City of Bloomington
Housing and Neighborhood Development

Small and Simple Projects Fund

2010 Application Deadline & Granting Process

The **Small and Simple Grant Fund** provides neighborhoods with the opportunity to initiate projects that require $1,000 or less. Neighborhood organizations can apply once per year for the fund.

1. Deadlines are firm. Submit the application to the Housing and Neighborhood Development Department by 4:00 p.m., on any of the following dates in 2010:

	Application Date
Round 1	**Monday, February 22**
Round 2	**Monday, April 19**
Round 3	**Monday, June 14**

2. Notification. Within 15 (three weeks) working days of the application deadline, applicants are notified of award decisions and specific conditions, if any, that needs to be met before a contract is executed.

3. Contracting. Once a contract between the neighborhood organization and the City is finalized and signed, authorizing the project to begin. *Until the Funding Agreement is signed by all parties, the City has no responsibility to reimburse the organization for any expense incurred before the Agreement is in place.*

Awards cannot be used to:

- Pay for out of City travel expenses.
- Pay for food, beverages, and /or catering services.

4. Project Completions. All projects receiving funding in

Neighborhood Improvement Grant
General Information

The Neighborhood Improvement Grant is a program that gives residents an opportunity to have direct input and influence into the improvement of Bloomington neighborhoods. The funds provide for non-traditional capital projects with community -wide benefit that would not be covered by other City programs.

The minimum amount for this award is $2,000. Past projects include neighborhood signs, restoration of historic sidewalks, landscaping, historical marker and landscaping.

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Neighborhood Clean Up Grant

Neighborhoods can apply for assistance to conduct a neighborhood clean up. HAND staff will work with residents to facilitate the removal of tires, trash, old furniture, oil, car batteries, non-perishable food and usable clothing. What can be recycled back into the community is and what cannot, is appropriately discarded.

For more information contact the HAND department at 349-3505.

Round 1 must be completed by Friday, August 6, 2010,
Round 2 - Friday, Oct 1, 2010 and Round 3 - Friday,
November 12, 2010.

Competitive Rating Process

Your application will be reviewed and rated.
Awards are based on:

1. Project Quality. Project is well planned and ready to proceed.
Budget is realistic and well thought out.

2. Neighborhood Participation. Application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed project.

3. Neighborhood Match. Minimum requirement for match is met and applications shows match is secured and ready to be expended.

4. Community Benefit. Project activities are a good approach to a recognized neighborhood issue.

Eligible Applicants

- With a majority of its members residing or doing business in a commonly recognized neighborhood; (and)
- Whose purpose, at least in part, is to improve the quality of life in that area. (Groups may be formed to complete a grant project only); (and)
- That may include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, as well as residents.

Who is not eligible to apply?

- single businesses
- single institutions
- single government agencies
- political groups
- individuals
- single religious organizations

Eligible Projects

In the formation of your project, you must keep in mind that the basis for the **Small and Simple Funds** is to promote neighborhood community building activities that demonstrates a neighborhood benefit.
Your project must be completed by the required date and require $1,000 or less from the Small and Simple Projects Fund. The City cannot reimburse you for costs incurred ahead of contract.

- **Neighborhood Physical Improvement Project -** Build or enhance a tangible (physical) improvement in your neighborhood.
  1. Provide proof of the property owner's permission to construct your proposed improvement.
  2. Include information on how ongoing maintenance will be provided.

- **Neighborhood Non-Physical Improvement Project -** Examples: One-time events such as special celebration, training session or educational campaign or community workshop. Of course, funds cannot be used for political campaigns.
  1. Provide the start date, end date, and location of the proposed project.
  2. Provide proof of the property owner's permission to use the property for this purpose.

- **Partnership Projects -** Pilot or start-up program that demonstrates benefits to the immediate neighborhood and those individuals involved in the partnership. Examples of partners; public school, day care facility, elderly residents, and social service agencies.
  ***** Cash awards to participants are not allowed. It is allowable to pay for labor and services.

Neighborhood Match - Ratio

- Match is a $1 to $1 match. **10% cash match** is required. For example, if you request $200 from the Small and Simple Projects Fund, your application must prove your association can come up with a match package valued at $200 or more and showing at least $20.00 in cash.

Neighborhood Match - Eligible Components

Your total match package can include components from any combination of the following three categories.

- **Volunteer labor** valued at $15 per hour. Volunteer hours are also called "in-kind" match.
- **Donated materials or supplies** such as art materials, office supplies or equipment, lumber or trees. Such donations are also called "in-kind" match.
- **Cash** that you have "in hand" such as dues paid to your organization and approved for use on your project, or cash and checks you have already collected for your project by going door to door in your neighborhood. Or it can be money that you will raise by getting pledges from neighborhood organizations and businesses; also grants for your project foundations and other entities.

Neighborhood Match - Prove You've Got It!

A key to making your application competitive it is to demonstrate that your neighborhood match is ready to go. There are a number of options you can use to prove that your cash match, in-kind materials, and/or in-kind volunteer time is secured. **Verification must be submitted with your application.**

1. Volunteer Time (also called In-Kind Match)

- HAND has two forms that must be completed to verify volunteer time commitments, they are the Volunteer **Commitment Form** and the **Volunteer Hours Computation Sheet.**
- **Pledge letters** from community organizations, agency volunteer coordinators, etc. stating they will personally be responsible for rounding up a specific number of their members for a specific number of hours to do specific tasks. For example, "I will ensure that 10 members of Golden Glee Club will work 6 hours on Saturday, September 10, 2007, amending soil and planting trees and bushes for the Glory Heights Park Project."

2. Donations of Materials, Supplies and Things (the other type of In-Kind Match)

- **Pledge letters** on company letterhead pledging a specific material donation and its retail value. For example, "$400 in lumber from Black Hardware to build a tool shed for the Golden Glee Community Garden," or $50 donated to photocopying for one-time printing of a newsletter to boost membership in the Golden Heights Neighborhood Association."
- **Invoice or bid form** showing type of donation and value. For example, "$75 for a 2 man post hole gas auger, on June 19, 2007 to construct a fence for the Golden Heights garden project."

3. Cash Match

- **Photocopies of bank statements -** If you have already collected your cash match, a copy of a recent bank statement for the account in which you are holding the funds is a good way to show that you are ready to proceed.
- **Photocopies of checks -** This is a good way to show both that you have the money in hand and how many people from your community pitched in to help you achieve your fundraising goal.
- **Photocopies of commitment letters -** If your project has been granted or promised funding you can provide letters of commitment from the donors or funders on their letterhead.

Neighborhood Match - Requirements

- 10% of your match has to be cash.
- Your match components must be appropriate to the goals of your project.
- Your match must be expended during the life of the project - neither before an award is made nor after the contract has ended.
- At least 25% of your required match package must come from the neighborhood itself, as opposed to other funders, the School District or other government bodies.
- You cannot count your time spent preparing your application or time spent fundraising for your project as a match.
- Professional services or skilled labor can be donated as match or hired for a fee, but professionals who donate their services cannot also receive compensation from the award money. This ensures that persons hired to provide services are selected on the basis of their qualifications, not on their ability to donate services.
- The neighborhood will be awarded a Funding Agreement with amount of the award along with specification of activities to be preformed. Any volunteer hours or expenditures will not be allowed before the date of the Funding Agreement.
- Neighborhood is responsible for a final report that includes the following: one page summary of the project, pictures of the project, completed Volunteer Commitment Form, Volunteer Hours Computation Sheet and Grant Report Sheet.
- There must be a Release, Hold-Harmless and Indemnification Agreement signed and dated for each volunteer listed on the final report. If the volunteer is a minor under the age of 18, the parents must sign the Agreement.
- If the neighborhood is going to encounter a problem with completion of the project after the stated time in the Funding Agreement, the neighborhood must contact the HAND office for an extension.

All promotional pieces which receive any funding through this grant program must include the following mandatory grant identification statement: "Funding provided in part through the City of Bloomington's Housing and Neighborhood Development Department Small and Simple Grant Program."

Small and Simple Grant Fund
2010 Application

Application Organization_____

Partnering Organization(s)_____

Project Contact Person_____

Mailing Address_____

Daytime telephone number_____

Email_____

Project Name_____

Project Location_____

Neighborhood_____

One-Page Narrative

In a one page narrative include the following information; description of the project including participating organizations, volunteer and community involvement, timeline of the project, detailed explanation of each line item, and how the project will benefit the neighborhood. Make sure you include the information requested in the application for the project being addressed.

Small & Simple Budget Summary

Project Name Partnership Organization	Neighborhood Contribution	*Partnering Organization Contribution	
1.) Amount of funds requested from the City			
2.) Types of Match (in dollar value)			
• Cash (minimum 10%)			
• Volunteer Labor			
• Donations			
• Other (specify)			
Total Match			
Total Project Cost			

Match example:
Neighborhood request $1,000
Minimum match $1,000
Minimum Neighborhood Contribution 25% = $250
Partnering Organization Contribution = $750
Of the required $1,000 match - 10% must be cash ($100)
* Make sure to include an attachment with detailed explanation of each line item.

Volunteer Commitment Form

Housing and Neighborhood Development Grant Programs

Supporting information for grant application

Name of Neighborhood Organization:_____

Name of Project for volunteer commitment:_____

Date:_____

Name:_____

Resident Address:_____

_____

Contact number:_____

☐ I agree to commit (number)_____ hours as a volunteer for the above project.

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Volunteer Hours Computation Sheet

Housing and Neighborhood Development Grant Programs

Applies to grant application and submission of actual volunteer hours

Name of Neighborhood Organization:_____

Name of Project:_____

Date of Activity	Name of Volunteer	Task Preformed	Hours Volunteered
Total Hours			

Grant Report Sheet

Housing and Neighborhood Development Grant Program

Name of Neighborhood Organization:_____

Name of Project:_____

Budget

Description	Grant Budget Amount	Amount of City Funds Expended	Amount **(-)** or +	Note

Description of required match - Cash

Item Description	Grant Budget Amount	Amount Contributed	Source Of Match	% Neighborhood % Partnership

Description of required match – Volunteers

Item Description	Grant Budget Amount	Value of Contribution	Source Of Match	% Neighborhood % Partnership

Description of required match – Materials

Item Description	Grant Budget Amount	Value of Contribution	Source Of Match	% Neighborhood % Partnership