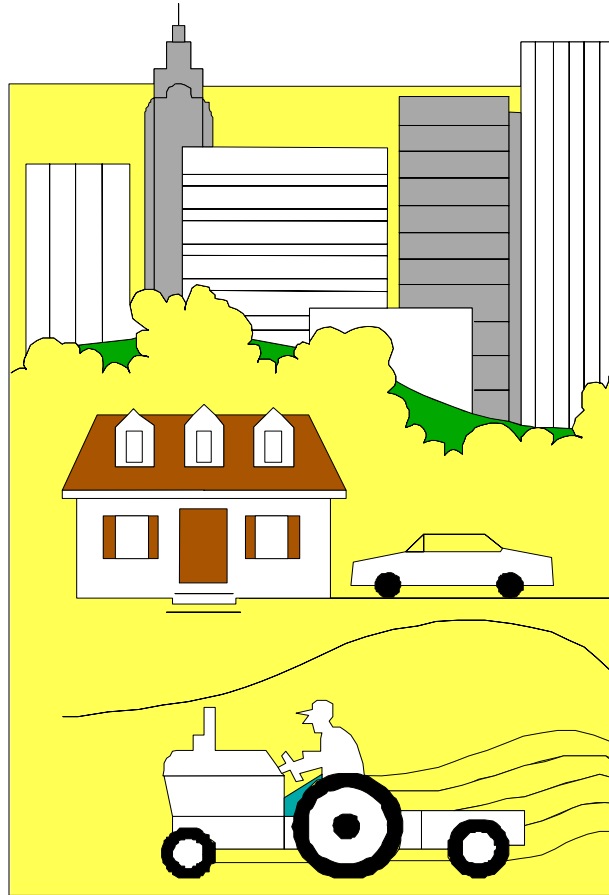


COUNTYWIDE
HILLSBOROUGH COUNTY
CITY OF TAMPA
CITY OF PLANT CITY
CITY OF TEMPLE TERRACE



Hillsborough County
Neighborhood
Mini-Grant Application
2010

Deadline:
July 24, 2009 at 5:00 p.m.

AVAILABLE FUNDING

The Hillsborough County Board of County Commissioners (BOCC) announces the availability of Neighborhood Mini-Grant funds for fiscal year 2010, beginning October 1, 2009. In addition to BOCC funding, funding from the Children's Board of Hillsborough County and the Frank E. Duckwall Foundation within the Community Foundation of Tampa Bay has also been pledged.

PROGRAM PURPOSE

The purpose of this grant program is to **strengthen neighborhood associations and the communities which they serve**. Applications should demonstrate community support in both the application and implementation phases of proposed projects/programs.

ENTITIES ELIGIBLE TO APPLY

Neighborhood, Community, Civic, and Homeowner Associations, Special Taxing Districts, Coalitions of Neighborhood Associations and Neighborhood Watch groups recognized by local law enforcement are eligible to apply for funding. For-profit service providers and local government entities are not eligible to apply for funding. Homeowner Associations still controlled by the developer cannot apply for grant money intended for physical improvements of the association area.

PROJECTS FOR CONSIDERATION

Neighborhood leaders are urged to be creative when brainstorming projects and types of community involvement. The review committee will look favorably upon applications that have matching funds or involve other forms of leveraged community support. The following represent the types of projects that will be favorably considered for funding:

- Attendance at the Florida Neighborhood Conference or Neighborhoods USA Conference.
- Neighborhood Identity (e.g., brochures, signs, festivals, and education of neighborhood history).
- Neighborhood Leadership Training and Development.
- Start-up Funds for Specific Neighborhood Projects (e.g., newsletters, internet sites).
- Safety (e.g., communication systems with law enforcement).
- Publicity of Special Events (e.g., community cleanups and festivals).
- Beautification (only xeriscaping and extremely drought tolerant planting will be considered).
- Children's Programs (e.g., term neighborhood-operated programs which benefit children).
- Sports and Recreation (e.g., establishment of neighborhood-based sports events and "community building" activities).

The same (or similar) project by an association will not be considered more than once. For example, if money was awarded for a block party in the past, a block party or another type of community celebration will not be eligible again for funding.

PROJECTS/ITEMS NOT QUALIFIED

The following is a list of the type of projects that would **NOT** be recommended for funding:

- Projects which will not be completed and funds not expended by August 31, 2010.
- Food or drinks will not be funded.
- Infrastructure projects (e.g., building construction, repairs or enhancements to buildings or other structures (walls), sidewalks, street lighting, road improvements or anything eligible for funding under the County capital improvement program).
- Projects which are typically funded under other sources such as a city or county department's operating budget, Community Development Block Grant, Social Service RFA, Weed & Seed or any Children's Board funding processes.

EVALUATION CRITERIA

The Neighborhood Mini-Grant Evaluation Committee uses the following criteria to evaluate each mini-grant application. Each question is assigned a point value. Maximum number of points an application can receive is 100 points. The grant applications are then ranked accordingly.

- Points automatically awarded if the project is eligible for funding. **(6 points)**
- Points automatically awarded if the applicant is applying for the first time. **(10 points)**
- Points awarded if the applicant was funded in previous cycles and Scope of Work was completed as negotiated. **(7 points)**
- Points awarded if the applicant was funded in previous cycles and the final Performance Report was submitted. **(3 points)**
- Does the application clearly describe the project and its goals? **(8 points)**
- Does the application communicate a community need? **(8 points)**
- Does this project address the community need? **(8 points)**
- Does this project have the potential to strengthen the community? **(10 points)**

- Does this project have the potential to strengthen the applying association? **(10 points)**
- Does the application show evidence of community consensus for the project? **(10 points)**
- Does the application show evidence of community involvement in the implementation of the project? **(10 points)**
- Are the budget revenues and expenses clear and justifiable? **(5 points)**
- Is this the most appropriate source of funding? **(5 points)**
- Does the applicant show sufficient evidence of leveraging of community resources (cash or in-kind)? **(10 points)**

INSTRUCTIONS

Mini-grant applications will be accepted through **Friday, July 24, 2009 at 5:00 p.m.** at Neighborhood Relations, 601 E. Kennedy Blvd, 13th Floor, P.O. Box 1110, Tampa, FL 33601. Applications will also be accepted via US Postal Service postmarked by July 24, 2009. If you need additional space, feel free to attach a maximum of three subsequent pages. Applications and supporting material must be submitted on 8½ x 11 white paper. **Submit five copies of the grant application and supporting material.** If you send the application by email or fax, submit one copy of the application and supporting materials. **Only one application per association per fiscal year will be considered.** The maximum individual award will be \$1,500. Funds should be available for expenditure shortly after BOCC approval and signing of the Letter of Understanding. All money must be expended by August 31, 2010. **NO PROJECT/PROGRAM EXPENSES MAY BE INCURRED UNTIL AFTER BOCC APPROVAL DATE, SIGNING OF THE LETTER OF UNDERSTANDING AND STAFF AUTHORIZATION OF THE EXPENSE.**

Read each question carefully and respond in the space provided. Orientation/instruction meetings have been scheduled throughout the County. Contact the Office of Neighborhood Relations (813) 272-5860 for details on the meeting schedule.

MINI-GRANT ORIENTATIONS

Neighborhood Mini-Grant Orientation classes are scheduled throughout the County in May, June and July for those who would like to become familiar with the mini-grant process. The mini-grant orientation class will review the application, grant criteria, projects that qualify for the mini-grant and answer any questions you have regarding the mini-grant. There are seven optional Orientation Meetings for applicants. Dates, times and places for the orientation meetings are listed below.

- May 7, 2009, 6:30 PM - Lutz Branch Library, 101 Lutz-Lake Fern Rd., W., Lutz, FL 33548-7220
- May 11, 2009, 6:30 PM - Brandon Regional Library, 619 Vonderburg Dr., Brandon, FL 33511-5972
- May 20, 2009, 6:30 PM - Jimmie B. Keel Regional Library, 2902 W. Bearss Ave., Tampa, FL 33618-1828
- May 26, 2009, 6:30 PM - Bloomingdale Regional Public Library, 1906 Bloomingdale Ave., Valrico, FL 33594-6206
- June 4, 2009, 10 AM - Hills. Cty. SouthShore Regional Service Center, 410 30th St. S.E., Ruskin, FL 33570
- June 11, 2009, 6:30 PM - Bruton Memorial Library, 302 McLendon St., Plant City, FL 33563
- June 18, 2009, 6:30PM – Town N’ County Commons Library, 7606 Paula Dr., Tampa, FL 33615-4116
- July 1, 2009, 6:30 PM - County Center, 601 E Kennedy Blvd, 26 Floor, Conference Room A, Tampa, FL 33602

City/Zip Code: _____

Phone: _____ Fax _____

E-mail address: _____

6. Neighborhood/Subdivision Location and Boundaries Location

North boundary: _____ South boundary: _____

East boundary: _____ West boundary: _____

General location (e.g., Brandon, Lutz, Ruskin): _____

County Commission District: _____

B. PROPOSED PROJECT INFORMATION

1. Project Name *(required)*: _____

2. Project Summary: *Describe the project you are proposing, including its goals, the specific need of your community to be addressed, how this need was determined and how it will strengthen your association.*

3. Community Description: *Describe the target population including # of homes and # of association members, the general (e.g. Carrollwood), and/or specific (e.g. subdivision) location. Be sure to also include how many children would benefit if you wish to be considered for Children's Board funds.*

4. Resident Notification, Consensus and Involvement: *Describe the a) resident participation in the application process, b) proof of community consensus with project idea and c) planned involvement in the implementation of the project.*

5. **Other Sources of Funding:** Describe other sources of funds, (e.g. association/membership dues collected), that are available to you.

6. **Volunteer Labor:** Indicate whether or not you will use volunteer labor, and if so, how many hours are you committing?

7. **Prior Funding:** Have you been funded by prior Hillsborough County Neighborhood Mini-Grant cycles? Yes ___ No ___

If Yes, when? What was the nature of that project/program? Describe the outcomes of that project.

8. **Timeline:** Initiation Date: _____ Project Completion Date: _____
INITIATION DATE CANNOT BE EARLIER THAN 10/15/09 **COMPLETION DATE CANNOT BE LATER THAN 8/31/10**

PLEASE NOTE: NO PROJECT/PROGRAM EXPENSES MAY BE INCURRED UNTIL AFTER BOCC APPROVAL DATE, LETTER OF UNDERSTANDING IS SIGNED AND STAFF AUTHORIZATION OF THE EXPENSE.

C. BUDGET

1. **Neighborhood Mini-grant \$ Requested** (maximum \$1500) \$ _____

Proposed expenditures - (Specify expenditures for this project with enough detail to clearly explain what is being proposed: include supplies, equipment, professional services, postage, printing, training cost, and any other related expenses). **Please be sure to provide quotes or other documentation to explain each line item.** Do not include sales tax in your calculations. Volunteer hours may be calculated at \$15 per person per hour. Volunteers do not receive money for their work. The \$15 per person per hour is only for budgeting purposes, to reflect residents' contributions of work.

Food and drink cannot be included in **Mini-Grant Funds**, but can be listed under **Other Funding Sources**.

Example of proposed expenditures:

DESCRIPTION OF BUDGET ITEMS	FUNDING SOURCES TO BE USED		
	Mini-Grant Funds	Other Funding Sources	Total
Table Rental	\$500.00		\$500.00
Tent Rental (In-kind Rick's Rentals)	\$500.00	\$150.00	\$650.00
Coffee (In-kind Joe's Coffee Cafe)		\$200.00	\$200.00
Total Budget:	\$1,000.00	\$350.00	\$1,350.00

Proposed Expenditures

DESCRIPTION OF BUDGET ITEMS	FUNDING SOURCES TO BE USED		
	Mini-Grant Funds	Other Funding Sources	Total
Total Budget:	\$	\$	\$

NO PROJECT/PROGRAM EXPENSES MAY BE INCURRED UNTIL AFTER BOCC APPROVAL DATE, SIGNING OF LETTER OF UNDERSTANDING AND STAFF AUTHORIZATION OF THE EXPENSE. ALL MONEY MUST BE EXPENDED BY **AUGUST 31, 2010.**

Explain any budget items that would help the review committee to understand your project:

D. CERTIFICATION

I hereby certify that the information included in this application is correct and represents the consensus of the residents in the target area described.

Name: _____

Title: _____

(Association President's Signature Required)

Date: _____

APPLICATION SUBMISSION

Neighborhood Mini-Grant Applications must be postmarked, received in person, faxed or emailed to

Hillsborough County
Neighborhood Relations
601 E. Kennedy Blvd, 13th Floor
P.O. Box 1110
Tampa, FL 33601

Fax # 813-276-2621

Email: laycockm@hillsboroughcounty.org

By

July 24, 2009 at 5:00 p.m.

Original signed application is required.

If you need additional space, feel free to attach a maximum of three subsequent pages. Applications and supporting material must be submitted on 8½ x 11 white paper. **Submit five copies of the grant application and supporting material.** If you send the application by email or fax, submit one copy of the application and supporting materials.

Hillsborough Board of County Commissioners

Ken Hagan - Chairman
Mark Sharpe - Vice Chairman
Kevin Beckner
Rose V. Ferlita
Al Higginbotham
Jim Norman
Kevin White

County Administrator

Patricia G. Bean

Neighborhood Relations

Children's Board of Hillsborough County

Community Foundation of Tampa Bay

