HAND 2021 Small & Simple Grant

Application Guidelines

CITY OF BLOOMINGTON
Housing and
Neighborhood Development

The City Bloomington, Department of Housing and Neighborhood Development (HAND) invites neighborhood groups to apply for the Small & Simple Grant. This grant provides community building opportunities that might not otherwise be available. Possible uses for Small & Simple Grants include, but are not limited to:

- training sessions and educational workshops,
- neighborhood newsletter mailings,
- sustainability projects
- physical improvements
- special celebrations
- **for *invasive plant removal*, please use the dedicated application found here: https://forms.gle/MpEk92s6C42LkiZeA**

If you have an idea for which you are considering applying for a grant, please contact Angela Van Rooy at the HAND office at angela.vanrooy@bloomington.in.gov or 812-349-3505.

**BEFORE YOU BEGIN to fill out the application form, please read it through in its entirety.

I. PROGRAM OVERVIEW

1. The maximum annual grant per neighborhood is $500.00. This may be requested for one larger project, or for multiple smaller projects throughout the year.
2. The Small & Simple Grant does not require a match component.
3. Applications may be submitted anytime between January 4 and August 31, 2021, or until all funds have been granted. If the application process must be closed prior to August 31, 2021, an announcement will be posted in 'The HAND Update' and on HAND Facebook and web pages.
4. All funds must be expended, and receipts and a final report submitted to HAND no later than November 15, 2021.
5. Applicants will be notified of award decisions within ten business days after submission of a completed application. If any specific conditions apply these must be met before a contract may be executed.

6. After your application is approved by HAND, if applicable, you will need to secure appropriate approvals from other City Departments (e.g., a permit from Public Works for temporary street closure to hold a block party).
7. A Funding Agreement will be executed between the HAND Department and the neighborhood. Once all signatures are in place the neighborhood may start their project. The City is under no obligation to reimburse the organization for expenses incurred prior to a finalization of the Funding Agreement.
8. Vendors paid directly by the City (i.e., through an invoice) must have prior approval through the Controller's Office. Alternatively, neighborhoods may purchase items or services and submit receipts for reimbursement. HAND staff will provide purchasing guidance to each neighborhood.
9. Grants may not be used to pay for out-of-city travel expenses or for food, beverages, and/or catering services.

II. ELIGIBILITY

Eligible Applicants

Applications are accepted from neighborhood-based organizations. A neighborhood-based organization is a group with a majority of its members residing or doing business in a commonly recognized neighborhood, whose purpose is, at least in part, to improve the quality of life in that area. The group may include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, in addition to residents. Groups may be formed for the sole purpose of completing a grant-funded project, and need not be formally recognized neighborhood associations.

Who is NOT eligible to apply?

Single businesses, single institutions, single government agencies, single religious organizations, political groups, individuals.

Eligible Projects

In the formation of your project, please keep in mind that the basis for the Small & Simple Grant is to promote neighborhood community building activities with a demonstrated neighborhood benefit. Cash awards to participants are not allowed, however, it is allowable to pay for labor and services.

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

2. **Neighborhood Non-Physical Improvement Project**—One-time events such as special celebrations, training sessions or educational campaigns, neighborhood clean ups, or newsletter mailings. *Funds cannot be used for political campaigns.
   a. Provide the start date, end date, and location of the proposed project.
   b. Provide proof of the property owner's permission to use the property for this purpose.
3. **Partnership Projects**—Pilot or start-up program that demonstrates benefits to the immediate neighborhood and those individuals involved in the partnership. Partners may include: public school, day care facility, eldercare facilities, or social service agencies.

III. APPLICATION EVALUATION CRITERIA

Small & Simple Grant applications will be evaluated based upon the following competitive rating criteria:

1. Project Quality. The project is well planned and ready to proceed. The budget is realistic and well thought out.
2. Neighborhood Participation. The application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed project.
3. Community Benefit. The project activities are a good approach to a recognized neighborhood issue.

IV. BUDGET

Your budget should include the total amount of funds needed to complete your project, the total amount of funds requested from HAND, and a list all purchases to be made for the project. Please identify the source of funding for each item, either the City of Bloomington, the neighborhood, or partnering organization(s).

V. REQUIREMENTS

1. The neighborhood will enter into a Funding Agreement stating the amount of the award, along with specification of activities to be performed. No expenditures will be allowed before finalization of the Funding Agreement.
2. The neighborhood project coordinator must record volunteer hours on the Volunteer Hours Computation Sheet. There must be a Release, Hold-Harmless and Indemnification Agreement signed and dated for each volunteer listed. If the volunteer is under the age of 18, a parent/guardian must sign the Agreement.
3. The neighborhood is responsible for a final report that includes the following: a list of all expenses; a one page summary of the project; photos of the project; a

completed Volunteer Hours Computation Sheet; copies all Release, Hold-Harmless and Indemnification Agreements, signed and dated by each volunteer. Final reports may be submitted electronically, and must be received by HAND no later than November 15, 2021.

4. If the neighborhood encounters a problem, and is unable to with complete the project by the date stated in the Funding Agreement, the neighborhood must contact the HAND office for an extension of time.

5. 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 & Simple Grant Program."

VI. APPLICATION

Please complete all portions of the application. In order to submit the application you will need a Google account. This will allow you to upload files, receive a copy of your completed application, and edit your application after submission. Upon submission of this form, you will receive an email containing a copy of your application. At the top of this email there will be an "edit submission" button. If you need to make changes, you may do so by following that link.

BEFORE YOU BEGIN to fill out the application form, please read it in its entirety and have the following documents available to upload:

1. Budget,
2. Project narrative of no more than 250 words, and
3. Completed Volunteer Hours Computation Sheet

For application assistance, please contact Angela Van Rooy, Neighborhood Services Program Manager, at angela.vanrooy@bloomington.in.gov or 812-349-3505.

The general Small & Simple Grant application form can be found here: https://forms.gle/dehvkgsewxMq5swz9.