

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



**Neighborhood
Mini-Grant Application
2019**

Deadline:

August 3, 2018 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 2019, beginning October 1, 2018. In addition to BOCC funding, we would like to thank the Children's Board of Hillsborough County for their partnership. The Children's Board will support neighborhood projects that prioritize concerns for child safety and/or well-being, such as raising awareness of head trauma, drowning prevention, safe sleep, bike or pedestrian safety, violence prevention or other safety concern for children and families.

PROGRAM PURPOSE

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

Eligible Applicants

Civic Associations, Homeowner Associations, Special Taxing Districts and Neighborhood Watch groups recognized by local law enforcement that are officially registered with the Office of Neighborhood Relations are eligible to apply for funding [Neighborhood Registry](#). For-profit and not for profit service providers and local government entities, individual persons, political groups 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 must be neighborhood specific. Groups must be comprised of neighborhood residents and stakeholders, and the project or event must be held in the same neighborhood.

**SUGGESTED 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:

- Free Library, Community Art (community sharing books, mural, and youth community art).
- Neighborhood Identity (e.g., brochures, signs, festivals, and education of neighborhood history).
- Neighborhood Leadership Training and Development. (New Board Member Training, Road Map to Effective Board Members).
- Start-up Funds for Specific Neighborhood Projects (e.g., newsletters, internet sites).
- Neighborhood Watch (Start-up funds to purchase vests, flash lights, etc.).
- Publicity of Special Events (invitations, flyers, posters, signs).
- Beautification (only Florida Friendly planting will be considered). Funding for beautification is limited to up to 10% of the total fundable budget.
- Youth and Children's Programs (e.g., neighborhood-operated programs which benefit children within the association).
- Benches that encourage residents to engage with one another.
- Social events that bring neighbors together (block party, youth event, art, holiday party).

**Neighborhood organizations that are located in the unincorporated areas must use the Hillsborough County Neighborhood Relations Clean up grant, Low Volume Irrigation and/or Tree grant.

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

Additional requirements for the City of Tampa:

Neighborhood Associations within the City limits applying for the Hillsborough County grants that could require permits, project on a public way/right of way, or other City of Tampa permissions or approvals, are required to contact the City of Tampa Grants Department, grants@tampagov.net, by July 1, 2018 to provide a detailed scope of the applicant's project. 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. Please email grants@tampagov.net with any questions or if additional is needed.

PROJECTS/ITEMS NOT QUALIFIED

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 organization has signed the Letter of Understanding.
- Fines, penalties and associated costs.
- Food/drink for festivals/celebrations.
- Funding for organizations located outside of Hillsborough County.
- Fundraising, investment management cost or employee salaries and other associated cost.
- 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, Community Development Block Grant Program.
- Projects which 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 and awards and associated cost.

NOTE: Neighborhood organizations wishing to submit an application 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:

1. Monthly newsletter costs
2. Utility box wrappings
3. Benches
4. Community Message Boards
5. Yearly events

If you are not sure whether or not your project will qualify, please call us for guidance before you submit your application.

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. The Children's Board will support neighborhood projects that prioritize concerns for child safety and/or well-being, such as raising awareness of head trauma, drowning prevention, safe sleep, bike or pedestrian safety, violence prevention or other safety concern for children and families.

Application Scoring and Ranking

Each application may be given a maximum of **100 points** as follows:

1. **Project Summary (21 points)** - *How well does the application clearly describe the project and its goals?*

A). Does the narrative provide a clear description of proposed project? (4 pts)
B). Does the summary include its goals? (4 pts)
C). Specific need of the Community this project is to address? (4 pts)
D). How the need was determined. (4 pts)
E). How the project will strengthen the neighborhood/community. (5 pts)

2. **Community Description (20 points):** Describe the community: target population including # of homes and # of association members. Be sure to also include how many children would benefit if you wish to be considered for Children's Board funds.
3. **Community Support (20 points)** - Does the application show evidence of community consensus for the project and resident involvement in the implementation?
4. **Other Sources of Funding (10 points)** - Does the budget reflect other sources of funding, provided by the association or other sources?
5. **Volunteers (10 points)** - Resident participation is mandatory in order to be considered for funding. Does the application clearly depict volunteer participation in the project/program as well as the application process?
6. **First Time Applicant (6 points)** – Neighborhood has never received funding through the Neighborhood Mini-grant?
7. **Prior Funding (5 points)** – All of specified requirements in the Letter of Understanding, must have been met in previous funding cycles:
 - a. Signed LOU.
 - b. Mid-term report submitted by *April 1st*.
 - c. Final report submitted by August deadline (as stated in the Letter of Understanding (LOU)).
 - d. High definition (300 dpi or higher) photos in a **jpg. tif. or other media sources. (Copied photos onto paper will not be accepted).**
 - e. Evidence of recognition of the Board of County Commissioner and the Children's Board of Hillsborough County.
8. **Project Budget (8 points)** – Are the expenses and budget amounts clear and reflective of the project and are all of the budget items eligible for funding?

The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 50.

INSTRUCTIONS

Mini-grant applications will be accepted through **Friday, August 3, 2018 at 5:00 p.m.** at Neighborhood Relations, 601 E. Kennedy Blvd, 28th Floor, Tampa, FL 33602.

Read each question carefully and respond in the spaces provided.

Application Requirements Check List:

- ✓ Must have active, identifiable leadership recognized and elected by its members.
- ✓ All questions/worksheets must be thoroughly completed.
- ✓ All projects/programs must demonstrate the potential to benefit the neighborhood.
- ✓ Evidence of association consensus for the project must be provided.
- ✓ The original application must be completed and signed by the neighborhood association/entity president or chairperson.
- ✓ Must demonstrate broad-based community support for and participation in proposed project.
- ✓ Must perform project within the geographic area in which applying.
- ✓ Must demonstrate fiscal accountability and have an established process to manage grant funds.
- ✓ Must have the capacity to complete the proposed project by August 1, 2019. (If August 1st falls on the weekend, Mini-Grant projects are due on the Friday before August 1st).
- ✓ Must attend a grant training with Neighborhood Relations staff.
- ✓ Applications will also be accepted via US Postal Service postmarked by August 3, 2018.
- ✓ Submit one copy 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 \$5,000.
- ✓ All money must be expended by August 1, 2019.
- ✓ No project/program expenses may be incurred until the signing of the letter of understanding and staff authorization of the expense.

Read each question carefully and respond in the spaces 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- MANDATORY

Mandatory Neighborhood Mini-Grant Information Trainings will take place via a mix of meetings in the community and online webinars. More details on meeting times and locations and webinar times will be posted on our web page and sent out via email.

The mini-grant information trainings will review the application, grant criteria, projects that qualify for the mini-grant and answer any questions you have regarding the mini-grant.

There is a verification code at the end of each trainings that must be written on the application being submitted. **NO APPLICATION WILL BE ACCEPTED WITHOUT TRAINING VERIFICATION CODE.** If you do not have a computer, please contact the Office of Neighborhood Relations at (813) 272-5860.

A. ORGANIZATION INFORMATION

1. **Organization Name** *(required)*: _____

2. **Physical Address of Neighborhood** *(required)*: _____

- a) Type of Organization Neighborhood, Community, Civic or Homeowners Association
 Neighborhood Watch Group
 Special Tax District (only eligible if no association exists)

b) Has the organization named above been legally incorporated in the State of Florida? Yes No

(This is not a requirement for funding but may influence funding source and implementation process)

c) If yes, what is its Federal Tax Identification Number? _____ - _____

(If association has Federal Tax Identification Number, you must send IRS Substitute W-9 Form with application.)

Neighborhood/Subdivision Location and Boundaries Location

North boundary: _____ South boundary: _____

East boundary: _____ West boundary: _____

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

County Commission District: _____ (<https://maps.hillsboroughcounty.org/FMEO/FMEO.htm>)

3. **Project Contact Information** *(two contacts required)*

Project Contact Name: *(required)* _____

Address: *(required)* _____

City/Zip Code: *(required)* _____

Phone: *(required)* _____
(Home) (Work) (Fax)

E-mail address: *(required)* _____

4. **President Name:** *(required)* _____

Address: *(required)* _____

City/Zip Code: *(required)* _____

Phone: *(required)* _____
(Home) (Work) (Fax)

E-mail address: *(required)* _____

5. **Additional Contact Person Name** _____

Address: _____

City/Zip Code: _____

Phone: _____
(Home) (Work) (Fax)

E-mail address: _____

6. **Management Company Name, if applicable:** _____

Property Manager's Name: _____

Address: _____

City/Zip Code: _____

Phone: _____ Fax _____

E-mail address: _____

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 community: target population including # of homes and # of association members. 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.

5. **Volunteer Labor:** Indicate how many volunteers will be participating and how many hours are you committing? **Volunteers are Mandatory.**

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 11/01/18 *COMPLETION DATE CANNOT BE LATER THAN 8/01/2019*

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 \$ Required** (*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 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 \$20 per person per hour. Volunteers do not receive money for their work. The \$20 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 01, 2019*.

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

Webinar Training # _____ - _____

Mandatory Training-Must provide training #

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

Hillsborough County
Neighborhood Relations
601 E. Kennedy Blvd, 28th Floor
P.O. Box 1110
Tampa, FL 33601

Fax # 813-276-2621

Email

Neighborhood-Relations@hillsboroughcounty.org

By

August 3, 2018 at 5:00 p.m.

Applications can be submitted via e-mail to Neighborhood-Relations@hillsboroughcounty.org, fax the application to 813-276-2621 or mail to the address listed above.

All applications must be postmarked or stamped received by **5:00 pm on August 3, 2018**

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 one 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

Commissioner Sandra L. Murman – Chair

Commissioner Victor D. Crist - Vice Chair

Commissioner Ken Hagan

Commissioner Al Higginbotham

Commissioner Pat Kemp

Commissioner Lesley “Les” Miller Jr.

Commissioner Stacy White - Chaplain

County Administrator

Michael S. Merrill, County Administrator
601 E. Kennedy Blvd, 26th FL
Tampa, FL 33602

Neighborhood Relations

601 E. Kennedy Blvd, 28th FL
Tampa, FL 33602
Phone: 813-272-5860
Fax: 813-276-2621

Email:

Neighborhood-Relations@hillsboroughcounty.org

Children's Board of Hillsborough County

Kelley Parris, Executive Director
1002 East Palm Avenue
Tampa, FL 33605
Phone: 813-229-2884
Fax: 813-228-8122
Email: info@childrensboard.org



Children's Board
HILLSBOROUGH COUNTY

www.ChildrensBoard.org