CITY OF BLOOMINGTON

City of Bloomington
Housing and Neighborhood Development
2014 Neighborhood Clean-up Application

Neighborhood groups within the City of Bloomington are invited to apply for a **Neighborhood Cleanup Grant. Monday, March 3, 2014**, is the deadline to apply for a **Neighborhood Cleanup Grant** sponsored by Housing and Neighborhood Development (HAND).

The Neighborhood Cleanups can be held on one of the following Saturdays: April 12, May 3, May 17, June 14 and June 21, 2014. Clean-ups will be awarded to those neighborhood groups demonstrating, through their applications, the greatest ability to conduct a successful clean-up. Consideration will be given to neighborhoods that have not received a **Neighborhood Cleanup** in the last two years. Two **Neighborhood Cleanup Grants** will be awarded for 2014.

Please read the application carefully.

The key dates in the application process are summarized below:

- By **Monday, March 3, 2014, 4:00 p.m.**, neighborhood groups must submit a completed application including a first and second choice for a clean-up date.

- By **Monday, March 24, 2014, 4:00 p.m.**, neighborhood groups will be assigned a clean up date based on availability and the order the applications were received.

Submit All Clean-up Applications and Questions To:

Housing and Neighborhood Development
Attn: Vickie Provine
401 N. Morton Street
P.O. Box 100
Bloomington, IN 47401
812-349-3420

Eligibility:
To be eligible for a neighborhood clean-up, the area must be within the corporate boundaries of the City of Bloomington.

Required Neighborhood Cleanup Conditions:

The cleanup must:

1. Be held from 9:00 a.m. to 1:00 p.m. on one of the following Saturdays: April 12, May 3, May 17, June 14 and June 21, 2014.
2. Key volunteers for the Neighborhood Cleanup will participate in a neighborhood walk-through with HAND staff prior to the cleanup to discuss areas and properties that need to be addressed.
3. Be staffed with a sufficient number of volunteers beginning at 8:30 a.m. and ending at 2:00 p.m.
4. Have a mandatory volunteer meeting for ALL volunteers at 8:30 a.m. the morning of the clean-up.
5. Ensure a volunteer Neighborhood Cleanup Coordinator is in attendance during the entire cleanup.
6. Conduct a detailed final site clean sweep after the neighborhood clean-up is complete to ensure the entire area is cleared of all materials.
7. Make an effort to accommodate those neighbors who are unable to bring items to the collection site.

The HAND Staff will provide:

1. Orange safety vests for all volunteers
2. Appropriate signs
3. A HAND staff member in attendance during the entire clean-up
4. Equipment to collect and remove trash.
5. Disposal of Hazardous Materials and tires
6. Chipper service

Required Neighborhood Volunteer Staff:

1. Neighborhood Clean-up Coordinator
2. 2 Collection Site Volunteers
3. Sufficient number of volunteers to make your clean-up a success.

Application Procedures:

- Make sure you and your neighborhood have met all the eligibility requirements.
- All applications must be received by 4:00 p.m. on Monday, March 3, 2014.
- Cleanups will be held on one of the following Saturdays: April 12, May 3, May 17, June 14 and June 21, 2014.
- If there is more than one request for a particular Saturday, applicants will be contacted to discuss alternative dates.

- Eligible neighborhoods will be assigned a cleanup date by March 25, 2013.

Application Evaluation Criteria:

HAND staff will evaluate the applications and make all final decisions based on the following criteria:

- Neighborhoods that have not had a **Neighborhood Cleanup** in the last two years.
  - Neighborhood submitting the clean-up application meets all eligibility requirements.
  - Overall plan is well developed and attainable.
  - Promotional plan is well developed and all neighbors are informed in a timely manner.
  - Commitments are secured from all volunteers on the "Volunteer Commitment Form"
  - There is a demonstrated benefit to the entire neighborhood.
  - Efforts to promote good neighbor relations.
  - Completeness of the application.
  - Additional consideration is given to those neighborhoods that:
    - Accommodate neighbors who are unable to deliver items to the clean-up site.
    - Create a social event during and/or following the cleanup.

Notification of Granted Applications:

All neighborhoods applying by Monday, March 3, 2014, will receive notice of acceptance or decline by Monday, March 24, 2014.

Important Disclaimers and Notices:

1. **The City of Bloomington will not be responsible for any damage to the personal property or vehicles belonging to cleanup volunteers or participants.**
2. **Event organizers and HAND staff have complete authority to reject commercial loads or those originating outside the sponsoring neighborhoods.**
3. **All volunteers must sign a "Waiver of Liability" to participate in the cleanup.**
4. **HAND staff has the right to close a clean up site due to severe thunderstorms.**

Application for the 2014 Neighborhood Clean-up
Sponsored by Housing and Neighborhood Development

Name of Neighborhood Group:
_____

Contact person_____

Phone number_____

Email_____

Proposed date of clean-up: _____

Alternative proposed date of clean up:_____

Approximately how many households are within the boundaries?
_____

Please outline your plan for the clean-up.

_____
_____
_____
_____
_____
_____

What are your plans for promoting the neighborhood clean-up (i.e. flyer distribution, e-mail, etc)?
_____
_____
_____
_____
_____

Are you planning a social event in conjunction with the clean-up? Yes___ No___
If yes, please describe the event.
_____
_____

How do you plan to accommodate for those who are unable to bring items to the clean-up site?
_____

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.

- - - -

Volunteer Schedule and Duties

Neighborhood Clean-up Coordinator:

This individual is in charge on the day of the clean-up. *Responsibilities* include:

1. Conducting the volunteer briefing at 8:30 a.m. with the assistance of the HAND staff.

2. Keeping the clean-up staffed, as required, throughout the day.
3. Supervising all volunteers.
4. Working closely with the HAND staff members.
5. Assisting volunteers as needed.
6. Completing an evaluation for HAND following the clean-up.
7. Assisting with unloading trash from personal vehicles into trash containers, if necessary.
8. Assuring all areas are completely clean at the end of the event.
9. Inform HAND staff when additional trash containers are needed.

Neighborhood Clean-up Coordinator Information:

Name:_____
Address:_____
Phone number:_____
Email:_____
Signature:_____

Collection Site Volunteers:

Two people to supervise the trash, metal and hazardous materials containers at all time. *Responsibilities* include:

1. Supervising what is deposited into each of the roll-off containers - no hazardous waste, no metal, no tires, and no yard waste.
2. Assisting with unloading trash and metal from personal vehicles into trash containers, if necessary
3. Informing the Clean-up Coordinator when trash containers are approaching full and additional trash containers are needed
4. Assuring the area is completely clean at the end of the event

Schedule:
Sign up for one or more hour intervals.

Time	Name (please print)	Phone #	Signature
9:00-10:00 a.m.	1.		
	2.		
10:00-11:00 a.m.	1.		
	2.		
11:00-12:00 p.m.	1.		
	2.		
12:00 -1:00 p.m.	1.		
	2.		
1:00 - 2:00 p.m. Clean-up of site	1.		
	2.		

Neighborhood Clean-up

Application Checklist

Submit All Clean-up Applications and Questions To:

Housing and Neighborhood Development
Attn: Vickie Provine
401 N Morton Street
P.O. Box 100
Bloomington, IN 47401
812-349-3420

*******Applications are due no later than Monday, March 3, 2014, 4:00 p.m.*******

Make sure the following is completed and enclosed in your application packet!

- € Page 4 - ***Neighborhood Clean-up*** application
- € Page 5 - Volunteer Commitment Forms
- € Page 6 - Volunteer Clean-up Coordinator
- € Page 7 -Collection Site Volunteers