

City of Jefferson

Neighborhood Improvement Incentive Program 2009 – 2010 Application

Overview

Purpose:

The purpose of this grant program is to assist organizations, residents, and business owners within the City of Jefferson to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are residents, 501 (c)(3) non-profit organizations, or business owners in the City of Jefferson who are committed to improve neighborhoods, promote the area, and improve the quality of life.

Eligible Projects to be Considered for Funding:

- ◆ Projects that demolish a structure, including grading and seeding the area, in residential or commercial and public or private property.
- ◆ Project must be completed between July 1, 2009 through June 30, 2010.

Grant Application Process:

- ◆ Grant application materials may be picked up from City Hall, 220 N. Chestnut, or can be mailed by calling 515-386-3111. Completed applications should be submitted as follows:

Budget Year Funds	Application Deadline	Date Funds to be Expended
2009-2010	June 15, 2009	July 1, 2009 through June 30, 2010

Funding Requirements:

- ◆ Maximum request is \$2,000.
- ◆ Grant funds are available on a reimbursement basis only.
- ◆ All grants will be awarded on a 50/50 cash match basis. Project should reflect a direct contribution of \$1.00 in cash or in-kind labor (or a combination of both), valued at \$1.00 for every \$1.00 of City funds received.
- ◆ Written bid(s) for each expense must be attached to your application.

Decision Criteria and Rating of Applicants:

Projects will be evaluated on the basis of the following criteria at a degree to which the project involves:

- ◆ Proves a significant need/goal in your proposal. 10 Points
- ◆ Shows the need/goal matches that of the program. 10 Points
- ◆ Proves a large number of residents donating their time, labor, and/or funds to the project. 10 Points
- ◆ Proves a significant number of residents will be positively affected by the improvement. 10 Points
- ◆ Condition of building being demolished. 20 Points
- ◆ Explains how the project will enhance safety, promote use of public space, improves housing, and improves businesses. 10 Points
- ◆ Improves and beautifies the community. 10 Points
- ◆ Provide the planning steps, research and vision throughout your proposal. 10 Points

- ◆ Shows an accurate budget, with appropriate quotes and attachments.

10 Points
100 Points

The City Administrator will make final recommendations to the City Council regarding which projects should be funded. However, the City Administrator will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

Grant Administration Contract Agreement: Successful applicants shall enter into a contract with the City. Projects must be completed between July 1, 2009 and June 30, 2010.

Disbursement of Funds:

All grants are set up on a reimbursement basis and are payable only upon completion of the project. The contract agreement will include reimbursement details.

Deadline:

Applications and all supporting materials must be received via mail or hand delivered to the Office of the City Administrator by 5 p.m. on Friday, June 15, 2009.

Format Requirements:

- ◆ A signed original and 6 copies along with supporting materials must be submitted.
- ◆ Applications will not be accepted by fax or e-mail.

Notification:

- ◆ Applicants will be notified by June 30, 2009 regarding their funding status.

For More Information/Questions:

Contact the City Administrator, City Clerk or Building Official at 515-386-3111.

2010 Neighborhood Improvement Incentive Program Application

Applicant Information

Organization Name: _____ Project Name: _____

Contact Person: _____ Mailing Address: _____

City, State, Zip: _____ Daytime Phone Number: _____

Fax: _____ E-mail: _____

Total Project Cost: \$ _____ Amount requesting from this grant program: \$ _____

Project Description

a. Describe the need for the improvement project: _____

b. Who will help you complete your project (labor, financing, and materials): _____

c. Explain how the project will enhance safety in your neighborhood (if applicable): _____

d. Explain how the project improves housing (if applicable) _____

e. Explain how the project will improve and beautify the environment: _____

f. Attach **required** drawings, sketches, or plans of the project. If your project involves landscaping, it is important that landscaping plans are drawn to scale.

g. Attached current (within 60 days) bids/estimates for materials.

Budget

The amount the applicant will provide as a “match” for the project.:

What is the total estimated cost of the proposed project?

USE FORM A & B ATTACHED

Bid	\$	_____
- Cash	\$	_____
- In-kind	\$	_____
Total	\$	_____

The amount of funding the applicant is requesting from the City: \$ _____

The “match” can be in the form of direct monetary contributions, materials, and/or in-kind volunteer labor. If you intend to use volunteer labor as a match, calculate the cost for manual work, construction supervision, planning, and office type work at \$10/hour.

List names, address, and signatures of those individuals who will contribute to this project:

USE FORM B ATTACHED.

Assurances

I, as the undersigned applicant attest that the application, all exhibits and attachments, is true and correct to the best of my knowledge.

Signature

Date

Required Attachments

- _____ Completed application form
- _____ Attachments A and B
- _____ Written current (within 60 days) bids/estimates for materials
- _____ Drawings, sketches, or plans of your project.

Completed applications must be received in the City Administrator’s Office by 5:00 p.m. on June 15, 2009 and can be submitted by mail, delivery service, or in person; applications sent via fax or email will not be accepted.

Submit the signed **original and 6 copies** of each of the above items to:

City of Jefferson
220 N. Chestnut Street
Jefferson, IA 50129
Phone number: 515-386-3111

