



2024 GRANT PROGRAM GUIDE

MARCH 1, 2024

Our Purpose and Mission

- To preserve and enhance the architectural, historic, cultural heritage and natural resources of Oak Cliff through direct action and public education.
- To support the neighborhoods of Heritage Oak Cliff with assistance, grants, training, and to serve as an umbrella organization unifying the neighborhoods.
- To promote communication and cooperation between organizations and community groups to increase their effectiveness in addressing issues concerning Oak Cliff.
- To promote Oak Cliff to the wider community as an exceptional place to live.

Website: heritageoakcliff.org

Grant Program Timeline:

- 3-23 10:00 am: Grant Workshop
- 3-25 Start submitting grants.
- **5-5 9:00 PM Grant application submission deadline**
- 5-11 through 5-18: Application review and award decisions
- 6-20 General membership meeting and Grant Award Ceremony

Grant Submission: Email PDF by 9:00PM on **05/5/2024** to: vpgrants@heritageoakcliff.org

Grant Committee Members: Cynthia Michaels (chair), J. D. Jasso, Angie Mobley,
and Trudy Newton

Contact Information

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Grant Types

Neighborhood Improvement Grant

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

Examples of Projects:

- Beautification projects
- Neighborhood entry signage
- Sidewalk improvement
- Sign toppers
- Curb address painting
- Murals
- Website improvements
- Meeting signage
- Flyers and other communications

The Neighborhood Improvement grant has a two (2) year term and may be awarded for up to 60% of the total project cost.

The neighborhood association must be financially able to pay the 40% cost of the project at the time of the submission of the grant.

Community Development Grant

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

Examples of Projects:

- National Night Out events
- Mardi Gras floats
- Social gatherings
- Volunteer functions
- Volunteer refreshments
- Projects for neighborhood schools (i.e. - school supply drives, food drives, Teacher appreciation/recognition.)

This grant has a one (1) year term. A neighborhood can have more than one Community Development project. **Total** amount awarded cannot exceed 60% of \$800.

The neighborhood association must be financially able to pay the 40% cost of the project at the time of the submission of the grant.

Grant Terms and Conditions

- The 2024 grant application requires **three** signatures, **two of which** must be different HOC Members. Those signing the application must be current individual members of Heritage Oak Cliff in good standing at the time of submission of the grant. The organization's President and the grant writer must sign the application. The third required signature is the HOC Neighborhood Representative or the Alternate HOC Neighborhood Representative. **ALL people signing the grant application must be members of HOC.**
- All HOC neighborhood members in good standing with Heritage Oak Cliff are eligible to apply for Neighborhood Improvement or Community Development grants. A neighborhood is in good standing if at the time of submission they have paid the HOC neighborhood membership dues and have regularly attended board meetings. A neighborhood will be **ineligible** to apply for a grant if the representative for their neighborhood misses **six** board meetings during the period covering the twelve months prior to the due date of the grant application. A neighborhood may commit to 5 volunteer hours in lieu of paying a neighborhood membership. **All 5 volunteer hours must be completed prior to submission of the grant application. Failure to complete the 5 volunteer hours will result in the neighborhood being ineligible to apply for a grant.**
- All grant applications are reviewed and evaluated by the Grant Committee. Applications approved and amounts awarded are at the sole discretion of the Grant Committee of Heritage Oak Cliff. Decisions of the Grant Committee are final.
- **Projects may be only partially funded.**
- Grant committee members who reside in a neighborhood submitting a grant application will be recused from decisions regarding their neighborhood's application(s).
- 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 of any private or commercial interest.
- Applications for Neighborhood Improvement grants must include **two (2) bids** unless the project meets one of the following criterion. Whenever possible, utilizing Oak Cliff vendors is preferred.
 - The project is a repeat project utilizing previous vendor(s). The expenses are reasonable. The vendor is described in the application, and there is an explanation why it is necessary or appropriate this vendor is utilized again. Saying repeat project is insufficient. The reason must be clearly stated in the application.
 - The project will utilize City funding, such as sidewalk projects.
 - The project is a Community Development project, which requires only **one** bid.
- Neighborhoods should ensure that their budgets and reimbursement requests do not include taxes or tips. Heritage Oak Cliff **does not reimburse taxes or tips.**
- Neighborhoods and individuals signing the application must be in good standing at the time of submission. In addition, incomplete or late applications will be disqualified and not considered for funding.

Grant Terms and Conditions - Continued

- A neighborhood may “bundle” several smaller neighborhood improvement projects into a single application. Documentation must include clearly itemized estimates for each project or element. Applicants must include at least **two bids** for the project(s). Do **NOT** average the bids together when stating the request of the grant amount. Do **NOT** include **taxes** or **tips**. **Sections B and C** must be completed for **each separate project**.
- If the neighborhood **does not** have 501(c)(3) status then a statement must be attached to the application that states the organization does not contribute to political candidates.
- The neighborhood must recognize Heritage Oak Cliff for funding the majority of the grant project. This may be done through a plaque, article in the neighborhood newsletter, emails sent to the neighborhood, or by various other means.
- Pictures need to be taken documenting the project. Before and after pictures are great. Work in progress pictures are great. Pictures of the completed project are required.

The Grant Committee wants to fund your grant request. You must, however, follow the guidelines and meet all the grant requirements. You are encouraged to include any plans, drawings, or photos that explain your project with your application. Please contact us if you need additional information or have any questions.