

# City of Papillion

## NEIGHBORHOOD GRANT PROGRAM

*This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact Tony Gowan, Neighborhood Program Coordinator, 402.597.2049, or Michel Mason, Neighborhood Assistant, 402.829.4808.*

*First time applicants are strongly encouraged to schedule a pre-application appointment with staff to assist you in addressing any questions or concerns that may arise during the application process.*

### Eligible Applicants

The Neighborhood Grant Program provides funds to:

- Organized neighborhood associations and Community Areas that draw membership from a commonly recognized geographic neighborhood in the City of Papillion.
- Neighbors and civic groups who have organized to provide a benefit to a neighborhood community.

### Eligible Projects and Activities

Projects suitable for this grant are those requesting funds of up to \$2,500. Grants shall be awarded to projects from among the four wards of Papillion, with a maximum award to each ward of \$2,500 per year. The goals of the Neighborhood Grant Program are to promote networking between residents in order to bring neighbors together, promote positive communication between residents and City government, build the organizational capacity of neighborhoods, and encourage a physical and visual improvement that encompasses and benefits a larger area of a neighborhood in order to build a greater small community.

- **Community Enhancement:** Projects/activities that build or enhance a feature of the neighborhood, benefit the City of Papillion, and are within the City's legal authority to approve. These cannot be projects that would be funded by a homeowner association's dues and are projects that can be undertaken and completed in a short period of time.

*Examples include: Landscaping traffic islands or portions of right-of-ways; public amenity (benches and public art); community gardens; neighborhood identity signage and promotional material; entrance or gateway landscaping; and banners that will improve the appearance and livability of the neighborhood.*

- **Neighborhood Leadership and Community Building:** Projects/activities to build the organizational capacity of neighborhood associations or create opportunities for the networking, improve conditions, or enhance the quality of life within the neighborhood. Projects that provide opportunities for volunteering and encourage "neighbor helping neighbor" outcomes are desirable.

*Examples include: Sponsoring trainings such as, Neighborhood promotional material, Community Emergency Response Team (CERT), "Map Your Neighborhood," First Aid or CPR classes, outdoor health and recreation (walking, biking, running, etc.) activities, emergency preparedness fairs. **Food products and/or alcohol are not eligible for funding.***

## How to Apply

Neighborhoods interested in participating in the Neighborhood Grant Program must complete and sign a Neighborhood Grant Application. Applications may be mailed or delivered to the City of Papillion, Neighborhood Grant Program, 122 E Third Street, Papillion, NE 68046, or fax applications to 402-597-2049, Attn. Tony Gowan.

*Please include the following attachments as applicable:*

- Maps indicating location and scope of project.
- Project description in addition to those provided on the application form (e.g., sketches, timelines, etc.).

*Additional information may be requested by staff.*

## Project Criteria

All projects must be within the City Limits and benefit the City of Papillion. Projects that require ongoing funding or staffing by the City will not be considered for funding. Projects must be compatible with adopted City plans/policies and completed within six months of approval (unless otherwise arranged) and include a plan which outlines the steps and a timeline, with month and year, to complete the project.

*Activities should be free and open to the public; meetings are to be open to all residents and businesses residing within the neighborhood. The grant program emphasizes self-help with project ideas initiated, planned, and implemented by the neighbors and business community members who will be impacted by the project. If special provisions are required to be performed by City of Papillion employees as part of the project activity (e.g., road closures, coordination with city events and projects, etc.), preliminary approval of such provision shall be required prior to application.*

**PROJECT EVALUATION:** A team of City staff will review applications and make recommendations for approval. This team will be looking for the following:

### **Examples of items to be evaluated include may include the following:**

- The project/activity has a well-defined scope, goals and detailed steps (e.g. what is being done and by whom?).
- A timeline is set.
- The leaders are clearly identified and have made a commitment to the project.
- The project/activity can be completed within the current calendar year or within an agreed upon time frame.
- Provides public benefit to the neighborhood.
- Demonstrated need and support for the project.
- Direct involvement of neighborhood residents in all phases.
- Physical improvements that benefit a larger area of the community.
- The project/activity implements, or is a step in implementing, one or more recommendations of any adopted City plans.
- The project/activity is consistent with City policies.
- Participants will actively include people of varying ages, ethnicity, races, incomes, or other demographic characteristics that make up the neighborhood.
- Residents will have the opportunity to take on leadership roles, develop new skills, and new community leaders will emerge.

- The project/activity will strengthen and/or build new partnerships with public/private entities or other neighborhood and community-based groups.
- Project is designed for low maintenance and there is a realistic plan for ongoing maintenance.

The review team will make recommendations to the City Council's Community Services Committee prior to being submitted for final approval by City Council.

Please contact the Neighborhood Program Staff for estimated review and approval times.

## **Guidelines and Responsibilities**

### **PROJECT COORDINATOR AND PROJECT MANAGEMENT**

A Project Coordinator from your neighborhood must be identified to serve as the contact person with the City during the planning and construction of the project. Responsibilities of the Coordinator will include:

1. Acting as the primary contact for the project.
2. Communicating with residents.
3. Working with City staff to answer resident's questions and facilitate neighborhood meetings where necessary.
4. Coordinating the project.
5. Coordinating maintenance (a maintenance agreement between the neighborhood and the City may be required).
6. Recruiting volunteers.
7. Filling out and submitting all paperwork.
8. Financial accountability and documentation of expenditures including requests for Purchase Orders and reimbursement for purchases, submitting invoices, etc.

### **DEVELOPING A BUDGET**

Applicants need to include a project budget in their application including all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project;
- Get cost estimates for each item from more than one reliable source. Cost estimates need to be accurate and realistic.

Until the project receives City Council approval, the City is not responsible for, nor will it pay for, any expenses or costs incurred by the applicant for the project.

## CONTRACT

A contract between the neighborhood group and the City must be signed or the funds will be returned to the program. Until the contract is signed, the City has no responsibility to reimburse the organization for any expenses incurred before the agreement is in place. Additionally, for projects requiring maintenance, an agreement must be signed acknowledging the City will not assume any ongoing costs for maintenance unless specified otherwise.

## PAYMENT TO PROVIDERS

Grant funds are public dollars and audit requirements must be met for all funds spent. The City of Papillion Finance Department processes all grant accounts and shall reserve the right to audit all requests for reimbursement.

No funds will be disbursed until a contract has been executed.

Grant funds shall be disbursed in accordance with City of Papillion policies. Please contact the City of Papillion Neighborhood Program Coordinator for additional information regarding disbursement.

## LIABILITY

Neighborhood groups will be required to submit a list to their City contact of the volunteer's names indicating who and when they will be working on the project.

City liability coverage applies if a project is located in the City right-of-way. Otherwise, liability insurance will be the responsibility of the neighborhood group or property owner when the project is located on private property.

If the project site is located on private property, the property owner will be required to write a letter granting permission for the neighborhood group to execute the project on the property and assumes all future responsibility.

## FINAL PROJECT REPORT

The Final Report has two purposes:

1. The Final Report should document that all elements of the contract between the City and grant recipient have been fulfilled. The documentation should include proof that City funds were used responsibly and as intended. It should also include photographs taken before and after the project was completed.
2. The City will use the information included in the Final Report as a means to inform the City Council, the media, and interested citizens about the Grant Program. The Final Report should highlight the achievements made through the grant.

Upon the completion of the project, neighborhood groups will be required to provide a brief project summary to the City along with photographs and documents that were created and printed with the use of grant money.

*IMPORTANT NOTE: One copy of the Final Report shall be submitted to the City no later than thirty days after completion of the Project.*

## Open Deadline for Application Submittals

Project Grant applications may be submitted at any time. For more detailed information, refer to the Neighborhood Project Grant Application Instructions. Applicants are strongly encouraged to meet with City officials prior to application for preliminary review and should allow a minimum of 45 days in the project time-line for the review and approval process. Applications will be reviewed on a first-come, first-serve basis.

## Project Ideas

### IDEAS FOR GRANT FUNDS:

- Building community gardens
- Landscaping traffic islands, streetscapes and portions of right-of-ways
- Installing neighborhood entry signs
- Beautifying entry sign areas
- Holding a neighborhood clean-up or other special event
- Designing and painting a mural
- Installing floodlights
- Planting perennial seeds, bulbs and/or trees
- Building urban parks and/or playgrounds
- Adding public amenities (benches, picnic tables, etc.)
- Replacing a sprinkler system
- Historical

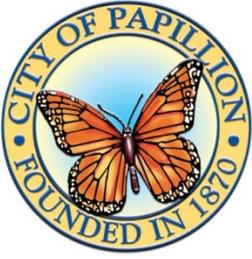
*A separate grant application must be submitted for each proposed project.*

# NEIGHBORHOOD PROJECT GRANT APPLICATION

## NEIGHBORHOOD GRANT PROGRAM

### INSTRUCTIONS

1. Read the attached Neighborhood Project Grant Application packet thoroughly.
2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood. Involve as many neighbors as possible in the selection and planning of the project(s).
3. Designate a Project Coordinator who will be the contact person.
4. Complete the Grant Application and return it to: City of Papillion, Department of Community Services, Neighborhood Program Coordinator, 122 E Third Street, Papillion, NE, 68046.  
Please include the following attachments:
  - The application must contain a complete explanation of the project including a description of the actual work you want to do, the location of the project and timeline for completion.
5. While there is no actual deadline for filing applications, applications will be considered for funding in the calendar year that they are received.
6. Include with your application the following items for physical improvement projects:
  - A detailed drawing of the project;
  - A detailed site map locating the project site and where the project will be installed at the site;
  - Detailed directions to the location of the project site.
7. Upon approval of your project by City Council applicants will receive notification with instructions on how to proceed.
8. If you would like to schedule a pre-application meeting or have any questions, call Tony Gowan, Neighborhood Program Coordinator, 402.597.2049, or your City Neighborhood liaison.



# Neighborhood Grant Program Application

City of Papillion  
David P. Black, Mayor  
122 E. Third Street, Papillion, NE 68046  
Phone: 402-597-2029 | Fax: 402-339-0670 | Website: [www.papillion.org](http://www.papillion.org)

Applicant Organization Name:		City Ward No.:
Primary Contact Name:		
Address:		
Phone:	Email:	
Collaborating Organizations (please list):		
Brief Description of Proposed Project/Activity:		
Brief Description of Beneficial Impact the Proposed Project/Activity Will Have on the City/Community:		
Project Participants (please list):		
Project Timeline:		
Total Amount of Grant Dollars Requested:		
Expenses to be Funded by Grant (please list or attach separate sheet):		
Estimated Total Costs for the Project/Activity (please list or attach separate sheet):		
All Sources of Funds for the Project Including Grant Monies (please list or attach separate sheet):		
Does the project/activity require future funds to maintain it? If yes, how will it be maintained once the grant funds have been spent?		
For Office Use Only		
Received By:	Date Received:	