Print Form

City of Tempe Maryanne Corder NEIGHBORHOOD Grant Program Application

Neighborhood Grant Program
City of Tempe Neighborhood Services Division
31 E. 5th Street, 3rd Floor
Tempe, AZ 85281

480-350-8234 (phone), 480-350-8996 (fax)
neighborhoods@tempe.gov
www. tempe.gov/neighborhoodgrants

Fiscal Year 2013 - 2014

CITY OF TEMPE ARIZONA

BACKGROUND
Tempe's Maryanne Corder Neighborhood Grant Program was created as a means to invest in resident-initiated projects designed to enhance the quality of life in our neighborhoods. Applications are solicited on an annual basis. The program was renamed the Maryanne Corder Neighborhood Grant Program by the City Council in November 2004 in honor of the City's first Neighborhood Program Director.

FUNDING
One hundred and fifty thousand dollars ($150,000) has been allocated for grant proposals of a communitywide benefit. The maximum grant amount is $10,000. A match of at least one half (1/2) of the total project cost is required for homeowner associations and multi-housing communities.

ELIGIBLE APPLICANTS
1. Neighborhood Associations in Tempe registered with the Neighborhood Services Division
2. Homeowners' Associations in Tempe registered with the Neighborhood Services Division
3. Multi-housing communities that are fully certified in the City's Crime Free Multi-housing Program

Applicants are welcome to coordinate efforts and submit a joint application that combines resources for mutually beneficial community projects. For example, any combination of neighborhood and homeowners' associations and crime free multi-housing communities can partner together on improvements that benefit all members of the community, such as traffic calming or a park project.

ELIGIBLE & INELIGIBLE PROJECTS
To be eligible for funding, a project must be a capital improvement project that **benefits the entire neighborhood** rather than just a few residents. Capital funds may only cover project completion costs and CANNOT BE FOR MAINTENANCE OR OPERATION costs these projects may impose. Projects that would fix a self-imposed code violation are also ineligible. **Projects must be a one-time expenditure and be completed by the end of the fiscal year, June 30, 2014.**

Previous grant projects include, but are not limited to: energy conservation, security lighting, traffic calming, landscape and beautification, park improvements, signage and art projects. A complete list of previously funded projects is available at http://www.tempe.gov/neighborhoodgrants or by contacting the Neighborhood Services Division.

Homeowners' association requests may not be for maintenance projects covered in the associations annual budgets such as entry gates, roofing repair, common ground and pool maintenance, painting, road repair (for private streets) etc. -- these would NOT be funded. Multi-housing community requests should be for enhancements only, NOT for regular maintenance projects or for those required by law (i.e. pool fences).

GUIDELINES
An interdepartmental team of city staff reviews the grants and recommends up to $10,000 in funding referencing the following guidelines:
1. Improves health and safety of residents
2. Benefits a significant number of residents and/or the City at large
3. Addresses a known neighborhood deficiency
4. Complements other neighborhood projects (private or City)
5. Provides an environmental benefit, such as water and/or energy conservation
6. Enhances the aesthetics of the neighborhood
7. Accessible to all members of the community

*Please note that a preference may be given to those associations that have not previously received funds.

COMMUNITY INVOLVEMENT

A critical component of any grant project is the community involvement and benefit. All residents of the community must be notified of the opportunity to apply for a grant and provided a chance to propose and comment on project ideas. Applicants should carefully plan out and document how the community is going to be involved in the selection of a project as well as the execution. Grant projects can provide an opportunity for hands on involvement from residents, such as planting trees or creating elements of an art project.

CONTENTS CHECKLIST

- ☐ Application form (limit to four pages provided) including details of staff you have contacted
- ☐ Bids for project work
  - Minimum of two itemized bids, including appropriate permit fees and sales tax
  - The amount requested must match a bid amount.
- ☐ Proof of notification (i.e. sample of newsletters or postcards sent out to all residents)
- ☐ Drawings and/or pictures describing the project - color is preferred
- ☐ Any other background information
  - Lighting projects must include lighting plans, light fixture schedules, light fixture cut sheets, bulb type and proposed source of electrical feed.
  - Landscape projects must include landscape plans, details, proposed plant list, irrigation source and proposed retention (black line drawing with symbols in legend, plant sizes and species).
  - Wall, fence or gate projects require elevations, details and site plans (black line drawing).
  - Signage projects must include elevations of signs, all text, what materials and colors will be used and if lighting is involved.
  - If public area, show dimensions on sidewalks, ramadas, playgrounds, etc. to meet accessibility requirements

One application must be submitted **per project**. Materials will not be returned. **The application must be legible or typed on 8 1/2 x 11 paper.**

PROCEDURE FOR APPLICATION

Grant projects must first be submitted for **Preliminary Site Plan Review**. All revisions required from this staff review need to be incorporated into the grant application. Preliminary Site Plan Review is NOT the grant application process, NOR is it the approval of the design. This is a function of physical planning to assure coordination with all city departments and utilities affected by a proposed site modification. Project scope may change as a result of the review, which could necessitate new bids.

Send the application with an original signature and attachments to Neighborhood Services by Monday, August 12, 2013 at 5:00 p.m. **This date is not a postmarked deadline, late or incomplete applications will not be reviewed.** Applications will be processed through Preliminary Site Plan Review and then reviewed by a panel of city staff representing all city departments and/or divisions. Staff will make recommendations for funding to the City Council. The City Council will review the recommendations during an Issue Review Session and formally vote on the funding amounts at a formal City Council meeting. Grant applicants will be notified of funding decisions and requirements in writing.

REVIEW TIMELINE

▪ Application deadline	Monday, August 12, 2013
▪ Preliminary site plan review of applications completed	Friday, August 23, 2013
▪ Revisions from preliminary site plan review due	Friday, September 6, 2013
▪ Neighborhood Grant panel review	Monday, September 16, 2013
▪ Tempe City Council review and approval	September/October 2013
▪ Grant award letters mailed	September/October 2013

2013-2014 MARYANNE CORDER NEIGHBORHOOD GRANT PROGRAM APPLICATION
$10,000 maximum amount per association
available online at http://www.tempe.gov/neighborhoodgrants

Application deadline: Monday, August 12, 2013, 5:00 p.m.

APPLICANT INFORMATION

Name of association: _____

Number of households: _____ Zip code area: _____

Project site major crossroads:_____

Name of contact person:_____
(Grant coordinator who can answer questions and receives all correspondence related to the project)

Phone: _____ E-mail address: _____

Address: _____
Number Street

_____
City State Zip

Name of authorizing official: _____
(Person with legal authority to accept and disburse funds for the organization)

Phone: _____ E-mail address: _____

AMOUNT REQUESTED
(amount should equal one of the included bids)

City Funds Requested: _____ Dollars per household _____
(funds requested divided by # of households)

Match from Association: _____Total project cost: _____
(Must be at least ½ of total project cost for HOA's/apts.) (amount should equal one of the included bids)

PROJECT NARRATIVE

In the space provided below, please describe specifically how the City of Tempe's funds will be used:

STAFF CONTACT
(staff must be contacted prior to submitting the application)

Circle name of staff member(s) contacted:

Landscape/Walls/Security lighting/Access control - Steve Abrahamson
480-350-8359
steve_abrahamson@tempe.gov

Public art - Maja Aurora
480-350-5160
maja_aurora@tempe.gov

City Right of Way - Wendy Springborn
480-350-8250
wendy_springborn@tempe.gov

Parks/playgrounds - Bob Pohlit
480-350-5255
bob_pohlit@tempe.gov

Signage - Dean Miller
480-350-8435
dean_miller@tempe.gov

Name: _____ Date(s) of contact:_____
(Resident who contacted staff)

SIGNATURE

By signing below, I certify this proposal meets all minimum requirements. I also understand that funding for proposals is not guaranteed.

Authorizing Official's Signature: _____Date:_____

1. Please describe how this project meets one or more of the guidelines listed: 1. improves health and safety of residents; 2. benefits a significant number of residents and/or the City at large; 3. addresses a known neighborhood deficiency; 4. complements other neighborhood projects (private or City); 5. provides an environmental benefit, such as water and/or energy conservation; 6. enhances the aesthetics of the neighborhood; and 7. accessible to all members of the community

2. How will this project benefit the community?

3. Describe how members of the community have been directly involved in the development of the project.

4. Grant funds can only be used for the capital improvement project. Please describe specifically how the association intends to maintain the project if funded.

5. If your association has previously received grant funds, please share how they have impacted your neighborhood.

6. Outside of grant projects, please describe any other activities your association has participated in (i.e. GAIN, Adopt-A-Park, food drives, etc) within the past year.