



**City of St. Petersburg
Neighborhood Partnership
Matching Grant Program FY 08**

**WHAT IS THE PURPOSE OF
THE NEIGHBORHOOD
PARTNERSHIP MATCHING
GRANT PROGRAM?**

The Neighborhood Partnership Matching Grant Program is designed to provide grant awards to neighborhood & business associations, organizations or groups of residents for specific improvement projects and strategic plans that build relationships and improve the community. The improvements are categorized into several areas. They include: decorative lighting, general improvements, neighborhood plans, playgrounds, public art and youth initiated.

WHAT GRANT AMOUNTS ARE AVAILABLE?

Applicants may apply for up to \$25,000 for all improvement categories except playgrounds. The maximum award for a playground proposal is \$35,000. For each project, applicants must provide a “match” which equals or exceeds the amount of the funds requested from the program. Identifying the match is a requirement of all projects applications and shall be shown in the budget table. The required match may include any or all of these: (1) cash (2) volunteer labor (3) donated materials and supplies and/or professional services and (4) maintenance.

WHAT TYPES OF PROJECTS ARE FUNDED?

Projects or plans that improve & enhance a neighborhood, business area &/or the city-at-large and comply with the parameters of this grant program are evaluated. Previous grant award recipients submitted applications for landscaping, identification signs, neighborhood plans, public art, youth initiated neighborhood improvements and educational programs.

WHAT ARE THE MINIMUM SELECTION CRITERIA?

Grant applications must meet the following selection eligibility criteria. Successful grant applications must:

- * Result in a definitive project which benefits a neighborhood and/or business area and provide a clear public benefit to the community
- * Demonstrate a match which meets or exceeds 50%* of the total grant request. *The match requirement for playground proposals is a minimum of 35%.
- * Must be in the right-of-way or on public property.
- * Be complete: All project questions must be completed.
- * Involve property &/or business owners and residents
- * Demonstrate support from 100% of affected neighborhoods, property/business owners, &/or residents for proposed physical projects.
- * Be a project that can be permitted by federal, state, and local regulations
- * Provide a detailed plan (if a landscape or similar physical project is proposed)
- * Include a project site map

MINIMUM SELECTION CRITERIA (cont'd)

- * Provide a 12 month project implementation schedule
- * Spend allocated funds within 12 months of award
- * Guarantee ongoing maintenance
- * Include a copy of the current State of Florida Incorporation Certificate or alternative document.
- * Designate a project manager to administer the grant award project. In the case of a youth applicant, there must be at least one adult supervisor.
- * If city-owned property, responsible city department must provide a letter of support for the proposal.
- * Multiple proposals from the same applicant total less than \$25,000 when total requests are combined.
- * Be submitted on or before the published deadline.
- * Previous grant awards: Prior grants (FY 2005 and earlier) must be 100% completed before application submission.
- * Current year (FY 2007) awards must be 50% completed (implemented) prior to September 7, 2007
80% completed before December 2007
100 % completed before January 2008
- * Cash Match timeframe should reflect payment to the City prior to the start of project implementation. Project implementation will not commence without submission of cash match.

WHAT TYPES OF PROJECTS ARE NOT FUNDED?

Projects that **will not** be funded and are ineligible include:

- * Applications that arrive after the deadline
- * Incomplete applications (e.g. no cost estimates; no letters of support)

- * Proposals on private property
- * Proposals benefitting only one property/agency
- * Requests for salaries or operating expenses
- * Proposals where no match is provided
- * Projects which have another source of City funding and/or process (e.g., sidewalks, alley paving, etc.)
- * First Amendment projects
- * Multiple proposals, when combined, exceed \$25,000.
- * Projects which are in conflict with existing city master plans or departmental policies.

WHO DECIDES WHICH PROJECTS ARE FUNDED?

A Grant Review Team will be established to screen the applications using specific selection criteria and make a recommendation to the St. Petersburg City Council. The final list of grant awards will be approved by the City Council.

The Grant Review Team will be comprised of representatives from the community and the City Administration and be staffed by the Neighborhood Partnership and Legal Departments. Applications are ranked, based on the selection criteria. Highest ranked project selections of the Grant Review Team are recommended to City Council for review and award.

WHAT HAPPENS WHEN A GRANT IS APPROVED?

Grant award recipients are required to sign a contract with the City before proceeding with their approved projects or plans. Throughout the contract period, designated City staff will monitor the progress of the projects or plans. The City will pay vendors directly.

At minimum, grant recipients are responsible for: (1) coordinating each “step” of the implementation stage with designated staff; (2) maintaining records within the contract period to demonstrate that the grant “match” is met or exceeded; (3) obtaining all necessary permits and other approvals; (4) ensuring that volunteers fill out a Release and Hold Harmless Agreement; (5) taking “before and after” photographs of physical improvement projects; and (6) submitting the required final written report within 30 days of project completion.

WHO IS RESPONSIBLE AFTER GRANT COMPLETION?

The project area remains the responsibility of the grant recipients. The City of St. Petersburg will only continue its current level of maintenance in and around the project site after project completion.

NEED ADDITIONAL INFORMATION?

If potential applicants have questions concerning this program or the application, *contact the Neighborhood Partnership Department at (727)551-3249 or e-mail terese.hilliard@stpete.org.*

For technical assistance for a physical improvement project, call the Public Service Representative (PSR):

Elean Cushnie 551-3341 Zone 1 (generally northeast)

Debbie Larson 893-4138 Zone 2 (generally west)

Susan Fuchs 893-4137 Zone 3 (generally south of 5 AS)

For all lighting proposals, contact David Reed at 893-7495.

NEIGHBORHOOD PARTNERSHIP GRANT GLOSSARY

budget estimate: projected expenses for proposed project, including materials, and applicant match (i.e. volunteer hours, in-kind donations, cash, etc).

deadline: time beyond which applications will not be considered.

donation: goods or services given to the association and/or applicant with a measurable value.

First Amendment project: refers to projects which provide a person &/or association with an opportunity to convey a message by written or oral means or provide some means of symbolic expression.

in-kind: a value placed on a donation that may be counted toward

match (i.e. donated landscape material sold at retail for \$100.00 would count as a \$100.00 match)

maintenance: ongoing care of proposed project by the applicant (e.g., weeding a landscaped median)

match: cash, goods and/or services and volunteer hours provided by the applicant equal to the grant request. (Volunteer hours are valued at \$15.00/hour.)

planting plan: sketch of proposed landscaping project; should include spacing of plant materials, locations of signs, above-ground wires, pavement, driveways, structures or other obstructions and existing plant materials.

public art: may include, but not limited to: sculpture, painting, graphic arts (printmaking & drawing), mosaics, photography, crafts (functional and non), mixed media, earthworks & environmental installations, decorative, ornamental or functional elements designed by practicing artists designated through a selection process.

public benefit: positive effects of a project or program upon the community/city-at-large.

public property: any City-owned land (i.e. recreation centers, parks, public rights-of-ways, etc) or land and facilities controlled by a governmental agency

right-of-way: any street, avenue, boulevard, highway, sidewalk or alley or similar place dedicated for vehicular and/or pedestrian use which is controlled by the City, State or Federal government

youth: person under the age of 18 years old

APPLICATION DEADLINE

All applications are due - via U.S. Mail, hand-delivery or delivery service - to the Neighborhood Partnership Department, City Hall (175 5th Street North - 3rd Floor), P.O. Box 2842, St. Petersburg, FL 33731 by **5:00 p.m., Friday, September 7, 2007. Late submittals will not be accepted.**

Submit: One (1) unbound and one (1) bound copy



FY2008 Application Cycle

APPLICANT NAME: _____

GENERAL INFORMATION

Category for which applying:

___ Decorative lighting ___ Sign/Monument ___ Neighborhood Plan

___ Playground* ___ Landscaping ___ Youth Initiated

___ Public Art ___ Park improvement ___ Other

* Required match is at least 35%. All others are 50%.

Provide a short, descriptive project title to which the project may be referred:

1. Project Title: _____

Indicate if the association or organization is incorporated:

2. Incorporated: ___ Yes ___ No (If Yes, a copy of the State of Florida incorporation certificate or acceptable alternative from the State of Florida web address must be attached.)

3. Incorporation Certificate attached: ___ Yes ___ No

A contact person must be designated who is familiar with the details of the project and able to respond to questions about the application during the review process. The contact person will serve as the Project Manager, if the application is approved. If a youth initiated project, the adult supervisor information must also be provided.

4. Contact Person/Project Manager

Name: _____

Address: _____

Phone: Day _____ Evening _____

Fax: _____ E-mail Address _____

5. Project Status:
Indicate if this is a new request for a Neighborhood Partnership Matching Grant or continuation of a prior project: _____ New Project _____ Continued Project
6. If awarded, association president or individual authorized to sign contract with the City:
Name (print): _____
Address: _____
City, State and Zip Code _____
Phone: _____ Day _____ Evening _____
Fax _____
E-Mail Address _____

Complete, timely applications which meet the minimum criteria will be further evaluated and scored according to the Selection Criteria. Highest ranked projects will be considered for funding.

PROJECT DESCRIPTION

1. **Please describe the proposed project.** Funded projects must demonstrate a clear public benefit. (10 points)
- a. Why is the project needed: _____
 - b. What will be produced: _____
 - c. Who benefits from the project: _____
 - d. Will there be positive impacts on the community: _____ Yes _____ No
 - e. What are the proposed impacts? _____
2. **What is the specific location of the project?** Provide photographs and maps. (10 points)
- a. Location: _____
 - b. Map of proposed location attached Yes _____ No _____
 - c. Photo of proposed location attached Yes _____ No _____
 - d. Location is within the city right-of-way Yes _____ No _____
 - e. Was right-of-way verified by city staff Yes _____ No _____
 - f. If landscaping proposal, planting plan is attached Yes _____ No _____
 - g. Which department verified the right-of-way: _____
 - h. What are the utility impacts, if any: _____ visibility triangle _____ overhead lines
_____ reclaimed water _____ fire hydrant _____ utility box _____ street light _____
other, specify _____

3. **Project implementation schedule:** Outline the proposed project schedule and attach a flow chart, if necessary. Include detailed steps of project implementation & length of time required for each task. * *The project must be designed to spend the allocated funds within 12 months of the grant award period.* (10 points)

Example:

Task:	Timeframe	Length of Time:
Install plants	3rd wk of Feb '04	2 - 8 hour days (16 hours)
Weed planting beds	March '04 - March '06	1/week x 1 hr x 2 years (104 hours)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- a. Is a permit needed for the project _____ Yes _____ No
- b. If yes, what type: _____ right-of-way _____ building _____ other, specify: _____

PROJECT MAINTENANCE (15 points)

If no physical improvements are proposed and no maintenance component can be substantiated for the proposal, this section will not penalize the application.

1. **What type of maintenance will be required for the project?** (5 points)

Maintenance of the project area remains the responsibility of the grant recipients. The City of St. Petersburg will only continue its current level of maintenance in and around the project site after project completion.

- a. Type of maintenance needed: _____ Weeding _____ Painting _____ Planting _____ Watering _____ Litter pick-up _____ Physical improvement not proposed, not applicable
- _____ Other, specify: _____

2. **Who will perform the maintenance and how often?** (10 points)

Be specific. If volunteers, please provide a signed statement from the person(s) responsible for the maintenance indicating full understanding of the maintenance issues.

- a. Maintenance schedule: _____ Weekly _____ Monthly _____ Quarterly
- b. Who will maintain project. ___ Volunteers (Attach list of signatures)
 ___ Hired contractor (Attach Proposal)
- c. Estimated total number of volunteers: _____
- d. Estimated total number of volunteer hours: _____
- e. How will you track volunteer hours: _____ Sign-in list _____ Create schedule/log

Documentation should be kept and provided in your final report after completion of grant. The applicant will be contractually obligated to maintain the project as long as it continues to exist.

CITIZEN PARTICIPATION (35 points)

Support and participation from formal and/or informal neighborhood and business associations, organizations and affected property owners and residents are critical to the award of a grant.

1. Describe how potentially impacted property owners, residents and/or business owners have been advised of the proposal contained within this application. (15 points)

- a. Who was notified _____ Neighborhood Association _____ Business Association
_____ Property owners _____ Business owners
- b. How were they notified? _____ Direct mailing _____ Surveys _____ Newsletters _____
Flyers _____ E-mail _____ Association meeting (Copies of meeting minutes, flyers, surveys or other supporting documentation should be attached to this application.)

2. Support for proposed project or plan: (20 points)

- a. Do the affected neighborhood and/or business associations support the project or plan? (10 points) _____ Yes _____ No (Attach letters of support, or use attached support form)
- b. Provide written support from all property owners within 200 feet of a physical improvement measured from the nearest property line. Attach the names, signatures, addresses and evidence of support (10 points)
Support documentation attached _____ Yes _____ No

PROJECT BUDGET (20 points)

The project budget should include materials requested, applicant match (including maintenance), and necessary permit and associated costs. Please attach **all required documentation** (e.g. copies of vendor quotes, detailed landscaping plans, etc). Before submitting your application and budget, please review the following:

1. Vendor quotes: Landscaping, Signs, Decorative Lighting

** If your proposed project is one of the following types: Landscaping, Signs, or Decorative Lighting, the approved vendors are as follows. You need to provide only one quote when using these vendors.*

Landscaping: (Call Neighborhood Partnership Office @ 551-3249 for pricing list)
AMERSON 360 Terra Ceia Rd., Terra Ceia, FL 34250 (1-941-723-9181) greenkings@aol.com

AMPLEX 13100 34th Street North, St. Petersburg, FL 33762 (572-4546)
tami@aboutamplex.com

LANDSCAPE FLOWER 8221 HWY 674 Wimauma, FL 33598 (813-672-4121 / 813-634-6767)
MORELLI 4855 162 Ave N., Clearwater, FL 33762 (535-6232 / 813-536-6855)

Vjmorelli@tampabay.rr.com
SCHERERS 7667 CR 575, Bushnell, FL 33513 (352-793-6033 / 352-569-1004)
Scherersplantfarm@yahoo.com

Signs:

NEW CITY SIGNS 1739 28th St. N. St Petersburg, FL 33713 (323-7897)
SIGNS NOW 12350 S. Belcher Road, Largo, FL 33773 (524-8500)

Decorative Lighting:

P&L ELECTRIC Contact Dave Reed at: 893-7495

2. Vendor quotes: City Department Cooperative Agreements

* *If your project will be completed as a cooperative effort with a City Department please answer the following questions.*

- A. Will the service be performed by a City department? _____ Yes _____ No
- B. Did that department provide you with a written quote? _____ Yes _____ No
- B. Is the quote attached? _____ Yes _____ No

3. Vendor quotes: All Other Projects

* *All other project require multiple quotes to assure best pricing. For those projects, please provide the required documentation indicated below.*

- A. If project is < \$10,000, are the 3 required quotes attached? _____ Yes _____ No
- B. If the project is > \$10,000, are the 5 required quotes attached? _____ Yes _____ No
- C. If No
 - 1. Is the vendor a sole source (e.g. only one who provides service)? _____ Yes _____ No
 - 2. Did you attempt to contact several vendors with no response? _____ Yes _____ No

D. *If you were unable to obtain the required amount of vendor quotes, please identify the names and contact information of the vendors you attempted to obtain quotes from, how the vendors were contacted (phone, person, e-mail, fax) and number of times you attempted to contact the vendors:*

Vendor	Contact Info	Type of Contact	# of Times	Q u o t e Received?
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___
_____	_____	_____	_____	Yes ___ No ___

2. Which vendor did your group choose to implement the proposed project?

PROJECT BUDGET (backup documentation is required, e.g. vendor quotes)
You must use this form for your request.

A. Grant Request

Materials: (e.g. plants, trees, etc)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Services: (e.g. sign construction, in-kind, etc)

_____ hours @ \$ _____/hour =	\$ _____

Permit fees:

_____ =	\$ _____
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A. Subtotal \$ _____ *(Request)*

B. Grant Match

1. Volunteer Hours @ \$18.00 per hour

_____ hours @ \$ _____/hour =	\$ _____	* Signature documentation required As part of application
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2. In Kind Services

_____	\$ _____	* Contractor proposal required
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3. Contracted Services

_____	\$ _____	* Contractor proposal required
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4. Cash:

_____	\$ _____
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B. Subtotal \$ _____ *(Match)*

TOTAL PROJECT COST

A: _____ + **B:** _____ = **C (total)** _____
A/C x 100% B/C x 100% 100%

PENALTIES, BONUSES AND/OR "TIE-BREAKERS"

If requests for Grants awards exceed the available funding, these additional points or penalties may be decisive in the determination of the grant recipients.

1. **Previous award recipient:** Were all phases of the previous grant completed? (5 points)
 - a. Was your project completed within one year ____ Yes ____ No
 - b. If no, why not: _____

2. **Open/Unfinished NP Grant:**
 - a. Have all your final reports been submitted? ____ Yes ____ No (- 25 point penalty)

3. **Non-maintenance of previous grants:** (-10 points per previous grant)
 - a. Have you been notified for non-maintenance any previous grants? ____ Yes ____ No
 - b. If yes, how many grants? _____
 - c. Is maintenance on all previous grants current? ____ Yes ____ No
Verification by PSR: ____ Yes ____ No _____ initials

4. **First time applicant:** ____ Yes ____ No (15 points)

5. **Workshop attendance:** Did representative attend any formal Grant workshops - only one representative attendance per topic is counted (5 points each - 20 total possible) - Specify association representative (All workshops will be held in the City Hall Annex)
Wednesday, May 9, 2007 @ 1:00 or 6:00 p.m. _____ (general)
Wednesday, May 16, 2007 @ 1:00 or 6:00 p.m. _____ (signs & lighting)
Wednesday, May 23, 2007 @ 1:00 or 6:00 p.m. _____ (neighborhood plans)
Wednesday, May 30, 2007 @ 1:00 or 6:00 p.m. _____ (landscaping)
Monday, July 31, 2007 @ 6:00 p.m. _____ (general)

4. **Meeting with City staff:** Did the applicant(s) meet informally with Neighborhood Partnership staff and Public Service Representatives (PSRs) **Or** other City Departments? (10 points)

NP staff person:	_____	Yes	_____	No	Date:	_____
PSR:	_____	Yes	_____	No	Date:	_____
Ann Wykell (Public Arts)	_____	Yes	_____	No	Date:	_____
Cliff Footlick (Parks)	_____	Yes	_____	No	Date:	_____

5. Date application submitted:

- 2 months prior to deadline (20 points): _____ (by July 6, 2007)
- 1 month prior to deadline (10 points): _____ (by August 3, 2007)
- 2 weeks prior to deadline (2 points): _____ (by August 24, 2007)

Total Points = 100
+ Bonus = Up to 50

TOTAL = 100 + 50
Penalties Start from -10 and up depending on # of previous grants

Workshop Dates: All workshops will be held in the City Hall Annex. There will be two general workshops and three special topic workshops.

- Wednesday, May 9, 2007 @ 1:00 or 6:00 p.m. _____ (general)
- Wednesday, May 16, 2007 @ 1:00 or 6:00 p.m. _____ (signs & lighting)
- Wednesday, May 23, 2007 @ 1:00 or 6:00 p.m. _____ (parks & arts)
- Wednesday, May 30, 2007 @ 1:00 or 6:00 p.m. _____ (landscaping)
- Monday, July 31, 2007 @ 6:00 p.m. _____ (general)

Deadline: Must be received by Friday, no later than 5:00 p.m., September 7, 2007.

Mail application plus one copy to:
Neighborhood Partnership Department
City of St. Petersburg
P.O. Box 2842
St. Petersburg, Florida 33701

Or deliver to:
Neighborhood Partnership Department
City Hall Annex
440 2nd Avenue North, 1st Floor