



2019/20 City of Tempe Maryanne Corder Neighborhood Grant Information & Application



Tempe's Maryanne Corder Neighborhood Grant Program was created in 1994 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

The total available funding is \$275,000 with additional funds available for projects that meet specific water conservation criteria. The maximum grant amount per association is \$15,000. Applicants may combine efforts to submit a joint application. No match is required for neighborhood associations. For homeowners' associations and Crime-Free Multi-Family Housing complexes, a minimum of a 25% match of the requested grant funding is required for projects on private property.

Eligibility & Parameters

The applicant has to be a registered neighborhood or homeowners' association or certified Crime Free Multi-Family Housing property.

Projects must be a capital improvement that benefits and enhances the entire neighborhood and need to address long term maintenance needs these projects may impose. Routine maintenance projects or those that correct a code violation are not eligible.

Eligible project examples include enhancements through:

- landscaping/xeriscaping
- walls or street frontage improvements
- neighborhood identification signage
- lighting or energy conservation
- art
- park or playground improvements
- water conservation improvements
- traffic calming (speed humps, traffic circles, medians)

Grant Evaluation Criteria

Applications are evaluated based on how well the project meets each of the following:

QUALITY

- clear and detailed project description
- engages the neighborhood in the creation and selection of the project
- completeness of application - all elements present and appropriate staff discussions have taken place
- budget is clear and accurate

IMPACT

- provides an environmental benefit, such as water and/or energy conservation, shade
- enhances the aesthetics of the neighborhood
- improves health and safety of residents
- addresses a known neighborhood deficiency
- complements other neighborhood projects (private or City)

ABILITY

- ability to complete the project during the fiscal year
- addresses how project will be maintained in the future

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

Application Process + Timeline

Email, mail, or hand-deliver your application with an original signature and attachments to Neighborhood Services by **Monday, April 22, 2019 at 5:00 p.m.** This date is not a postmarked deadline, late or incomplete applications will not be accepted. Emailed version is preferred at neighborhoods@tempe.gov

Steps	Timeline
1. Host neighborhood meeting(s) to seek ideas, weigh options, vote on project to pursue, form working group to prepare application. All residents need to be invited to participate.	Now
2. Meet with applicable city staff for your project type to get preliminary feedback and refine project.	Now
3. Obtain estimates to construct the project.	Now - April
4. GRANT DEADLINE	APRIL 22, 2019 BY 5 PM
5. Applications go through preliminary site plan review by city staff and returned for revisions if necessary.	May 2019
6. Grant Review Panel meets and makes funding recommendations.	May 2019
7. City Council reviews recommendations and approves final funding.	Summer 2019
8. Applicants receive written notice from Neighborhood Services as to whether application was approved or denied and if approved, what funding has been allocated.	Summer 2019

CONTACTS:

ALL PROJECTS - Neighborhood Services, neighborhoods@tempe.gov; 480-350-8234

ADA Accessibility - Michele Stokes, michele_stokes@tempe.gov; 480-350-2704

Art - Rebecca Rothman, rebecca_rothman@tempe.gov; 480-350-2827

Landscape/Lighting/Walls – Steve Abrahamson, steve_abrahamson@tempe.gov; 480-350-8359

Parks/Playgrounds - Dave McClure, david_mcclure@tempe.gov; 480-350-5221

Signs – Dean Miller, dean_miller@tempe.gov; 480-350-8435

Traffic Calming - Steve Horstman, steven_horstman@tempe.gov; 480-350-8428

Water Conservation - Melissa Bomar, melissa_bomar@tempe.gov; 480-350-2684

See who and what has been funded since 1994 and access last year's successful grant applications.

www.tempe.gov/neighborhoodgrants

Maryanne Corder Neighborhood Grant Application

Due Monday, April 22, 2019 at 5 pm—late or incomplete application will not be accepted.



Name of Association _____ # of households _____

Project _____ location: _____

Name of primary project contact:

Email: _____ Phone: _____

Address (& city/state/zip) _____

Name of authorizing individual (who can accept funds, sign contract - *if different than above*) _____

Address (& city/state/zip) _____

Email: _____ Phone: _____

1. Project description: Brief description of your grant project.

2. Project Budget

Expenses	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Match (HOA and Crime Free Multi-family Housing properties only) 25% of project total	\$
TOTAL EXPENSES:	\$

3. Maintenance: Describe specifically how the association intends to maintain the project - if funded.

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4. Staff contacts Please check all staff that you have met with and/or contacted:

- | | |
|--|--|
| <input type="checkbox"/> Neighborhood Services staff (circle at least one):
Laura Kajfez, Erin Kirkpatrick, Elizabeth Thomas, Shauna Warner | <input type="checkbox"/> Parks/Playground: Dave McClure |
| <input type="checkbox"/> ADA Accessibility: Michele Stokes | <input type="checkbox"/> Signs: Dean Miller |
| <input type="checkbox"/> Art: Rebecca Rothman | <input type="checkbox"/> Traffic Calming: Steve Horstman |
| <input type="checkbox"/> Landscape//Lighting/Walls: Steve Abrahamson | <input type="checkbox"/> Water Conservation: Melissa Bomar |
| | <input type="checkbox"/> Other: _____ |

5. Narrative

Submit a narrative explaining what you hope to accomplish through this grant if approved and how the project meets the provided evaluation criteria.

Mandatory attachments (all project types):

- **Bids**
 - * Total project costs under \$5,000: attach a minimum of 2 bids for the work outlined in the grant, including sales tax. Bids must be from licensed, insured contractors. The amount requested must match a bid amount.
 - * Total project costs over \$5,000: attach a minimum of 3 bids for the work outlined in the grant, including sales tax. Bids must be from licensed, insured contractors. The amount requested must match a bid amount.
 - * If on city property, only one bid may be necessary if project is required to use city contractor.
 - * Art projects on city property must use the pre-qualified public artist list. Projects on private property are also welcomed to use list.
- **Visuals**

Include current pictures of the project site and any other materials to illustrate what the completed project will look like.
- **Community Engagement**

Include copies of neighborhood meeting notices, postcards and/or newsletters demonstrating all residents were invited to participate.
- **Completed Preliminary Site Plan Review submittal form** (highlighted areas only)

Mandatory requirements by specific project type:

Landscaping, xeriscaping

- existing landscape plans (to scale) with dimensions
- proposed landscape plan (to scale) with dimensions that includes:
 - ⇒ proposed plant list (with symbols designating plant sizes and species in legend)
 - ⇒ irrigation source
 - ⇒ proposed retention

Park improvements

- must align with the Tempe's Parks Plan
- cannot obstruct pedestrian/ bike/ vehicle traffic
- plan must show dimensions on sidewalks, playgrounds, etc. as well as how the project accommodates ADA accessibility
- proposal costs should be all inclusive (design fees, fabrication, installation, engineering, barricading or other related expenses)
- requires city-led input process for large scale changes to the park (i.e. community gardens)

Wall, fence, gate, street frontages

- must include elevations/drawings, dimensions, details and site plans (to scale black line drawing)
- label property lines, right-of-way lines, and sight distance lines

Lighting

- must include lighting plans, light fixture schedules, light fixture cut sheets, bulb type and proposed source of electrical feed

Art projects

Artwork must be:

- located within the boundaries of the association applying for funding and be back of curb and back of sidewalk
- created out of a material that is sustainable and provides longevity (no temporary artworks)
- cannot obstruct pedestrian/ bike/ vehicle traffic and must comply to current ADA codes where appropriate
- application budget should be all inclusive (proposal costs, design fees, fabrication, installation, assistants, engineering, barricading, road closure, or other related expenses)

Signage

- must include elevations/drawings of signs, dimensions, all text, what materials and colors will be used and note whether lighting is involved
- label property lines, right-of-way lines, and sight distance lines

Traffic calming

- Resident surveys are required to determine support for traffic calming measures. Staff will advise as to requirements and percentage of agreement for a specific traffic calming tool.

