



ATTACHMENT "A"
RESOLUTION 972
11/5/15

NEIGHBORHOOD BEAUTIFICATION GRANTS



APPLICATION PACKAGE

CITY OF LAKE MARY

COMMUNITY DEVELOPMENT DEPARTMENT

NEIGHBORHOOD BEAUTIFICATION GRANT PACKAGE

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PURPOSE

The purpose of the Neighborhood Beautification Grant (NBG) Program is to promote the undertaking of activities by City neighborhoods to beautify their developments, and to avoid blighted areas. The City Commission has approved project funding in the amount of \$25,000 per fiscal year, which would allow for organized neighborhood associations to apply to the City for monies to be used in executing a neighborhood beautification program. Promotion of high quality neighborhoods shows commitment by the City and its citizens in the areas of economic stability, exceptional quality of life, and community security.

WHO CAN APPLY?

Neighborhood Beautification Grants are available to homeowners' associations and organized neighborhood organizations; this includes condominium associations and resident associations. These organizations must be registered with the City prior to submitting an application. Individual homeowners or unregistered organizations are not eligible.

A neighborhood association's Board of Directors (BOD) must vote on and approve the grant application prior to submitting to the City. Minutes from the meeting must be notarized, show the vote process, as well as:

- The name of the project
- Motion, Vote, and Action to submit project to the City
- Design specifications for landscaping, signage, and the like shall be provided as an exhibit to the minutes as stated and approved by the BOD
- A Project Action Team (PAT) shall be identified for the record, including the main Project Manager
- Minutes shall be notarized and attached to the application

The last Friday of every month, the PAT shall provide a detailed progress report to City staff. The reports shall outline all activity that has occurred over the previous month. Failure to submit a Progress Report may result in a loss of funding.

All NBG projects shall be completed within six (6) months of receiving funding. Projects shall be properly maintained after the process is completed, per the NBG Maintenance Agreement.

GRANT MATCH

All grants require either a Cash or In-kind Goods and Services match. An 'In-Kind Good and Service' is defined as: Equipment, Professional Services by legitimate providers valued at "fair market value", and Supplies.



In the event an 'In-Kind Good and Service' is identified for the match, details shall be attached to the application describing the services and their cost. The total match required shall vary on the total grant amount awarded, but in no event shall the match be required to exceed 25% of the total award.

GRANT PROGRAMS

The City offers two types of grants: Neighborhood Entry Beautification and Community Beautification Mini-Grant. Each grant type is subject to its own criteria, eligibility, and funding. An applicant may only apply for one grant at a time, and may not apply for the same grant in consecutive years. The City Commission reserves the right to expend all available funding on one project.

ELIGIBILITY

All projects must meet the following eligibility criteria:

- Serve a public purpose;
- The project must be approved by the applying organizations Board of Directors (*BOD; notarized meeting minutes must be submitted with the application, see page 3*);
- BOD must outline a need for the project (*physical disrepair, financial hardship, unique legal standing*);
- Have a Project Action Team (PAT) of 5 or more residents;
- Have a Grant Action Plan (GAP) outlining how the project will be completed within six (6) months or less. A maintenance plan of at least five (5) years is required to be attached to the GAP;
- Project shall occur on land(s) owned by the neighborhood association.

GRANT ACTION PLAN (GAP)

The GAP shall provide a detailed budget and timeline showing how the project will meet the six (6) month project timeline. The GAP may be modified after grant funds are awarded to more accurately show dates and times.

MAINTENANCE PLAN

The Maintenance Plan that is submitted with the GAP shall cover a five (5) year period. The Plan shall have a detailed budget and action plan on how the applicant will maintain all improved areas.

In no event shall project funds be used for:

- A neighborhood organization's regular budget
- Gifts of appreciation
- Expenses without receipts
- Food
- Reimbursement for purchases made prior to receiving funding



NEIGHBORHOOD ENTRY BEAUTIFICATION (NEB) GRANTS

In the event a neighborhood has a tract of land that is recorded as an entry feature, or has identified lands that could function as an entry feature, funding is available to improve/acquire those areas. Lands that are identified as an entry feature must be adjacent to the neighborhood and have past recordation as being planned as an entry feature. If a community is gated, the entry feature must be outside of the gates of the community and visible to all City residents.

The following is a list of projects that **may** be eligible for NEB Grant funding:

- Fence/Wall Construction
- Landscaping
- New Irrigation
- Land Acquisition
- Decorative Fountains
- Decorative Lighting
- Signage

The following is a list of projects that are **not** eligible for NEB Grant funding:

- Sidewalk construction
- Traffic calming devices
- Staff for project management
- Modifications to City owned infrastructure/structures
- Projects already underway
- Non-irrigated landscape improvements
- Imp. to private property not owned by the neighborhood org.

NEB Grant awards shall not exceed a total of \$5,000. In the event land acquisition is requested, the City Commission may award additional monies. A minimum 5% community contribution in the form of cash or in-kind services is required.

COMMUNITY BEAUTIFICATION (COB) MINI-GRANT

In the event a neighborhood has a tract of land that is recorded as common area or if there is landscaping in a City right-of-way, funding is available to improve those areas. Communities that are gated may not apply for COB grants unless all improvements occur outside the gates of the community.

The following is a list of projects that may be eligible for COB Grant funding:

- Cosmetic repairs
- Landscaping
- Gazebos, Picnic Tables
- Decorative Fountains
- Decorative Lighting
- Playground Equipment



The following is a list of projects that are **not** eligible for COB Grant funding:

- Sidewalk construction
- Traffic calming devices
- Staff for project management
- New fences/walls
- Modifications to City owned infrastructure/structures
- Projects already underway
- Non-irrigated landscape improvements
- Maintenance of drainage areas
- Irrigation repairs
- Imp. to private property not owned by the neighborhood org.

COB Mini-Grant awards shall not exceed a total of \$1,500. A minimum 5% community contribution in the form of cash or in-kind services is required.

APPLICATION SUBMITTAL

The following items shall be attached to the Grant application:

1. Project narrative;
2. 3 quotes of all proposed work;
3. A complete budget showing total cost of project;
4. Photos of existing site conditions;
5. A clean site plan showing the location of all improvements;
6. Notarized minutes as previously described on page 3 of this package;
7. Project Action Team (PAT) contact information;
8. A completed GAP with Maintenance Agreement;
9. First Step Meeting synopsis;
10. Other documentation specifically requested by staff.

A First-Step Meeting with staff is required prior to submitting the grant application. After staff has reviewed the application, it will be presented to the City Commission. The City Commission will make the final determination on the Grant application.

NOTE: All vendors/contractors are required to submit applicable permits needed to perform work. Failure to do so may result in loss of funding.

STAFF CONTACT

For additional information on the NBG programs, or to schedule a First Step Meeting, you may contact Stephen Noto, City Planner, at 407-585-1440 or snoto@lakemaryfl.com.

