

Neighborhood Improvement Grant Informational Meeting 2022



CITY OF
BLOOMINGTON

HOUSING AND NEIGHBORHOOD DEVELOPMENT

bloomington.in.gov/neighborhoods/grants/improvement-grant

Purpose

- ▶ Provides funds for non-traditional capital projects with community-wide benefit.
- ▶ Provides funds for projects not covered by traditional City programs.
- ▶ Provides opportunities for neighborhoods to build capacity and to help shape their neighborhoods.



Application Process

- ▶ Informational Meeting
- ▶ Letter of Intent - February 7
 - ▶ Ensures that neighborhood project ideas are both eligible and feasible.
 - ▶ These will be shared with other departments to determine the types of permissions or permits that might be needed.
- ▶ Technical assistance - HAND staff will meet individually with applicants to discuss technical issues before application submission.
 - ▶ permits needed?
 - ▶ vendors vetted?
- ▶ Electronic application submission deadline - March 21
- ▶ Applicant presentations to the Neighborhood Improvement Grant Council - April 11

Eligible Applicants

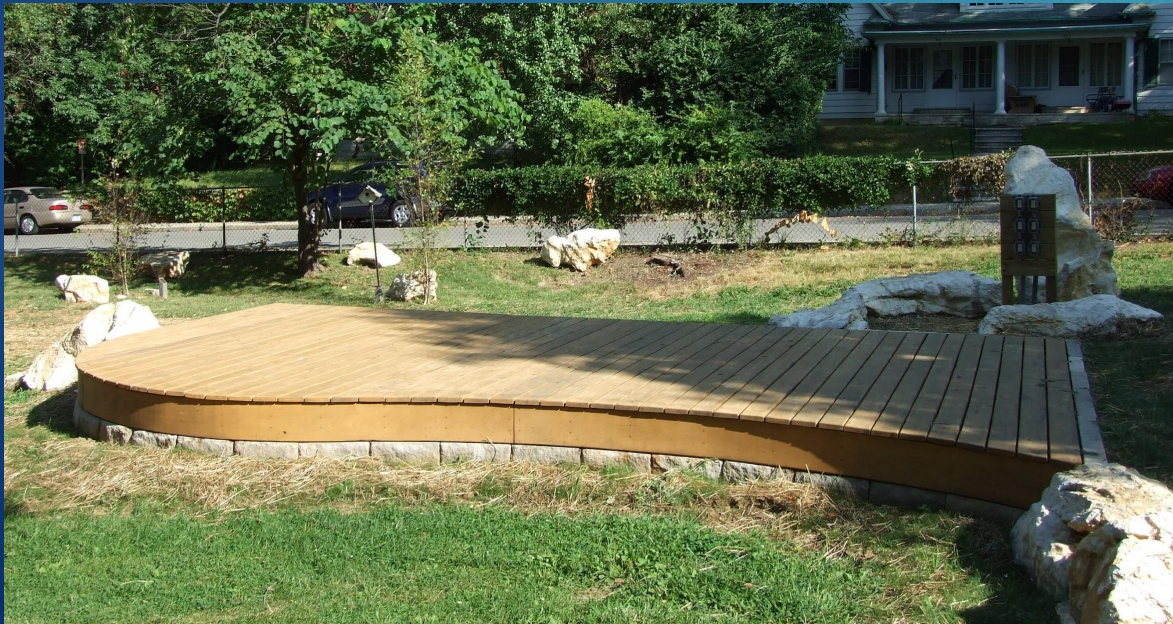
- ▶ Neighborhood-based groups
 - ▶ Majority of members must reside or do business in a commonly recognized neighborhood,
 - ▶ Group's purpose is to improve the quality of life in that area.
 - ▶ May include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, as well as residents.
 - ▶ Need NOT be a recognized neighborhood association—groups may be formed for the sole purpose of completing a grant-funded project.

Eligible Projects

- ▶ Provides a community-wide benefit.
- ▶ Improves or enhances public spaces in the neighborhood.
 - ▶ Physical improvement projects.
 - ▶ Public art projects.
- ▶ 10% of the total amount of the grant may be used for design.







Non-Eligible Projects

Projects may not:

- ▶ Duplicate an existing public or private program,
- ▶ Enhance or improve **private** property,
- ▶ Conflict with existing City policy, or
- ▶ Constitute routine maintenance of existing infrastructure, including prior grant-funded projects.

Evaluation Criteria



Six criteria for a maximum total of 65 points:

1. Neighborhood involvement, 15 points
2. Community-wide benefit, 15 points
3. Feasibility, 15 points
4. Longevity, 10 points
5. Neighborhood match, 10 points
6. Equity, priority to neighborhoods who have not applied within past two years

The Numbers

- ▶ \$30,000—minimum allocation for 2022 round of Neighborhood Improvement Grants.
- ▶ \$1,100—minimum total project budget.
- ▶ \$1,000—minimum request from HAND.
- ▶ 10%—minimum neighborhood match.
 - ▶ The match may include in-kind contributions such as:
 - ▶ Volunteer hours at a rate of \$20 per hour,
 - ▶ Donations of materials, supplies, or cash.



Budget

- Complete the Excel budget template referred to in the application guidelines.

1. Itemize all expenses,
2. Indicate the cost for each item (no sales tax),
3. Indicate source(s) of funding for each item,
4. Calculate match %.
 - a. include BOTH
Neighborhood
Resources &
Partnering
Organization

PROJECT COSTS		FUNDING SOURCE		
ITEM DESCRIPTION (materials, installation, equipment rental, professional services, etc.)	COST	Requested from HAND	Neighborhood Match	Partnering Organization
neighborhood entrance sign + installation	\$ 2,600.00	\$ 2,600.00	\$ -	\$ -
plants and mulch for landscaping around sign	\$ 260.00	\$ -	\$ -	\$ 260.00
installation of plants and mulch	\$ 320.00	\$ -	\$ 320.00	\$ -
GRAND TOTALS	\$ 3,180.00	\$ 2,600.00	\$ 320.00	\$ 260.00
Neighborhood match must total at least 10% the amount requested from HAND.	Requested from HAND	Neighborhood Match	Match %	
	\$ 2,600.00	\$ 580.00	22%	

Budget continued

- ▶ Budget summary in narrative form.
 - ▶ Explain how you arrived at the costs itemized on the spreadsheet.
 - ▶ Include names and contact information for all vendors.
 - ▶ Explain how you arrived at figures for in-kind donations of labor, materials, services, etc.
- ▶ Additional documentation, where applicable.
 - ▶ Itemized bids from vendors,
 - ▶ Pledges from individuals, businesses, agencies,
 - ▶ Bank statements.

Proposal

- ▶ 500 words or less,
- ▶ Applicant organization
- ▶ Project description,
- ▶ Proposed location,
- ▶ Neighborhood involvement,
- ▶ Community-wide benefit,
- ▶ Feasibility, incl. partial funding,
- ▶ Longevity & maintenance,
- ▶ Partnerships & collaborations,
- ▶ Timeline,
- ▶ Previous HAND grant funding



Volunteers

- ▶ If you are counting volunteer hours as part of your neighborhood match, you must submit a Volunteer Hours Computation Sheet with your application.
 - ▶ Fill out ONLY “Name” and “Hours” columns.
 - ▶ Submission of this form constitutes a pledge by the named individuals to work a specified number of hours.



Volunteer Hours Computation Sheet

This form must be included as part of the HAND Neighborhood Improvement Grant and general Small & Simple Grant **applications*** to report volunteer pledges. This form will also be used for submission of actual volunteer hours as part of your **final report**.

Grant program for which you are applying: _____

Neighborhood organization name: _____

Project title: _____

* For grant applications, you need only complete Name and Hours fields. These are considered hours pledged.

Date of Activity	Name of Volunteer	Task Performed	# of Hours Volunteered
Total Hours			

401 N. Morton
PO Box 100
Bloomington, IN 47402

City Hall
www.bloomington.in.gov/hand

Rental Inspections: (812) 349-3420
Housing Division: (812) 349-3401
Fax: (812) 349-3582

Notification of Adjacent Property Owners

- ▶ All property owners adjacent to the site of your proposed project must be notified PRIOR TO APPLICATION SUBMISSION, using the Notice of Presentation form.
 - ▶ These must be sent via first class mail.
 - ▶ Include costs in your budget (copies, envelopes, stamps).
- ▶ As part of your application, you will submit a copy of the Notice of Presentation as well as an Affidavit of Notice to Adjacent Property Owners.

Reimbursement

- ▶ The Neighborhood Improvement Grant works on a reimbursement basis.
- ▶ Neighborhoods may pay for goods and services and seek reimbursement OR vendors may be paid directly by HAND.
- ▶ Individuals, organizations (e.g. neighborhood associations), and 3rd party vendors must be PRE-APPROVED by the Controller's Office.
- ▶ The City is tax exempt, so if you pay sales tax on a purchase, you will not be reimbursed for it.
 - ▶ HAND will provide a copy of the City's tax exempt certificate if you must make purchases.
- ▶ Receipts will be reimbursed within approximately three weeks of submission.
- ▶ All payments from the City are by direct deposit.

Timeline

- ▶ Letter of Intent - Monday, February 7, 2022, by 4:00pm.
- ▶ Completed Applications Due - Monday, March 21, 2022 by 4:00pm.
- ▶ Neighborhood Presentations to Grant Council - Monday, April 11, 2022, 6:00pm.
- ▶ Redevelopment Commission Meeting - Monday, May 2, 2022, 5:00pm.



Special Points of Interest

- ▶ Please read through the [2022 Neighborhood Improvement Grant Application Guidelines](#) carefully. Some requirements have changed since last year.
- ▶ You must use the electronic application form and any other supplemental forms indicated in the 2022 grant guidelines. Previous versions of any portion of the application will not be accepted.
 - ▶ If you need help accessing the electronic application, assistance will be provided.
- ▶ Only one application will be accepted per neighborhood.

More Grant Information

Neighborhood Improvement Grant

<https://bloomington.in.gov/neighborhoods/grants/improvement>

Small & Simple Grants

<https://bloomington.in.gov/neighborhoods/grants/small-and-simple>

Cleanup Grant

<https://bloomington.in.gov/neighborhoods/grants/clean-ups>

Questions?

Angela Van Rooy

Neighborhood Services Program Manager, HAND

angela.vanrooy@bloomington.in.gov

812-349-3505



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