

FY 2017-18 GRANT GUIDELINES

NEIGHBORHOOD BEAUTIFICATION GRANTS PROGRAM



WELCOME

On behalf of the City of Salinas, thank you for considering the Neighborhood Beautification Grants Program to support your group's project.

The Neighborhood Beautification Initiative is a component of the City's Neighborhood Services Program. It is designed to help build and foster strong neighborhoods by connecting residents to services and resources that help to improve the quality of life in the Salinas Community.

The goals of the Neighborhoods Beautification Grant are to engage residents in a neighborhood services project. These projects would promote healthier, safer and cleaner neighborhoods and improve neighborhood appearances.

ABOUT NEIGHBORHOOD BEAUTIFICATION GRANTS PROGRAM

The Salinas City Council approved an allocation for the Neighborhood Beautification Projects in the amount of \$14,000, to be equally allocated to each Council District and the Mayor's office (or \$2,000 each), with the approval of the annual budget. Each Council District has the opportunity to allocate grant funding to individuals or groups for eligible projects. The Neighborhood Beautiful Grant Application form is for residents to propose neighborhood improvement projects.

WHO SHOULD APPLY

Any resident, group, or organization with a community project in Salinas is eligible to apply. To apply, **the group must include at least five volunteers.**

Map of the City of Salinas boundaries: <https://www.cityofsalinas.org/our-government/city-council/find-my-district>

The following groups are encouraged to apply:

- Any resident- or community-led group working on a project or activity that will directly benefit their community.
- Advocacy groups focusing on neighborhood improvements such as: neighborhood identification signage, murals, community gardens, etc.
- Art groups organizing free art (painting, poetry, music, theater, dance, etc.) lessons, experiences, exhibits, etc.
- Neighborhood or apartment associations, neighborhood watches that develop resident leadership to identify and resolve neighborhood issues.

PROJECT CRITERIA

Projects submitted should be:

- Those that can be completed within the grant established timeline
- Promotes neighborhood self-help efforts
- Promotes neighborhood improvement and beautification
- Provides health and safety benefits and improvements for residents
- Has confirmed neighborhood support
- Should be visible and accessible to the residents
- Supports a neighborhood need
- Projects that will require ongoing maintenance should include a detailed plan for this as part of the proposal

SUGGESTED ACTIVITIES

- Community Garden
- Tree Planting
- Neighborhood Clean-up

- Neighborhood (Gateway) Sign
- Making improvement to public facilities- (landscaping-plant flowers. paint, signage, equipment)
- Murals and public art
- Weed abatement
- Neighborhood information signage
- Repaint curbs
- Water and energy conservation projects
- Street signage

NEIGHBORHOOD SUPPORT

The proposed projects submitted should have support of the residents within their neighborhood. Documents (petitions, letters of support, minutes of community meetings) showing this support should be submitted with the proposal.

REPORTING REQUIREMENTS

Individual/s or Organizations must submit a monthly progress report to Ana Ambriz (contact information below) by the 10th day following the end of the month until the project is completed.

FINAL REPORT

After the completion of the project, each recipient must turn in a final report to anaa@ci.salinass.ca.us. We encourage you to turn in your final report within 30 days of the completion of your project. It must be turned in by Friday, June 15, 2018.

Final report requirements and forms on pages 6-8.

GRANT INFORMATION SESSIONS

Groups interested in applying for a Neighborhood Beautification Grant must attend one of the Information Session. The session will help answer questions about the application, the review process, and how the funds can be used.

- **Thursday, August 31, 2017**

6:00PM – 7:00PM

- **Thursday, September 14, 2017**

6:00PM – 7:00PM

Salinas Recreation Center
320 Lincoln Ave.
Salinas, CA 93901

Please contact the Neighborhood Services Coordinator at (831) 758-7166 to confirm your attendance.

APPLICATION REVIEW PROCESS

All proposals will be carefully reviewed to determine if the project meets City policies and activity characteristics such as feasibility, readiness, leveraging, and individual/organizational capacity. The City will also need to determine the ability of staff to support the project in its current stage as well as long term. Projects may need to obtain approval from several City Departments, City Commissions and the City Council and Public Notification, so please allow enough time for this process within your project. Projects that have the ability to leverage City Funding will be given high priority.

DEADLINE AND WHERE TO APPLY

- **Applications can be found on our website or can be picked up at the Salinas Recreation Center**
<https://www.cityofsalinas.org/our-city-services/recreation-community-services/neighborhood-services>
- Applications must be received or postmarked by **Thursday, September 28, 2017 before 5:00 PM.**
- Applications may be submitted by mail, email, fax, or in person. Mailed or hard copy applications may be sent or delivered to:
Ana Ambriz
Salinas Recreation Center
320 Lincoln Ave. Salinas, CA 93901

- Emailed applications may be sent to: anaa@ci.salinass.ca.us
- Faxed applications can be faxed to: (831) 758-7939
- Applications that are incomplete or late will not be processed for consideration.
- Only one application per group will be considered.

IMPORTANT DATES

Tuesday, August 1, 2017	Application is available
Thursday, August 31, 2017	Information Session
Thursday, September 14, 2017	Information Session
Tuesday, September 28, 2017	Deadline to apply
Thursday, October 5, 2017	Applicants notified that their application was received
Thursday, October 26, 2017	Applicants notified if they are awarded or declined
Thursday, November 9, 2017	Recipient Orientation
TBD	Required Check In

PROJECTS MUST BE COMPLETED BY THURSDAY, MAY 17, 2018

Final invoice, report, and supporting documentation turned in no later than June 15, 2018.

ADDITIONAL SUPPORT FOR GRANT WRITERS

- Computers and copiers are available for your use at any of our public libraries.
- Grants may be submitted in any language.
- All applications must be legible.

CONTACT

For more information, please contact:

Ana Ambriz
 Neighborhood Services Coordinator
 City of Salinas
 (831) 758-7166 Office
 (831) 758-7939 Fax
anaa@ci.salinass.ca.us

Neighborhood Service Grant Application



A. GENERAL INFORMATION

1. Name of Individual or Organization Submitting Application
2. Address, City, Zip
3. Email Address
4. Phone
5. Cell Phone
6. Fax
7. Activity or Project Name:

Attn: Ana Ambriz
City of Salinas
Neighborhood Services
Program
200 Lincoln Avenue
Salinas, CA 93901
Email:
anaa@ci.salinas.ca.us
Phone: (831) 758-7166
Fax: (831) 7587939

8. Activity or Project Description:

9. Amount of Funds Requested _____. Applicant must be able to supply the requested amount. The City will reimburse the awarded amount after the project has been completed.

B. PROJEC INFORMATION

1. Describe the location / City district of your project and how the area will benefit from this project (include the boundaries and service area). Please visit our website to identify your district: <https://www.cityofsalinas.org/our-government/city-council/find-my-district>.

2. Describe the population/target group your project will serve.

3. Describe how the need for existing City services would be increased, decreased, or otherwise affected by this proposal.

4. How was the community engaged in determining the need for this project?

5. How will you involve the community in completing this project?

C. ACTIVITY OR PROJECT PLAN

1. Proposed dates of activity or project. (Additional lines are provided for multiple activity events).

Ex: Neighborhood Clean Up (April 21, 2017): Feb.22, 2017 neighborhood meeting; March 15, 2017 second neighborhood meeting; April 16, 2017 purchase materials and supplies, June 21 hold the clean-up event.

Activity Name:		Start Date:		Completion Date:	
Activity Name:		Start Date:		Completion Date:	
Activity Name:		Start Date:		Completion Date:	

2. Budget and funding sources

Funding Source (Description)	Amount:	Status: (Pending, Awarded & Award Date)
Neighborhood Grant Request		
Private Funds (Donations)		
Other: In-Kind Services		
Total Funding Sources:		

3. List specific planned expenditures and amount for the use of proposed.

Budget Line Item (Description)	Amount:
Total Activity/Project Cost:	

GROUP LEADERS: Please provide information for at least five members of the group. People listed in this application assume responsibility in completing the proposed project.

1. _____
First and Last Name Mailing Address (City, State & Zip) Phone

Email Address

2. _____
First and Last Name Mailing Address (City, State & Zip) Phone

Email Address

3. _____
First and Last Name Mailing Address (City, State & Zip) Phone

Email Address

4. _____
First and Last Name Mailing Address (City, State & Zip) Phone

Email Address

5. _____
First and Last Name Mailing Address (City, State & Zip) Phone

I have read, understand and agree to abide by the rules and regulations as outlined by the City of Salinas Neighborhood Services Program.

_____ _____ _____
Print Name Signature Date

FY 2017-18 GRANT REPORT
NEIGHBORHOOD BEAUTIFICATION GRANTS PROGRAM



The City of Salinas requires all grant recipients to prepare a final report on project activity and expenditures. This report serves as a valuable learning tool for both program staff and grantees.

Remember your group must submit a final report in order to be reimbursed.

Please use this form for your report.

Please write a brief summary of your project - one or two paragraphs that provides an overview including the projects goals and outcomes.

Please answer the following questions:	Did not meet	Partially met	Met some-what	Met very well	Does not apply
Our project promotes neighborhood improvement and beautification					
Our project is visible to residents					
Our project supports a neighborhood need					
Our project built positive relationships among residents in our neighborhood					
Our project supported leadership development within our neighborhood					

COMMUNITY INVOLVEMENT

	Less than 25	26-50	76-100	More tan 100
How many residents were involved in your project?				
How many people did you anticipate would benefit from your project?				
How many will actually benefit?				

We recognize that circumstances can change, possibly impacting on project implementation. What, if any, difficulties did you encounter; why did they occur; and what refinements or plans did you make to overcome them?

Please provide feedback about your experience with this grant: How was the experience for your organization and what could be improved?

ATTACHMENTS

Please attach pictures, copies of any public recognition, awards, press releases or news articles pertinent to this project.

FINAL FINANCIL REPORT



Use the following form to submit your final expense report.
Copies of all receipts must be submitted in attached envelope.

Amount Awarded: _____

Receipt Date	Name of store, merchant, business, individual, etc.	Describe what the item(s) was used for	Amount
TOTAL EXPENSES			

