HERITAGE
OAK CLIFF

2023 GRANT APPLICATION

Section A: Organization Information

Name _____If NA, how many homes?_____

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

Organization EIN: _____

Contact Name / Grant Writer: _____

Contact Address:

Contact Phone: _____

Contact Email: _____

A. 1 Briefly describe your organization. [Limit 100 words]

A. 2 Describe the activities of your organization. [Limit 100 words]

Section B: Project Information

Org:_____ Project Name _____

Type of Grant Requested:

___Neighborhood Improvement ___Community Development

B.   1 Project Objectives [Limit 250 Words]

Describe your project end results and how the project will impact the community. For a Community Building Grant, explain how members of the neighborhood can participate in the project and how the project will build community.

B. 2 Project Plan

Org: _____ Project _____

List the high-level tasks or milestones to complete your project and include estimated completion dates. Note key stakeholders/participants for each task. If a grant is requested for a beautification project, please attach a description of the maintenance plan. Some projects will have fewer tasks, others will have more. You may attach additional tasks, diagrams or other explanations as needed. See the following example for a butterfly garden project.

Butterfly Garden Project

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Completion (MM/YY)
1	Planning completed	NA, City	
2	Garden design completed	NA	
3	Beautification agreement approved	NA, City	
4	Materials purchased	NA	
5	Garden bed prepared	NA, Vendor	
6	Garden planted	NA	
7	Maintenance plan implemented	NA	
8	Garden dedication/opening completed	NA, HOC, City	

Complete the following table for your project.

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Estimated Completion (MM/YY)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

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

Org: _____ Project: _____

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. Community Development Grants only require one (1) bid. 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.

If you are not submitting bid documentation, please explain which exception applies to your project.

C. 1 Budget (attach more sheets if necessary)

	Bid 1 Item Description (Required or state exception)	Amount
1		
2		
3		
4		
5		
	Bid 1 Total Project Cost	

	Bid 2 Item Description (Required or state exceptioin)	Amount
1		
2		
3		
4		
5		
	Bid 2 Total Project Cost	

C. 2 Funding

Grant amount requested:	

Grants are awarded for a maximum 60% of Total Project Cost. Do NOT include tax or tips. A neighborhood may receive only up to $500 in Community Development 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*)

Org: _____ Project: _____

- 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 are 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.

C. 1 Sidewalk Calculations

Front and Side Sidewalk Example

Description	Percent	Front Sidewalk	Side Sidewalk
Total Project Cost	100%	$1000	$1000
City Share	50% or 75%	$500	$750
Project Balance	50% or 25%	$500	$250
Grant Percentage Requested	60%	$300	$150
Amount to be paid by the association and property owner.	40%	$200	$100

Sidewalk project calculations

Description	Project 1	Project 2	Project 3
Type (Side or Front)			
Total Project Cost			
City Share			
Project Balance			
Grant Percentage Requested			
Amount to be paid by the association and property owner.			

C. 2 Project funding

Total amount of grant requested for all sidewalk projects: _____

Repeat Sections B & C if you submit more than three sidewalk projects for consideration.

Grant Submittal Checklist

HERITAGE OAK CLIFF

Check the box when item is complete. All boxes must be checked.

#	Tasks	✔
1.	Submit one (1) electronic copy to: vpgrants@heritageoakcliff.org. NOTE: Make sure the application is ready to submit before signing! **Once you sign, you will not be able to edit the document.**	
2.	The grant amount requested does not exceed the maximum amount of 60% of the project.	
3.	Required bids are included in the electronic submission. A Community Development grant requires one (1) bid. A Neighborhood Improvement grant requires two (2) bids, unless it meets one of the exceptions: -Repeat projects where there is an **explanation why it is necessary to use this vendor.** -Projects utilizing City Funding.	
4.	If two bids are not required, explanation has been provided in the application or explanation sheet is attached. "**Repeat project**" is not an explanation.	
5.	Sections B and C have been completed for each project.	
6.	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.	
7.	The project is an eligible project as described in the application criteria. Please see grant guide for details. If there is any question about eligibility, please contact a Grant Committee member well in advance of the deadline.	
8.	Ensure your HOC neighborhood membership is in good standing at time of the submission. **Dues paid/volunteer hours completed/Board meetings attended.**	
9.	A political statement is attached if the neighborhood does not have 501(3)(c) status.	
10.	Those signing the application **must be current individual members of Heritage Oak Cliff at the time of submission.**	
11.	At least **two** different signatures are required on the grant application.	

NOTE: Make sure the application is ready to submit before signing!
Once you sign the document, you will not be able to edit the document.

_____
Neighborhood's President's Signature   Date

_____
Grant Preparer's Signature   Date

_____
Neighborhood's Representative's or Alternate's
Signature   Date

Printed name of President:_____
Printed name of Grant Preparer:_____
Printed name of Neighborhood Representative or Alternate:
_____