

City of Amarillo

Neighborhood Leadership and Community Building Grant Program Description

Planning and Development Services announces the Neighborhood Leadership and Community Building Grant program. The grant is designed to support projects and activities that build the organizational capacity of neighborhood associations with adopted neighborhood plans and result in a public benefit. These funds are being approved through the Neighborhood Planning Initiative to help communities stay connected, maintain momentum for neighborhood plan implementation, and develop their own solutions for resiliency during the COVID-19 crisis.

Guidelines:

- One \$5,000 grant is available for each neighborhood with an adopted plan through the Neighborhood Planning Initiative.
- Volunteer hours are required as a “match” — each neighborhood must document 40+ volunteer hours as part of the proposed project.
- The funds can be utilized immediately or accessed for a phased project for a period of one year (ending May 31, 2021).
- Projects must be consistent with the goals and strategies identified within the respective adopted neighborhood plan.
- Applicant must be a recognized neighborhood association with an adopted neighborhood plan or, if the association is not a 501 c3 non-profit, the application must include a fiscal sponsor for the association. This grant is not available to any other type of entity or person.
- Project ideas are to be initiated, planned, and implemented by the neighbors and business community members who will be impacted by the project. Neighborhood planning staff will advise during the application and implementation process.
- If special resources are required from the City of Amarillo (road closure, coordination with other campaigns or activities, permits etc.), then preliminary approval is required from the City Manager’s Office or his designee prior to formal application submittal. The Neighborhood Planning Oversight Committee shall review and provide final approval for the grant applications.

Examples of Eligible Expenses:

The funds are intended to be used to support events, programming, organizational needs or physical projects that result in a public benefit to the neighborhood. Here are examples:

- Marketing and logistical support for COVID-19 adapted community events such as food drives, art shows, shop local events, and markets.
- Trainings, speakers, and educational opportunities.
- Physical improvements that benefit the entire neighborhood and cannot be funded by the Proposition #1 bond funds such as benches or public art.
- Launch of neighborhood-wide programs such as a tool-lending center or neighborhood watch.
- Professional marketing, branding, social media, and communications support for the association and association projects provided the association demonstrates the long-term ability for maintenance and upkeep.



Ineligible Expenses:

- Direct cash or gift card giveaways.
- Ongoing organizational operating expenses.
- The purchase of alcohol.
- Funding for items (including food) or services not listed in the project budget as submitted and approved.

How to Apply:

Applications will be accepted on an ongoing basis and considered by the Neighborhood Oversight Committee meeting at their regularly scheduled meeting on the third Thursday of each month.

Applications must be submitted by the close of business on the Thursday prior to the meeting (second Thursday).

The first deadline for submissions is COB on Thursday, May 14, 2020.

Neighborhood associations must complete and sign the Neighborhood Leadership and Community Building Pilot Grant application form available online and in PDF format. Forms will be available at amarillo.gov/neighborhoodplanning and will also be emailed electronically to the neighborhood association officers. Completed applications shall be returned electronically to:

Emily Koller, Planning and Development Services Manager, City of Amarillo
emily.koller@amarillo.gov

Evaluation Criteria:

The following criteria will guide the committee in the evaluation of the proposals.

- The project has a well-defined scope, goals, and detailed steps (i.e. what is being done and by whom?)
- The project is consistent with the goals and strategies of the adopted neighborhood plan.
- The project will assist in building organizational capacity of the neighborhood association.
- The project provides public benefit to the neighborhood through an observable, physical improvement or a program that produces measurable change in the sense of local community and identity.
- Preference may be given to a project that involves and fosters collaboration between neighbors.
- A clear timeline is established for completion.
- The application demonstrates the ability to meet the required volunteer hour contribution.
- The budget is detailed and accurate.
- There is a demonstrated need and community support for the project.
- Participants will reflect the demographic characteristics of the neighborhood.
- The project will strengthen or build partnerships with public/private entities or other neighborhood and community-based groups.
- Project is designed with a realistic plan for ongoing maintenance.

Contract and Distribution of Funds

Once an application is approved, a grant contract between the neighborhood association and the City shall be signed. Until the contract is signed, the City will not distribute/reimburse the funds as approved in the project application and budget. Grant funds will be reimbursed at the conclusion of the project after submittal of receipts/paid invoices that are consistent with the approved project budget.

A neighborhood may request at the time of application that 50% of the total project budget may be issued in advance based upon documentation of expenses in a project budget, with 50% reimbursed at the conclusion of the project based on the submittal of receipts/paid invoices.

Upon the completion of the project, the neighborhood is required to provide a brief project summary to the City along with photographs, materials, and documents created with the use of grant money.



City of Amarillo
Neighborhood Leadership and Community Building Grant
Application Form

1. Applicant Organization Name

2. Primary Contact Name

3. Email Address

4. Phone Number

5. Fiscal Sponsor

If Applicant is not a 501(c)(3), then provide name and full contact information of a fiscal sponsor who is qualified.

6. Description of Proposed Project/Activity (500 words or less).

Please indicate in your description how the proposed project provides a public benefit to the neighborhood and results in neighbor helping neighbor outcomes.



Description of Proposed Project/Activity (continued if necessary)

7. Related Goal/Strategy in the Neighborhood Plan

8. Project Participants, Roles and Volunteer Hours (please list)

Name	Role	Anticipated Volunteer Hours
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9. Project Timeline

Please describe the timeline for your project. Will it be implemented immediately or is it a phased project? What is your anticipated completion date?

10. Total Amount of Grant Dollars Requested

11. Expenses to be Funded by Grant

Please provide a general description of the expenses for which the grant funds are requested. A complete project budget is required as an attachment.

12. Does the project/activity require future funds to maintain it? If yes, how will it be maintained once the grant funds have been spent?

Application Attachments

13. Project budget with a detailed list of expenses in table format.

14. A site map, illustrations or other background information as applicable.

