

City of Lakeland

Neighborhood Matching Grants Program

PURPOSE:

As part of the City's continued efforts to improve and strengthen Lakeland's neighborhoods, Lakeland's Neighborhood Matching Grants Program (NMGP) has been approved by the City Commission to assist specific neighborhood projects that enhance the community. Funding may also be used to prepare and implement neighborhood and sector plans. The City Commission initially approved this program effective October 1, 2000 for individual neighborhood projects that will promote stronger and healthier neighborhoods.

ELIGIBILITY:

Any publicly recognized neighborhood association that has been in existence for at least six (6) months prior to the application date, is located within the City of Lakeland, and is actively participating with the Neighborhood Association Coalition is eligible. Entities **not eligible** are individuals, single businesses, city-wide organizations, social services, fraternal or religious groups, universities, political groups and public agencies. However **eligible neighborhood associations** are **encouraged to form partnerships** with these non-eligible entities to plan and implement projects. The neighborhood associations must be the lead applicant and have the primary role in the partnership and be accountable for the results.

If there are unallocated funds available after all grants have been awarded to neighborhood associations, these funds may be awarded to unfunded General Fund Grant applicants.

FUNDING:

All Neighborhood Associations may apply for a matching grant of up to \$2,500. In addition, those neighborhood associations that have demonstrated the ability to apply, administer, and successfully complete a matching grant may submit an application for up to \$5,000. Associations must have a 25 percent match through sweat equity or in-kind services. Proposed budgets must be submitted on the enclosed budget form.

See Purchasing and Payment Policy, page 8.

ELIGIBILITY REQUIREMENTS:

- Be located within the City limits of Lakeland.
- Be an active member of the Neighborhood Association Coalition.
- Have a tax identification number.
- Provide a list of the current board members on the attached form.
- Attend the **mandatory pre-application workshop**.
- Appoint an accountable individual to volunteer (in-kind donation) to administer the grant.
- Spend allocated funds prior to August 31, 2010.
- Report all other sources of funds being utilized for the proposed project, the amount of funds and how the funds will be used.

- Execute a contract with the City prior to submitting any invoices.
- Secure a plan review and permit from City Hall for any work in the public rights-of-way.
- Be able to complete the project **without** the assistance of the City of Lakeland.
- If you have received a Neighborhood Matching Grant in the past, all work must have been completed and final documentation submitted to Neighborhood Planning.

ELIGIBLE PROJECTS:

- Address a need that benefits the neighborhood.
- Take place within the boundaries of the neighborhood (except when donated space is located outside the neighborhood due to lack of space within the neighborhood.)
- Involve neighborhood residents directly in all phases.
- Have goals which can be accomplished by August 31, 2010.
- Include at least 25% volunteer hours for the total project. (examples: 25% of a \$5,000 matching grant would require \$1,250 or 125 volunteer hours or 25% of a \$2,500 matching grant would require \$625 or 62.5 volunteer hours.) Volunteer labor will be valued at \$10/hour for the purpose of calculating the match.
- Honorariums for non-governmental professionals as well as other technical or professional services may be considered in some situations.

INELIGIBLE PROJECTS:

- No capital equipment will be funded through this program including electronic equipment such as computers, printers, or projectors.
- Stipends for volunteers.

CATEGORIES AND SAMPLE PROJECTS:

- **Physical Improvements:** Tot lots, playground and minor park improvements, neighborhood identification signs, beautification projects, tree plantings, etc.
- **Public Safety:** Safety training and/or prevention programs, traffic calming projects, etc.
- **Cultural, Educational and Recreation Initiatives:** Literacy programs, leadership training, attendance at Florida Neighborhoods Conference or Neighborhoods USA, after-school enrichment programs, programs related to the arts, summer camps, etc.

Note: Projects intended to be ongoing must reapply each fiscal year.

APPLICATION DEADLINE:

All applications must be submitted by September 15, 2009 NO LATER THAN 4 PM or postmarked by September 15, 2009. Applications should be mailed or delivered to: **Neighborhood Planning, Community Development Department, City of Lakeland, 228 South Massachusetts Avenue, Lakeland, Florida 33801.**

PROJECT SELECTION AND NOTIFICATION:

Applications submitted by the deadline will be reviewed by the Neighborhood Planning staff to insure that the minimum criteria have been met. Any group not meeting those standards will be notified at that time. The remaining applications will be submitted for

review to the Project Selection Committee. Project selection(s) will be made by a committee that includes representatives from the Community Development Department.

Applications will be ranked based on the evaluation criteria contained in this package. Applicants with successful projects will receive an award letter and be asked to sign an agreement with the City. All other applicants will be notified of the decisions of the Project Selection Committee.

PROJECT MONITORING:

Projects chosen for support will be monitored by the Neighborhood Planning staff throughout the contract period.

PROJECT COMPLETION:

All projects are to be completed by August 31, 2010. The City of Lakeland expects all funds to be spent or encumbered by August 31, 2010. A **Project Completion Report** is due on August 31, 2010 and is **required** to be considered for a grant for the following grant cycle.

ADDITIONAL INFORMATION OR TECHNICAL ASSISTANCE:

If associations have questions concerning this program, please call the City of Lakeland, Neighborhood Planning at 834-6011

EVALUATION CRITERIA

<i>CRITERION</i>	<i>PRIORITY WEIGHT</i>	<i>EXPLANATION OF CRITERION</i>
SUPPORTS PROGRAM MISSION	20	The program is designed to fund projects that improve neighborhoods. Projects may include but are not limited to: signs, landscaping, educational programs, drug awareness programs, youth programs, park enhancements, etc.
COST SHARING ABILITY	20	Letters of intent for in-kind donations such as supplies equipment, space, or professional services, which describe their donations and state the market value.
FINANCIAL NEED OF PROJECT	10	Applicants requesting projects in areas designated by the 1990 Census Tract as low income.
IMPORTANCE OF REVITALIZATION	20	Projects that eliminate blight or resolve a safety hazard.
IMPACT ON THE NEIGHBORHOOD	15	Projects should benefit the community by improving the quality of life in the neighborhood through beautification, education, enhancement or infrastructure repair.
COMPLETION OF PROPOSED PROJECT	15	Requested funds must be sufficient to complete the project within the contract period, or proof of additional funding sources must be submitted.
PARTNERSHIPS WITH NON-ELIGIBLE ENTITIES	(5) Bonus	Eligible neighborhood associations are encouraged to form partnerships with non-eligible entities to plan and implement projects.

City of Lakeland
Neighborhood Matching Grants Program
Application Form
FY 2009/10

The application should briefly explain the proposed project indicating the benefits expected and include a budget clearly showing cost-share items. Cost-share can be in-kind services as well as funds set aside specifically for the project.

The successful applicant will supply the information requested by using only the space provided on the application forms. No additional sheets will be necessary.

Submission Deadline: September 15, 2009 NO LATER THAN 4 pm or postmarked by **September 15, 2009**. Applications should be delivered or mailed to the: City of Lakeland, Community Development Department, Neighborhood Planning Division, 228 South Massachusetts Avenue, Lakeland, Florida 33801.

Submit the original and 2 copies of the completed application form.

Type or print clearly answers to the following questions in the spaces provided.

A. Name of organization: _____
Federal ID # _____

B. Name, address, & phone numbers of responsible person

1. Name _____
2. Mailing Address _____
3. City & zip code _____
4. Phone _____
5. Fax _____

C. Matching Funds Request

1. Amount of money requested \$ _____
2. Amount of match \$ _____ Source(s) of Match _____
3. Total project cost \$ _____

Short project description

1. Please state the proposed work objective defining the need for the project and what is proposed to meet this need.

2. Please provide specific details of how you plan to accomplish the proposed project/program. List any significant neighborhood benefits.

City of Lakeland
NEIGHBORHOOD MATCHING GRANT

Organization Board Members

Name of organization: _____

Please list current board members of the organization.

Name	Address	Telephone
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____

City of Lakeland
NEIGHBORHOOD MATCHING GRANT
Purchasing and Payment Policy

The following purchasing and payment procedures are in accordance with the policies and procedures of the City of Lakeland.

1. Opportunity for competitive bidding shall be given for all purchases exceeding \$1,000 except those selected purchases made directly by the Purchasing Department Staff.
2. Three written quotations should be obtained from vendors whenever possible for non-perishable items.
3. To avoid paying sales tax, purchases should be made through Community Development Department whenever possible. Quotations should be obtained and submitted to the Neighborhood Planning staff for issuance of a purchase order to the lowest priced qualified vendor.
4. Original invoices must be submitted to the City of Lakeland Community, Development Department for payment to vendors.
5. Community Development Department accounting staff may accompany neighborhood representatives to purchase supplies or non-capital equipment, not to exceed \$1,000, on a City credit card.
6. If purchases are made directly from a vendor by the Neighborhood Association, the original receipts must be itemized on the attached form and submitted to the Community Development Department for reimbursement. No funds may be advanced for purchases.
7. Honorariums for non-governmental professionals as well as other technical or professional services may be considered in some situations.
8. All funds must be spent or encumbered no later than August 31, 2010. For situations where reimbursements will be made, please submit receipts on the enclosed form by August 31, 2010.

Please note that each neighborhood association applying for a Matching Grant must possess an Employee Identification Number (EIN) or 501 (c) 3 non-profit classification. The Neighborhood Planning staff is available to assist associations with procuring an EIN.

City of Lakeland
NEIGHBORHOOD MATCHING GRANT
 Request for reimbursement

Organization receiving grant: _____

Name reimbursement check to be made payable to: _____

Mailing address: _____

Telephone: _____

Check to be mailed or picked up at Community Development Department, City Hall:

Please attach original receipts to this form.

Date of Expenditure	Description	Amount Requested
Total amount requested		\$

All fields must be completed.

 Signature of applicant certifying accuracy

Neighborhood Matching Grants Program

City of Lakeland, Florida * Neighborhood Planning * Matching Grants Program
228 South Massachusetts Avenue * Lakeland, Florida 33801

Letter of Intent

This letter is to confirm that my company/agency _____
(name)
will participate as a partner with the _____
(name)

Neighborhood Association in the implementation of its Neighborhood Matching
Grants project. Our contribution will consist of: (Please check all that apply)

() Cash amount of \$ _____

() In Kind Services/Goods: _____

The market value of my company's in-kind contribution is \$ _____

We look forward to working with this neighborhood on this project and will participate in
upcoming publicity events for the Neighborhood Matching Grants program.

(signature)

Please Print

Name _____

Company _____

Address _____

City/Zip _____

Phone Number _____

Neighborhood Matching Grants Program
City of Lakeland, Florida * Neighborhood Planning * Matching Grants Program
228 South Massachusetts Avenue * Lakeland, Florida 33801

Request for Partner Contribution

Dear _____:

Our neighborhood association _____ is applying for a Neighborhood Matching Grant from the City of Lakeland. We will use the grant to complete a neighborhood improvement project. The project is _____ and will address these needs in our community; _____

In order to receive the City's grant, we must match the \$_____ City grant with volunteer time, in-kind donations or cash. Our neighborhood will contribute _____ hours in volunteer time, which is valued at \$_____. Our total match must equal 25% of the awarded amount. Therefore the amount we need to qualify for a grant is \$_____. Our matching portion must be documented when we submit our application. The application deadline is September 15, 2010. We would like for your business to partner with us by giving a cash or in-kind contribution. All gifts valued at \$25.00 or more may be tax deductible. We would like the opportunity to discuss the merits of our neighborhood improvement project with you.

Please call me at your earliest convenience at _____.

Sincerely,

President

City of Lakeland
Neighborhood Matching Grants Program
Volunteer Log

Project _____ Date _____

	Name	Address	Phone	Start Time	End Time	# of Hours
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Total Number of Volunteer Hours _____

