



2019 NEIGHBORHOOD GRANT CRITERIA AND APPLICATION FORM

Grants Committee

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Contacts:

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Deadline for submitting completed applications:

May 11, 2019, 2:00PM

Address for completed application delivery:

Eight (8) copies of the typed application should be submitted to:
3704 Ovid Ave., Dallas, TX 75224

Grant awards to be announced:

June 10, 2019

DESCRIPTION OF GRANT PROGRAM AND CRITERIA

Neighborhood Improvement Grant



Grants for tangible projects that result in visible improvements to the neighborhood or improvements to the administration of the neighborhood association.

Examples:

- Beautification Projects
- Neighborhood Entry Signage
- Sidewalk Improvement
- Sign Toppers
- Curb Address Painting
- Association Website improvements
- Meeting Signage
- Flyers and Other Communications
- Lighting

Grant may be awarded for up to 60% of the total project cost.

Community Building Grant



Grants for projects and events that promote resident engagement with their neighborhood association and encourage the building of a strong neighbor community.

Examples:

- National Night Out expenses
- Mardi Gras Floats
- Social Gatherings
- Volunteer Meet and Greet Functions
- Food and Beverage Costs to support capital improvement projects (i.e. - lunch after a tree planting event)
- Projects to Support Neighbors or Neighborhood Schools (i.e. - school supply drives)

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.

ACORN GRANTS FOR PROVISIONAL MEMBER NEIGHBORHOODS

Heritage Oak Cliff offers "Acorn Grants" to help non-member Oak Cliff neighborhoods who are diligently trying to organize an association. The grant is intended to fund announcement flyers, refreshments, organizational expenses, websites, etc. These are limited to \$500 total, payable in two or more installments. Contact Travis-Lee for information.

Terms and Conditions:

- All member neighborhoods in good standing with Heritage Oak Cliff are eligible to apply for grants. Grants are reviewed by the Grants Committee and available funds are distributed according to their highest and best use. Projects may be partially funded as opposed to fully funded.
- 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.
- 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 (i.e. - 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 (i.e. - 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 who are tax-exempt should ensure that taxes are not included in their budget equations.
- Attach any additional 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.
- Sorry, incomplete or late applications will not be considered.

Payments:

- **Reimbursement** - Payments are made upon project completion. Requests for payments should be submitted to vpneighborhoods@heritageoakcliff.org. Clear photographs and / or documentation of the project upon completion should accompany the request.
- **Neighborhood Improvement Grants** - Grant allocations will be paid only to member neighborhoods' treasurers with project-specific paid receipts. Grant awards not utilized within twenty-four (24) months will be forfeited (i.e. – funds awarded for a 2019 application will expire June 11, 2021).
- **Community Building Grants** - 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 twenty-four (24) months will be forfeited (i.e. – funds awarded for a 2019 application will expire June 11, 2021).

The Grants Committee wants to see your grant funded. Please contact Travis-Lee Moore or Judy Brooks if you have any questions or need additional information. Applicants are encouraged to contact members of the Grant Committee prior to submitting an application if they have questions about the eligibility of their project. Special circumstances will be awarded consideration.

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 / Grant Writer: _____

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 Project:

Project's Purpose:

Plan of Execution | Benefit to the Neighborhood: (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.)

Anticipated Date Of Project Completion: _____

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

Name of Neighborhood:

Name of Project:

C. 1 Financial clarity is paramount. Please list below the vendors and amounts of two (2) estimates / bids for the project(s). Documentation of each estimate / bid must be attached to this application. Oak Cliff Vendors are preferred.

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

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 / Treasury Balance: _____

Funds To Be Raised: _____

Grant Amount Requested: _____

Grant percentage of Total Project Cost: % _____

Grants are awarded for a maximum 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 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 awarded 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: _____

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

Grant Submittal Checklist

		✓
1.	Eight (8) complete, typed copies of the application and this checklist are being submitted. Please submit only the pages necessary.	
2.	The submission has been made to the address listed on the cover of the application form by 2:00 p.m. on May 11, 2019.	
3.	The grant amount requested does not exceed the maximums described in the criteria.	
4.	If estimates / bids are required, they are listed in the application's budget section and 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 Grant Committee member well in advance of the deadline.	

HOC Neighborhood Representative

Date

Grant Prepared By

Date

Association President

Date