidewalks.
- The balance to be paid to the City for the repair cost is the “Project Balance”.
- Grants money may be used for up to 60% of the Project Balance (the “Grant Percentage Awarded”). The remaining 40% of the Project Balance may be split between the neighborhood association and the property owner as the neighborhood association chooses, so long as the neighborhood association pays some portion of the remaining Project Balance.
- The Grant Percentage Awarded will be used for all repairs, up to the dollar amount of the grant.

Examples:

		Front Sidewalk	Side Sidewalk
Total Project Cost		\$1000	\$1000
City Share	50% or 75%	\$500	\$750
Project Balance		\$500	\$250
Grant Percentage Awarded	60%	\$300	\$150
Amount to be paid by the association and property owner.	40% of Project Balance	\$200	\$100

- C. 3 Project funding

Amount of grant requested for all sidewalk projects: _____

Grant payments will be made by reimbursing the neighborhood association upon completion of each repair / replacement project and submission of documentation or by issuing a check payable to the city.

Repeat Sections B & C if you are submitting more than one project for consideration.

Heritage Oak Cliff Neighborhood Grant Submittal Checklist 2018

		Initial to Confirm
1.	7 complete copies of the application and this checklist are being submitted.	
2.	The submission has been made to the address listed on the cover of the application form by 7:00 p.m. on May 11, 2018.	
3.	The grant amount requested does not exceed the maximums described in the criteria. A neighborhood may receive only up to \$500 in Community Building Grants per year.	
4.	If bids are required, two bids are described in the application and the bid paperwork (estimates from the service provider) have been attached to each copy of the application.	
5.	If bids are not required, an explanation has been provided.	
6.	Sections B and C have been completed for each distinct project.	
7.	If a project is a beautification project, such as a park improvement, a plan to maintain the improvement has been attached to each copy of the application.	
8.	The project is an eligible project as described in the application criteria (If there is any question about eligibility, please contact a VP of Neighborhoods in advance of the deadline)	