

2022 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. 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 explain which exception applies to your project.

C. 1 Budget (attach more sheets if necessary)

| | Bid 1 Item Description | Amount |
|---|---------------------------------|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| | Bid 1 Total Project Cost | |

| | Bid 2 Item Description | 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. 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)

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

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, the exception/explanation has been provided in the application or explanation sheet attached to the application. | |
| 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. | |
| 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, you will not be able to edit the document.**

Organization's President

Date

Grant Prepared By

Date

HOC Neighborhood Representative or Alternate

Date