

**Neighborhood Challenge Grant  
Application Form  
2016-2017**

Total amount of funds requested: \$ \_\_\_\_\_

**ASSOCIATION INFORMATION**

1. Neighborhood Group: \_\_\_\_\_
2. Project Title: \_\_\_\_\_
3. Group Contact: \_\_\_\_\_  
(This person will be the designated contact for all project matters)
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Phone \_\_\_\_\_ (home) \_\_\_\_\_ (cell)  
  
(E-mail address) \_\_\_\_\_
6. Location of project: \_\_\_\_\_

**PROPOSED GRANT PROJECT**

1. Provide a detailed description of the proposed project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How will the project specifically address the needs, issues and concerns of the neighborhood?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Attach the following specific information to the back of the application:
  - Site plan, drawing or rendering of the proposed project - detailing the location (placement), size and measurements.
  - Photographs of the project area(s).

**NOTE:** Approval and any required permits for projects in the public right of way must be obtained from the City prior to commencing work.

- An application will be considered *incomplete* and will NOT be approved if the above information is omitted.
- Written permission must be obtained from the appropriate government agency for the use of public rights-of-way.

## PROJECT MAINTENANCE AND SUPPORT

*Maintenance of the project is an important aspect of this grant. It is not the intent of the Neighborhood Challenge Program to increase maintenance for the City. The applicant is required to provide any initial and ongoing maintenance made necessary by the project.*

1. Describe what type of initial and ongoing maintenance (such as tree trimming, painting signs, repairs to equipment, service contract, etc.) will be required upon completion of the project and how it will be achieved.

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2. Because support and maintenance is critical to project success, consent of the owners of property immediately adjacent to proposed physical improvements must be secured. Please complete the information below as needed. (For example...support of a proposed sign in the right-of-way next to a residence, or support and ongoing maintenance of landscaping improvements adjacent to the owner).

Owner's name <i>(Please print)</i>	Address	Support and/or maintain project* <i>(Circle all that apply)</i>	Signature
		Support - Maintain	

*\* Approved projects may require additional documentation of pledge/commitment from the affected property owner.*

3. How will neighborhood residents be involved in the project? Who will perform maintenance and what is the maintenance schedule for each element? (Example: association members, residents adjacent to the project, a contractor hired by the association, etc.) Please be specific! Broad neighborhood participation is highly encouraged.

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List two (2) people who will serve as the project team:

Position	Name	Address	Telephone
1. Project Leader			
2. Coordinator			

## PROJECT COSTS AND CONTRIBUTIONS

1. Attach the following specific information as part of the application (make additional copies if necessary):

- Project Costs Breakdown (form A) – REQUIRED
- Project Plan and Time-line (Form D) - REQUIRED
- Volunteer Hours Pledged (Form B) – If applicable
- Project Grant / Match Computation – If applicable
- Partner’s Letter Of Intent (Form E) - If applicable

## SIGNATURE OF APPLICANT/LEAD CONTACT PERSON

We certify that the neighborhood group is in full support of this application.

We pledge a matching contribution totaling \$ \_\_\_\_\_ for this Neighborhood Challenge Program grant request.

### ADVERTISING RIGHTS

The City may be interested in promoting the benefits of this program. Do you give permission to the City to release general information including pictures for purposes of promoting the Neighborhood Challenge Grant Program?    \_\_\_ Yes    \_\_\_ No

\_\_\_\_\_  
Print name of person preparing application

\_\_\_\_\_  
Print name of Lead Contact Person

\_\_\_\_\_  
Signature of person preparing application

\_\_\_\_\_  
Signature of Lead Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Form A

### Project Costs Breakdown

Neighborhood Group: \_\_\_\_\_

Project Location: \_\_\_\_\_

1. Attach signed, written project estimates from at least three (3) separate vendor/contractors. (Remember - each of these estimates must include an itemized breakdown of the all the project costs with all labor and materials included.)
2. Once you have selected a vendor for your project, please provide a detailed breakdown of all project costs from that vendor (including material costs and/or services).
  - a. You will need to complete this form - using your contractor's information.
  - b. These are project expenditures to be paid from the GRANT AWARD and any CASH matched by the Association. Do not include volunteer labor or other in-kind donations. The items on this breakdown should be the items that require cash expenditure only.
  - c. Be sure the amounts you are requesting combined with any cash will cover your cash expenditure.

Description of Materials, Services, or Labor	Quantity	Unit Cost	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
<b>13. Total project CASH costs</b> <i>(Put this figure in the space on line "9" in Form "C")</i>			\$

## Form B Volunteer Hours Pledged

Neighborhood Group/Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name	Address/Zip	Phone number	Hours pledged	Task(s)
1.			hrs.	
2.			hrs.	
3.			hrs.	
4.			hrs.	
5.			hrs.	
6.			hrs.	
7.			hrs.	
8.			hrs.	
9.			hrs.	
10.			hrs.	
11.	Total hours from extra attached sheet(s)		hrs.	
<b>12. Total number of volunteer hours</b>			_____ hrs. X \$20.00/hr = \$ _____ (Put this figure in the space on line "5" in Form "C", column "A" & "B")	

## Project Grant / Match Computation - Form C

Neighborhood Group/Association: \_\_\_\_\_ Project Title: \_\_\_\_\_

Requested Grant Amount: \_\_\_\_\_ (Get this information from line 8 below)

Cash Needed for this project: \_\_\_\_\_ (From Form A, line #13) Match required for this grant: \_\_\_\_\_ (Line 7 below)

**Summary of Association's Grant Match:**

<b>Cash Contribution(s)</b> :( <i> These funds must be deposited with City of Auburn upon execution of grant contractual agreement.</i> )			
		Form(s) required	Amount
1	Neighborhood Association		
2	Partner(s)	Form E	
3	<b>Total Cash Contribution(s)</b> (add item 1 & 2):		
<b>In-kind Contribution(s):</b>			
4	Volunteer labor: _____ hrs. at \$20 per hour ( <i>Volunteer hours are valued at a rate of \$20 per hour for determination of match value only. Vendors will not accept them for payment. </i> )	Form B	
5	Materials/Supplies/Services	Form E	
6	<b>Total In-kind Contribution(s)</b> (add item 4 & 5):		
7	<b>TOTAL ASSOCIATION MATCH</b> (add item 3 & 6): <i>Equal to half the PNC Grant</i>		

**City of Auburn Contribution**

8	<b>Neighborhood Challenge Program Grant</b>	
9	Total <u>cash</u> available for Project (add item 3 & 8) <b>Must equal 'Total Project Costs' on Form A</b>	

# Form D

## Project Plan and Time-line

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

Neighborhood Group/Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

	Description of activity	Project team-member responsible	Estimated # of hours to complete task	Anticipated expenditures, In-kind contribution and Volunteer hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

**Form E**  
**Partner Letter of Intent**  
**(Donated materials/supplies/services)**

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

This letter is to confirm that \_\_\_\_\_ will participate as a partner  
*(Company/Agency )*  
with the \_\_\_\_\_ neighborhood association in the implementation of its  
*(Association Name)*

Neighborhood Challenge Program Grant project.

**The contribution will consist of the following:**

1. Cash amount of \$ \_\_\_\_\_

3. The following in-kind services valued at \$ \_\_\_\_\_

*Please itemize (or attach list of) in-kind contribution(s):* \_\_\_\_\_

\_\_\_\_\_

4. The following in-kind materials/supplies valued at \$ \_\_\_\_\_

*Please itemize (or attach list of) in-kind contribution(s):* \_\_\_\_\_

4. We will donate a total of \$ \_\_\_\_\_ (in cash and/or in-kind services  
*(Put this amount on line 7 in Form "C")*  
and/or in-kind materials/supplies – see # 1 – 3 above).

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Name: \_\_\_\_\_  
*(Signature)* *(Please print your name)*

Company/Agency: \_\_\_\_\_  
*(Please Print)*

Mailing Address: \_\_\_\_\_  
*(Please Print)*

City/State/Zip: \_\_\_\_\_  
*(Please Print)*

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Date: \_\_\_\_\_

# Application Checklist

Please complete the attached checklist to help insure that the application is finished.

**Group/Organization Information**

Information complete?

<u>Yes</u>

**Proposed Grant Project**

Project information/details complete?

Site plan attached?

Drawings attached?

Photographs attached?

<u>Yes</u>

**Project Maintenance and Support**

Ongoing maintenance identified?

Maintenance adequately addressed?

Adjacent Property Owner(s) consent secured?

<u>Yes</u>	<u>N/A</u>

**Neighborhood Participation**

Participation Information complete?

Project team identified?

Appropriate organization signatures?

<u>Yes</u>	<u>N/A</u>

**Forms**

Form "A" (Cost Breakdown Sheet) completed and attached?

Form "B" (Volunteer Hours Pledges) completed and attached?

Form "C" (Grant / Match Computation Sheet) completed and attached?

Form "D" (Project Plan and Time-line) completed and attached?

Form "E" (Partner Letter(s) of Intent) completed and attached?

<u>Yes</u>	<u>N/A</u>