



2021 Neighborhood Mini-Grant Program Guide



Hillsborough
County Florida

Section I: Grant Guidelines

The purpose of the Neighborhood Mini-Grant program is to strengthen neighborhood associations and the communities that they serve. Applications must demonstrate community support and involvement in both the application and implementation phases of proposed projects and programs.

To qualify for mini-grant funding, neighborhood and stakeholder groups must meet the criteria for funding eligibility and be registered in the Neighborhood Directory with Hillsborough County Neighborhood Relations prior to applying.

Eligible Groups	Ineligible Groups
<ul style="list-style-type: none">• Civic Associations• Homeowner Associations• Special Taxing Districts• Neighborhood Watch Groups	<ul style="list-style-type: none">• For-Profit and Not-for-Profit Service Providers• Local Government Entities• Individual People• Political Groups

Key Dates:



Application Deadline: Friday, December 4, 2020 by 5 p.m.



Online Neighborhood Mini-Grant Training:
Available through Friday, December 4, 2020



Neighborhood Mini-Grant Awarded: Week of January 18, 2021

Project Categories and Ideas

Proposed projects must directly involve and engage the community as active participants and must address needs or improve the quality of life in one of the following categories:

- **Neighborhood Identification:** “place-making” through the creation or enhancement of assets that are a source of neighborhood pride and identity
- **Leadership Empowerment:** training neighborhood leaders or teams, and developing skills, for neighborhood governance or action
- **Safety Opportunities and Education:** equipping the neighborhood with knowledge or tools to prevent, prepare for, confront, or respond to incidences of crime or danger

- **Environmental Enhancements:** protecting water and energy resources, and native plants
- **Health and Wellness Engagement:** increasing access to nutritious food, physical or mental fitness opportunities, or health education
- **Emergency Preparedness:** increasing neighborhood resilience to natural disasters like hurricanes, etc.
- **Neighborhood and Community Innovation:** unique projects that bring neighbors together, solve a problem, or celebrate neighborhoods

Neighborhood organizations that are in the unincorporated areas are encouraged to incorporate the use of the Hillsborough County Neighborhood Relations Cleanup Grant, Low-Volume Irrigation, or Tree Grant where applicable.

Improvements to Municipalities' Property/Facilities

Any project using grant money to improve property or facilities owned by a city or county government must provide dollar-for-dollar matching funds from the city or county toward the approved project.

Partnerships

Partnerships are encouraged to enhance project effectiveness and sustainability, but not required. To qualify as a partnership, the partnering organization must contribute to the project in a substantial and meaningful way, including in-kind support. This could include providing critical resources, services, or technical expertise, or collaboratively executing the project. For each organization identified as a partner, the applicant must submit a statement of support, via email or letter, from the partnering organization that outlines their specific role in the project.

Section II: Application Overview

The application for the 2021 Neighborhood Mini-Grant program is comprised of:

1. **Neighborhood Organization Information:** Include pertinent information about your neighborhood organization.
2. **Proposal Project Information:** Provide a description and details about the proposed project.
3. **Budget Proposal and Worksheet:** Provide a detailed proposal budget and narrative.
4. **Volunteer Proposal and Form:** Projects must be resident-led and must include a list of volunteers who will participate in the project.

How to Apply

Neighborhood Mini-Grant applications will be accepted until 5 p.m., Friday, December 4, 2020. Applicants can submit completed applications and all required documentation to the Hillsborough County Office of Neighborhood Relations online.

If you have any questions, please contact us at:

- Email: Neighborhood-Relations@HCFLGov.net
- Phone: (813) 272-5860

Note: Incomplete applications or applications that are altered in any way will not be accepted.

Application Submission Requirements

- Online application completed and signed by the neighborhood association/entity president
 - Completed budget worksheet (part of the application form)
 - Completed volunteer form (part of the application form)
- Evidence of association consensus for the project (like board-approved minutes) must be uploaded with the application
- Pre-submittal documentation is required to be included with the original grant application submission if the neighborhood organization project will require permitting
 - See additional permit and approval details below
 - Must be uploaded with the application, if applicable

No project/program expenses may be incurred until after the Letter of Understanding has been properly executed and signed by all parties, and Neighborhood Relations staff has authorized the expenditure.

Permits, Approvals, and Signs

It is the association's responsibility, in conjunction with the chosen vendor, to determine if any permits are required in order to complete the scope of work in this grant. *Proof of a pre-submittal meeting with the city or county permitting department is required.* Required permits must be obtained, and copies of the permit(s) must be emailed or sent to the Office of Neighborhood Relations, prior to any money being spent or used. Pre-submittal documentation is required to be included in the original grant application submission.

- Hillsborough County Permitting – (813) 272-5600
- City of Tampa Permitting – (813) 274-8405
- Temple Terrace Permitting – (813) 506-6460
- City of Plant City Permitting – (813) 659-4200, ext. 4140

Additional Requirements for the City of Tampa: Neighborhood Associations within the City of Tampa limits applying for Hillsborough County grants to fund projects that may require permits, projects on a public way/right of way, or other City of Tampa permissions or approvals, are required to provide a detailed scope of the project to the City of Tampa Grants Department, Grants@TampaGov.net, before the Letter of Understanding with Hillsborough County can be

signed. Grantees are required to submit a letter of acknowledgement from the City of Tampa Grants Department if it is on or pertains to city property with the completed Hillsborough County grant application. For questions or additional information, email Grants@TampaGov.net.

Signs and Message Boards: If applying for a sign or message board, a pre-submittal meeting is required with Kim King, Hillsborough County Development Services. Please contact Ms. King at (813) 276-8490 or KingK@HCFLGov.net. A letter of approval must be submitted with the application.

Sunshine 811

In addition, the association or vendor must call 811 or visit Sunshine811.com at least two business days prior to performing any work in areas with underground utilities so affected utility companies can mark underground lines. The vendor will receive a reference number prior to performing the work.

Matching Grant Requirements

Projects using grant money to improve property or facilities (such as streets, parks, etc.) owned by a city or county government must provide dollar-for-dollar matching funds from the city or county toward the approved project.

If you are applying for playground or sports equipment to be placed in a county or city park, or other city or county-owned property or facility (such as streets, parks, etc.), you must provide a letter (on official government letterhead) from the municipality that the responsible department will allow installation of items in a city or county park/facility.

NOTE: Neighborhood organizations applying for projects involving government entities such as parks and pools, are required to submit a letter on official government letterhead indicating approval for the Mini-Grant project. In the letter, the project area must be identified, as well as who will be responsible for the maintenance of the project.

Section III: Budget

Think creatively about how you can use neighborhood assets to accomplish your project and work within the budget.

How to Prepare a Budget

Use the actual cost of the items. The Office of Neighborhood Relations encourages you to use existing resources in your neighborhood when possible and try to get items donated (such as food or space for an event). Other than the project narrative, the budget is one of the most important elements of the grant proposal. If the project budget is not correct, the application will not be considered for funding.

Refer to the guidelines to verify the items requested for funding are allowed. The grant funds cannot be used to pay salaries, law enforcement, or for cash or prize giveaways. A tutorial on how to prepare your budget worksheet is available online.

Proposed Dollar Amount Being Requested

\$ _____ (Maximum \$5,000)

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 allowable related expenses.

- Be sure to provide quotes or other documentation to explain each line item.
- Review the proposal to ensure miscellaneous costs such as shipping, permit fees, and event insurance are included. Budget must include all needed expenditures.
- Do not include sales tax in your calculations. Volunteer hours may be calculated at \$24 per person/per hour. Volunteers do not receive money for their work. The \$24 per person/per hour is only for budgeting purposes to reflect residents' contributions of work. Volunteer contributions should be reflected under Other Funding.

Improvements to city or county property requires a dollar-for-dollar match from the municipality. Enhancements to a park, street, building, open space, benches, bike racks, art, etc. must include an agreement with the county or city municipality to match the Neighborhood Mini-Grant funds dollar-for-dollar.

- A written agreement from the municipality must be submitted at the time the application is submitted. Applications missing the required documentation will not be considered for funding.
- Food and drink cannot be included in requested Mini-Grant funds, but can be listed under Other Funding Sources.
- It is the association's responsibility to confirm that professional services vendors who are paid with mini-grant funding have a current business license to work in Hillsborough County or the municipalities.
- The budget worksheet cannot be altered.
- Do not retype or alter the application in any way.
- When requesting quotes, confirm how long the quote is good for and that the vendor will honor any sale price at the time of the future purchase.
- Other Sources of Funding: Describe other sources of funds, (e.g. association/membership dues collected), that are available to you. Provide a complete description of other sources of funding, such as:
 - In-kind/donation of food
 - Volunteer hours
 - Borrowing of a tent

- Association funds

No project/program expenses may be incurred until after the Letter of Understanding has been properly executed and signed by all parties, and Neighborhood Relations staff has authorized the expenditure. ALL MONEY MUST BE EXPENDED by Friday, July 30, 2021; no exceptions.

Miscellaneous Costs to Consider:

- The cost of permits
- Shipping and delivery
- Site plan review

Example of Proposed Expenditures

Description of Budget Items	Funding Sources to be Used		
	Mini-Grant	Other	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

Project/Items Not Eligible for Funding

The following is a sample list of projects/programs that would not be eligible for funding:

- Alcohol, tobacco, or controlled substances
- Beverages and food
- Capital items (individual items that would require tracking by County property control, excluding signage/surveillance camera equipment)
- Computer hardware/software and other electronic devices and related equipment
- Daily operating expenses and maintenance
- Duplication of an existing public or private program
- Expenditures or financial commitments made before the Letter of Understanding has been properly executed and signed by all parties.
- Fines, penalties, and associated costs
- Funding for organizations located outside of Hillsborough County
- Fundraising, investment management costs, or employee salaries and other associated costs
- Gift cards/gifts
- Home improvements
- Interior repairs or improvements
- Lodging fees and associated costs
- Ongoing multi-year projects
- Ongoing or operational costs (including salaries/personnel)
- Operating expenses not directly related to the awarded project

- Private transportation expenses including mileage, gas, insurance, car rentals, etc.
- Projects typically funded under other sources such as County or City department operating budgets, Capital Improvement Program, or Community Development Block Grant Program
- Projects that conflict with existing County plans/policies
- Projects/programs already funded from another source, including current operating budgets
- Projects/programs that have already been completed
- Salaries for administration
- To replace funding lost from other funding sources
- Trophies, awards, and associated costs

NOTE: Neighborhood organizations wishing to apply for a project that has already been funded will ONLY be considered if the same-like project is in another area or location from the previously funded project. Mini-Grant applications requesting funding for the same project due to wear and tear or items considered ongoing maintenance will not be funded. See the sample list below:

- Monthly newsletter costs
- Benches
- Community message boards
- Yearly events

If you are not sure whether your project will qualify, contact the Office of Neighborhood Relations at (813) 272-5860 or Neighborhood-Relations@HCFLGov.net for guidance before you submit your application.

Section IV: Volunteers

The Neighborhood Mini-Grant Program is a participatory and volunteer-intensive program. Volunteers are mandatory. The mini-grant application includes a Volunteer Form to use.

Section V: Neighborhood Mini-Grant Training

Neighborhood Mini-Grant training is recommended and available online for your convenience. This online training will provide an overview of the program and what's new, how to fill out the application, budget worksheet, volunteer form and guidelines. Online Neighborhood Mini-Grant training will be offered starting Friday, October 9, 2020. The training will be available at HCFLGov.net/Neighborhoods.

If you don't have internet access, contact Hillsborough County's Office of Neighborhood Relations at (813) 272-5860.

Section VI: Grant Award Submission Requirements

If your organization is awarded a grant, you will be provided follow-up documentation and information. It is important to note that the following reports and documents are part of the requirements for grant recipients.



Midterm Report Deadline: Thursday, April 1, 2021 by 5 p.m.



Final Report Deadline: Friday, July 30, 2021 by 5 p.m.

Must Include:

- All receipts with proof of payment
- Photos (5-10 jpeg photos)
- Invoices with detailed purchase information
- Substitute W-9 Form