

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



**Neighborhood
Mini-Grant Application
2017**

Deadline:

September 30, 2016 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 2017, beginning October 1, 2016. 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.

PROGRAM PURPOSE

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

Eligible Applicants

Neighborhood, Civic, and 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. 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.

**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:

- 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).
- Crime Watch (e.g., communication systems with law enforcement).
- Publicity of Special Events (e.g., community cleanups ****only for incorporated areas of Hillsborough County and festivals).**

- Beautification (only Florida Friendly planting will be considered) **only for incorporated areas of Hillsborough County.
- Children's Programs (e.g., term neighborhood-operated programs which benefit children within the association).
- Benches that encourage residents to engage
- Social events that bring neighbors together

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

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

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.

Application Scoring and Ranking

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

1. **Project Description (10 points)** - *How well does the application clearly describe the project and its goals?*
2. **Demonstration of Community Need (20 points)** - *How well does the application describe, communicate/address a community need?*
3. **Evidence of Community/Association Strengthening (15 points)** - *Does the project have the potential to strengthen the overall neighborhood and association?*
4. **Community Support (20 points)** - *Does the application show evidence of community consensus for the project and resident involvement in the implementation?*
5. **Proposed Budget (10 points)** - *Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?*
6. **Resident Notification (10 points)** - *resident participation in the project/program selection as well as the application process?*
7. **Consensus (15 points)** - *provide documentation of association concurrence with the project idea?*

The average score will be determined by dividing the total points given an application by the number of scores. 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, September 30, 2016 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. Upon completion, please submit the application either

Application Requirements

- 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 17, 2017
- Must attend a grant training with Neighborhood Relations staff.
- Applications will also be accepted via US Postal Service postmarked by September 30, 2016.
- 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 \$2,500.
- All money must be expended by August 17, 2017
- 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-
MANDATORY**

Mandatory Neighborhood Mini-Grant Information Session will take place online via **GoToMeeting** on the following dates:

Training Dates:

Friday, August 12, 2016, 3:00 pm <https://global.gotomeeting.com/join/930725397>

Tuesday, August 23, 2016, 6:00 pm <https://global.gotomeeting.com/join/894705557>

Thursday, September 8, 2016, 6:00 pm <https://global.gotomeeting.com/join/783005221>

Monday, September 12, 6:30 pm <https://global.gotomeeting.com/join/474622805>

The mini-grant orientation online training 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 the training webinar 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.

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 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 11/01/16 **COMPLETION DATE CANNOT BE LATER THAN 8/17/2017**

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 \$2500) \$ _____

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 17, 2017.

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, 28th Floor
P.O. Box 1110
Tampa, FL 33601

Fax # 813-276-2621

Email: sloanw@hillsboroughcounty.org

By

September 30, 2016 at 5:00 p.m.

Applications can be submitted via e-mail to sloanw@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 September 30, 2016
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 Lesley “Les” Miller Jr. - Chair

Commissioner Kevin Beckner

Commissioner Victor D. Crist –Vice Chair

Commissioner Ken Hagan

Commissioner Al Higginbotham

Commissioner Sandra L. Murman

Commissioner Stacy White

County Administrator

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

Neighborhood Relations

Wanda L. Sloan
601 E. Kennedy Blvd, 28th FL
Tampa, FL 33602
Phone: 813-272-5860
Fax: 813-276-2621
Email: sloanw@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