

# NEIGHBORHOOD IMPROVEMENT GRANT INFORMATIONAL MEETING

---

Angela Van Rooy  
Neighborhood Services Program Manager

January 2024



**CITY OF  
BLOOMINGTON**  
HOUSING AND NEIGHBORHOOD DEVELOPMENT



# PROGRAM GOALS

- Improve the quality of life within neighborhoods and in the city as a whole.
- Provide opportunities for neighborhoods to build connections, foster community pride, and inspire a broad sense of belonging.
- Actively engage residents of varying demographics in all phases of neighborhood projects.

# PROGRAM OVERVIEW

- Neighborhood-driven process that must demonstrate significant neighborhood support
- Minimum project budget of \$1,100
- 10% match in cash or in-kind labor or materials
- \$30,000 in funding available for 2024

# APPLICATION TIMELINE

- Letter of Intent – Monday, February 5
  - 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 meetings with individual neighborhoods – completed by Friday, February 23
  - Permits needed?
  - Vendors vetted?

# APPLICATION TIMELINE, continued

- Application Submission Deadline– Monday, March 18
  - Application is electronic via Google Forms
- Applicant Presentations to Neighborhood Improvement Grant Council – Monday, April 15, 6pm
  - Hybrid public meeting with public comments and questions
- Grant Council Work Session – Wednesday, April 17, 5pm
  - Virtual public meeting, NO public comment

# GUIDELINES

## ● Step-by-step instructions

- Read carefully
- Keep on-hand as you complete your application
- Pay close attention to the *Scoring Criteria*

## 2024 Neighborhood Improvement Grant Guidelines



Park Ridge East butterfly garden



Village of Ridgefield accessible community benches



Bloomington Housing Authority information kiosks



EverGreen Village neighborhood entrance sign

### What is the program?

The City of Bloomington, Department of Housing and Neighborhood Development (HAND) offers Neighborhood Improvement Grants annually. In 2024 the City expects to award approximately \$25,000 in grants.

The program is designed to give residents an opportunity for direct input in the improvement of their neighborhoods. This is a neighborhood-driven process, therefore the application must demonstrate significant neighborhood support.

### Who do we fund?

Neighborhood-based groups located within the city of Bloomington.

- A majority of group members must reside or do business in a commonly recognized neighborhood.
- Groups may include representatives from churches, schools, businesses, and other institutions operating in the neighborhood, but projects must be administered by neighborhood residents.
- Groups need not be formally recognized neighborhood associations.

### What do we fund?

Physical improvement, public art, leadership training, or organizational capacity building projects and events. Up to 10% of funds may be used for design development of a proposed project.

- \$1,100 minimum project budget.
- Applicant groups must provide a 10% match in cash or in-kind labor or materials.
- Physical projects should improve or enhance spaces that are available to neighborhood residents.
- All projects must have an explicit neighborhood benefit.



St. James Woods landscape improvements along East Moores Pike

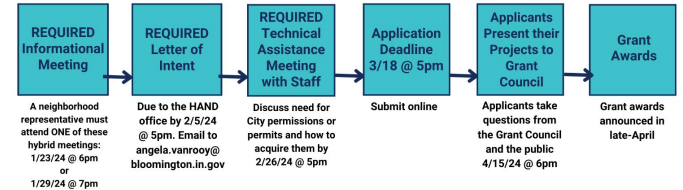


Prospect Hill headstone cleaning in Rose Hill Cemetery



Bryan Park historic brick sidewalks restoration

### Application Process and Timeline



**Contact HAND!** The City of Bloomington is committed to helping interested groups work through program requirements. If you have questions, please contact Angela Van Rooy at 812-349-3505 or [angela.vanrooy@bloomington.in.gov](mailto:angela.vanrooy@bloomington.in.gov).



# ELIGIBLE APPLICANTS

- Neighborhood-based groups
  - Within the city limits of Bloomington
  - Need NOT be a registered neighborhood association.
  - Majority of group members must reside or do business in a commonly recognized neighborhood.
  - Group must be primarily made up of residents, but may also include representatives from schools, churches, businesses.



# ELIGIBLE PROJECTS

- Provides neighborhood-wide benefit
- Is accessible to all neighborhood residents
- Involves a diverse group of neighbors in creating and completing the project



Village of Ridgefield  
Community Bench Project  
2021



# ELIGIBLE PROJECTS, continued

- Improves or enhances public spaces
  - Physical improvement
  - Public art (subject to City of Bloomington Policy and Procedures for Private Art in the Public Right-of-Way)
- Builds community through projects or events
  - Neighborhood leadership training and skills development
  - Organizational capacity building
  - *Collaboration among neighborhood groups is encouraged*

# INELIGIBLE PROJECTS

- Duplicate an existing public or private program,
- Enhance or improve individual *private* property (HOA common spaces are eligible),
- Conflict with existing City policy, or
- Constitute routine maintenance of existing infrastructure, including prior grant-funded projects.

# TERMS AND REQUIREMENTS

- All applicant organizations must sign and submit an *Attestation of Neighborhood Inclusivity*.
- One application per neighborhood.
- Identify a Neighborhood Project Coordinator, who will act as primary contact with HAND.
- Neighborhood will enter into a funding agreement with the City.
- Project must be complete and invoices submitted to HAND by November 15, 2024.

# RECEIVING FUNDS & PAYING EXPENSES

- City grants work on a reimbursement basis.
- HAND may pay vendors directly.
- Vendors to be paid or individuals seeking reimbursement must be vetted by the Controller as part of the funding agreement.
- All grant-funded purchases are tax-exempt.
- Reimbursement takes approximately three weeks, and will be in the form of an electronic fund transfer to your account.

# REPORTING REQUIREMENTS

- Final Reports due December 16, 2024.
  - Project summary
  - Expense report
- Provide at least three digital photographs of project activities.
- Volunteer hours and waivers.
  - Completed *Volunteer Hours Computation Sheet*.
  - Digital copies of *Release, Hold-Harmless and Indemnification Agreement* from each volunteer.

# NOTIFICATION OF ADJACENT PROPERTY OWNERS

- Physical improvement projects and art installations require notification of property owners within a 500-foot radius *as part of the application*.
  - *Notice of Presentation* must be sent via first class mail on or before March 18, 2024.
  - HAND can provide a list of addresses upon request.
- Application must include:
  - Copy of the *Notice of Presentation* that was mailed.
  - *Affidavit of Notice to Adjacent Property Owners*, listing addresses.

# SCORING CRITERIA

- Total of 100 points
  - Feasibility/longevity/project readiness 0-35 points
  - Neighborhood participation 0-25 points
  - Community benefit 0-25 points
  - Neighborhood match 0-15 points
- Each category is divided into specific criteria that will earn a high, mid-range, or low score. Use these details as a guide in preparing your application.

# APPLICATION

- Google Form
  - Basic information
  - A: Project Proposal
  - B: Neighborhood Participation
  - C: Neighborhood Benefit
  - D: Budget & Neighborhood Match



**CITY OF BLOOMINGTON**  
HOUSING AND NEIGHBORHOOD DEVELOPMENT

Section 1 of 3

## Neighborhood Improvement Grant Application 2023

The City of Bloomington Department of Housing and Neighborhood Development (HAND) invites neighborhood groups to apply for the Neighborhood Improvement Grant, which is intended for projects with a total cost of *no less than \$1,100*. This grant is designed to give residents an opportunity for direct input and influence on the improvement of their neighborhoods. Grant funds may be used for physical improvement, public art, leadership training, or organizational capacity building projects and events. Up to 10% of funds may be used for design development of a proposed project.

***This is a neighborhood-driven process. A successful application will demonstrate significant neighborhood support and involvement.***

Email \*

Valid email

This form is collecting emails. [Change settings](#)



# APPLICATION continued

- In order to submit this application you will need a Google account. This will allow you to:
  - Upload files,
  - Receive a copy of your application,
  - 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.

# APPLICATION continued

- You are welcome to go back to your application as many times as needed.
- Your application will not be considered final and will not be viewed by HAND staff until after the deadline, Monday, March 18 at 5:00 p.m.

# A. PROJECT PROPOSAL

- Narrative
  - In 500 words or less describe your project, your rationale for undertaking it, timeline, outcomes or products, responsible parties, project completion date, and plans for ongoing maintenance.
- Complete and upload form: *Project Work Plan*
- Upload all additional relevant supporting documents.

# B. NEIGHBORHOOD PARTICIPATION

- Narrative
  - Describe neighborhood involvement in all phases of the proposed project. Who is involved? What sectors of the community do they represent? How did you conduct outreach? How did your group come to a consensus on the proposed project?
- Complete and upload forms:
  - *Volunteer Hours Computation Sheet*
  - *Notice of Presentation*
  - *Affidavit of Notice to Adjacent Property Owners*
  - *Attestation of Neighborhood Inclusivity*

# C. NEIGHBORHOOD BENEFIT

- Narrative
  - Explain how the project solves a specific problem/issue or fulfills a neighborhood need, and why your proposed project is the best solution. Describe how the project will benefit your residents, as well as other members of the community and/or area organizations.
- No documents to upload

# D. BUDGET & NEIGHBORHOOD MATCH

- Narrative
  - Provide a summary and explanation of the figures provided in your budget template form.
- Complete and upload forms:
  - *Neighborhood Improvement Grant Budget Template*
  - *Volunteer Pledge Form*
- Upload all additional relevant supporting documents.



# D. BUDGET & NEIGHBORHOOD MATCH continued

- Volunteer Commitment Form
  - If your match includes in-kind labor, you must include signed forms from each volunteer, stating the number of hours pledged to the project.
  - These hours should be calculated as part of your match at \$20/hour.



## Volunteer Commitment Form Neighborhood Improvement Grant Program

Name of Neighborhood Organization: \_\_\_\_\_

Name of Project for volunteer commitment \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Volunteer Address: \_\_\_\_\_

Volunteer Phone: \_\_\_\_\_

I hereby pledge (number) \_\_\_\_\_ hours as a volunteer for the above project.

\_\_\_\_\_  
Volunteer Signature



# TIMELINE RECAP

- Letter of Intent – Monday, February 5
- Technical Assistance meetings with individual neighborhoods – completed by Friday, February 23
- Application Submission Deadline– Monday, March 18
- Applicant Presentations to Neighborhood Improvement Grant Council – Monday, April 15, 6pm
- Grant Council Work Session – Wednesday, April 17, 5pm

# WHERE CAN I FIND MORE INFORMATION?

NI Grant website: [bton.in/r8aZO](https://bton.in/r8aZO)

Angela Van Rooy

[angela.vanrooy@bloomington.in.gov](mailto:angela.vanrooy@bloomington.in.gov)

812-349-3505

# OTHER HAND GRANT PROGRAMS

- **Small & Simple Grant:** [bton.in/IW2Ww](https://bton.in/IW2Ww)
  - General grants—small projects, events, workshops, etc.
  - Grants to Control Invasive Plant Species (SSCIPS)—supplies or equipment to remove invasives, purchase of native plants
  - Maximum annual funding = \$500/neighborhood
  
- **Neighborhood Cleanup Grant:** [bton.in/3umKG](https://bton.in/3umKG)
  - Two grants awarded annually

# THANK YOU.

Questions?



**CITY OF  
BLOOMINGTON**  
HOUSING AND NEIGHBORHOOD DEVELOPMENT

    [citybloomington](https://www.citybloomington.com)