



## City of Lakeland Neighborhood Partnership Grant Program

The program for neighborhood associations to help them promote stronger and healthier neighborhoods.

### GRANT REVIEW COMMITTEE

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## **GUIDELINES**

### **PURPOSE**

Neighborhood Partnership Grant program is the continuous effort of City of Lakeland to improve, strengthen and enhance the neighborhoods. The program, created in 2000 and approved by the City Commission, encourage the citizens to revitalize and beautify their neighborhood.

The program is designed to:

- Encourage citizen involvement to enhance their neighborhood,
- Facilitate neighborhood self-improvement projects,
- Strengthen the partnership and communication between the City of Lakeland and its neighborhood, and
- Promote stronger and healthier neighborhoods.

### **ELIGIBILITY**

All formally registered neighborhood associations recognized by the City of Lakeland's Neighborhood Outreach Office for at least six months are eligible to apply for the grant. The association must have active participation with the Neighborhood Association Coalition.

Individuals, single businesses, city-wide organizations, social services, fraternal or religious groups, universities, political groups, and public agencies are not eligible for this program. Associations who failed to successfully carry out the projects in the preceding year are also not eligible. However eligible neighborhood associations are encouraged to form partnerships with 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.

### **FUNDING**

All Neighborhood Associations may apply for a partnership grant of up to \$2,500. In addition, neighborhood associations that have demonstrated the ability to facilitate a grant independent of City Staff by successful implementation and outcome of the projects from preceding year grant may submit an application for up to \$5,000.

If the neighborhood association receives cash sponsorship, the association must be responsible to receive and structure the expenses of the cash. The city is not responsible for collecting or handling it.

## ELIGIBILITY REQUIREMENTS

- Neighborhood geographical boundaries must be within city limits of City of Lakeland.
- The project must provide a clear public benefit and emphasize the neighborhood.
- Must be an active member of the Neighborhood Association Coalition.
- Must have an Employer Identification Number or City will be able to help assign one.
- Must submit the NPGP complete application before the deadline.
- Must attend the **mandatory pre-application workshop**.
- The grant application must be endorsed by the Neighborhood Association.
- Must be able to complete the project without the assistance of the City of Lakeland.

**If the neighborhood associations are granted with the Neighborhood Partnership Grant, they must consider the following:**

- Must obtain general liability insurance for any projects held within City properties as required by Risk Management.
- Must have special event insurance for events being organized within city property managed by the Department of Parks and Recreation.
- Spend allocated funds prior to August 31, 2018.
- Must report all other external sources of funds and its use for the proposed project.
- Execute a contract with the City prior to submitting any invoices.
- Invoices must be in by no later than 2:00 pm every Tuesday to receive the check.
- Appoint an accountable individual to volunteer to administer the grant.

## PROJECT CATEGORIES

The Neighborhood Partnership Grant Project must foster the community partnerships and neighborhood empowerment through training, mentoring, community services, education/awareness, and initiatives. The grant projects are the physical improvement or beautification programs, projects that increases the effectiveness and improve neighborhood operations, reduce crime, youth program expenses, and resource conservation projects. The projects may include but not limited to:

### Neighborhood Improvement/ Beautification

• Landscaping and Beautification	• Community Gardens and Plantation
• Street Adoption and Clean-Ups	• Identification Signs
• Entrance Monuments	• Curb Appeal Improvements
• Small Playground Equipment	• Benches, Picnic tables, Trails
• Street Lights Installation	• Park Enhancement

### Organizational Development/ Training

• Leadership Programs	• Board Training and Development
• Membership Recruitment Campaigns	• Communication and Outreach Materials

• Printing/ Mailings	• Meeting Signs
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**Crime and Public Safety**

• Neighborhood Watch Signs	• National Night Out
• Crime Prevention Program	• Fire Safety Programs

**Youth/Adult Partnership Programs/Sponsorship**

• After- school Initiatives	• Tutoring
• Mentoring	• Youth Program Expenses

**Cultural Enrichment / Special Events**

• Music/ Art Festival	• Neighborhood Meet and Greet
• Neighborhood History Walk	• 5K Walk/Run
• Historic Home Tours	• Civic Pride

**Resource Conservation Projects**

• Recycling campaigns	• Bike Racks
• Waste reduction initiatives	• Lake Cleanup Initiatives
• Waste receptacles	• Energy reduction initiatives

**INELIGIBLE PROJECT EXPENSES**

The following are ineligible for the partnership grant funding:

- Personal Property Enhancements and Personal Events
- Food and beverages; unless it is a part of an educational projects pertaining to health and nutrition.
- Alcoholic beverage
- Capital Equipment or Power tools (i.e. computers, copiers, scanner, etc.)
- Previously NPGP funded unsuccessful and incomplete projects.
- Giveaways/ freebies
- Salaries
- Political campaigning

**GRANT MATCH REQUIREMENT**

- 25% match must be met through the volunteer hours' contribution after signing the contract. Volunteer labor will be valued at \$15/hr.  
Example: 25% of \$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.
- Can be 100% volunteer hours' contribution.
- Cash contribution
- In-kind donation

## **APPLICATION DEADLINE**

**All applications must be submitted by October 31<sup>st</sup>, 2017. NO LATER THAN 4 PM or postmarked by October 31<sup>st</sup>, 2017.** Applicants are encouraged to submit their application online. City staff can assist the applicants to complete the grant application, if needed. It can be mailed or delivered to:

**Neighborhood Outreach Office  
Community Development Department  
City of Lakeland  
228 South Massachusetts Avenue,  
Lakeland, Florida 33801**

The applications can also be emailed to [lynne.simpkins@lakelandgov.net](mailto:lynne.simpkins@lakelandgov.net) or fax at (863) 834-8432.

## **PROJECT SELECTION AND NOTIFICATION**

Applications submitted by the deadline will be reviewed by the Neighborhood Outreach Office. The successful applications will be further reviewed by the Project Selection Committee from the Community Development Department. Applications will be ranked based on the evaluation criteria. The grant recipients will receive an award letter and are asked to sign the agreement. All other applicants will also be notified of the decision.

## **PROJECT MONITORING**

The selected projects will be monitored by the Neighborhood Outreach staff throughout the project completion period.

## **PROJECT COMPLETION**

All projects are to be completed by August 31, 2018. The City of Lakeland encourages all the neighborhood associations to maximize the utilization of the grant fund and to be spent or encumbered by August 31, 2018. A **Project Completion Report** is **due on August 31, 2018** and is **required** to be considered for a grant for the following grant cycle.

*NOTE: Until the project receives the approval from the Neighborhood Outreach Office, Community Development Department, the Department and City are not responsible for nor will it pay for any expenses or costs incurred by the applicant for the project.*

## EVALUATION CRITERIA

CRITERION	WEIGHT	EXPLANATION
SUPPORTS PROGRAM MISSION	15	Programs designed to fund the neighborhood improvement projects. (See eligible projects Pg. 2)
COST SHARING ABILITY	15	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	15	Projects serving low income areas.
PARTICIPATION AND COLLABORATION	20	Project shows an evidence of broad-based neighborhood participation. Project is a collaboration of several organizations and/or diverse groups.
PROJECT DESIGN	20	Well-planned, cost-effective, and ready for implementation; shows a clear and reasonable vision for sustaining the project and resulting improvements. Budget is a reasonable projection of expenses and revenue. Proposed activities are an innovative response to a recognized problem.
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.