



GREAT *Neighborhoods*

What makes a neighborhood interesting or appealing? What features distinguish one neighborhood from another? How do the common areas or public spaces of an area reflect the unique personality of a neighborhood? How do neighbors interact with one another?

There are many ways a neighborhood evidences its quality of life—from the level of care and attention found in the appearance and physical condition of an area to the friendliness, care and support found in the ways neighbors gather to help one another and socialize.

Greeley is proud of its great neighbors and wonderful neighborhoods and the City provides a wide range of activities to support the extra efforts Greeley residents undertake to make their neighborhoods attractive, safe, enjoyable and distinctive areas in which to live.

The program described in this guide was created by the City to support neighborhoods by providing mini-grants to help in two general ways:

- 1.** Construction of permanent neighborhood upgrades in the common area of a neighborhood; and
- 2.** Support for special neighborhood activities

Is there a project or activity that your neighborhood wishes it had the resources to tackle? Review the possibilities in this guide to see if this program might provide your neighborhood with just that support. City of Greeley staff is available to help you with the project development and grant application.

Neighborhood **IMPROVEMENT GRANTS**

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- Every neighborhood is eligible to apply for Neighborhood Improvement Grant assistance.
- Technical assistance from the City is available to help work up a neighborhood project or plan an activity.
- It's easy to apply, but funds are limited so it's best to get started as soon as possible.





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Neighborhood Services Office

1100 10th Street

970-350-9780

planning@greeleygov.com

PROGRAM GOALS

The **GOALS** of the Neighborhood Improvement Grant program include

1. Improve area safety and well-being by addressing deficiencies or limitations related to public improvements in the neighborhood;
2. Foster upgrades and improvements to common areas and public spaces that increase the appeal of an area;
3. Provide flexible standards that allow improvements and activities that support the unique needs of all of Greeley's diverse neighborhoods; and
4. Improve neighborhoods by increasing area
 - **Pride** • **Home ownership** • **Cooperation** • **Sense of belonging**
 - **Safety** • **Stability** • **Investment** • **Image**

GRANT CRITERIA

Criteria that must be met with any proposed project or activity include

1. The grant will provide an area-wide benefit to the general neighborhood. Ideally, this would encompass an entire neighborhood or subdivision, but can be as small as one block;
2. There is demonstrated support for the improvement or activity by a majority of the neighborhood;
3. The grant cannot be used to install an improvement that is a developer obligation;
4. The project must be able to be completed all at once or as a well-defined phase and soon after the funding award;
5. The project adds value to the area that would be difficult to accomplish without the funding assistance;
6. The project includes some kind of contribution to the project by the neighborhood. This can be with matching funds, in-kind support for the project, volunteer labor, technical assistance, or other level of community service project in the area, at a park or other public area in need assistance;
7. The project must be located in an area that is predominately zoned and developed for residential uses.



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AVAILABLE FUNDING

The City reserves \$10,000 to fund projects from the Neighborhood Grant Program. These funds are reserved in two categories of funding as follows:

A) NEIGHBORHOOD ACTIVITIES

A maximum of \$25 can be requested by a neighborhood in a calendar year to offset the costs related to a neighborhood event such as a Block Party, Clean-up Day, Home or Neighborhood Tours, etc.

B) PERMANENT IMPROVEMENTS

A maximum of \$5,000 may be requested by a neighborhood in a calendar year to make a permanent physical improvement to the area which will benefit the community and common area of the neighborhood.

A neighborhood may request one grant from each category in a calendar year. Grant awards are based upon funds available and competition for the funding.

ELIGIBLE ACTIVITIES & PROJECTS

The following activities and projects are provided as examples... Be creative! If you don't see your idea listed and think it meets the program criteria, give us a call and we will see if it can be funded.

A) NEIGHBORHOOD ACTIVITIES

- **Block party supplies**
(\$25 gift card to be used for paper products, refreshments, etc.)
- **Clean up Crew supplies**
(\$25 gift card for purchase of trash bags, roll off container, refreshments, etc.)
- **Special event**
(\$25 gift card to sponsor a Bike to Work station in the neighborhood, Holiday Open House, Veteran Welcome Home, or special event, etc.)

B) PERMANENT IMPROVEMENTS

- walking paths • entry or area interpretive signs
- landscaping/tree planting • fencing • alley paving • bike racks
- recycling or trash containers • blue security light post
- historic property plaques • benches • public art
- gazebos, shelter • traffic calming • dog waste dispensers
- handicap sidewalks/ramps • playground equipment
- lights • bus shelter • bike path • community garden • shade shelter
- newspaper corrals and more...



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APPLICATION & GRANT AWARD DETAILS

A) APPLICANTS

Applicants must represent a well-defined neighborhood area and have the authority to speak on behalf of the neighborhood.

B) DEADLINE

Applications for Neighborhood Improvement Grants are accepted throughout the year and are considered on the merits of the application on a first come, first served basis until funds are exhausted.

C) APPLICATION

Each request for funding must be accompanied by a complete application using the form attached to this guide. Applicants are encouraged to meet with the Neighborhood Services Staff prior to completing the application to ensure the eligibility criteria is met and to answer any questions. A neighborhood may request funding from each of the mini-grant programs once per year.

D) GRANT REVIEW AND AWARD TIME FRAME

1. Neighborhood Activity Awards

Gift cards for neighborhood activities can generally be processed within 10 calendar days of receipt of the application.

2. Permanent Improvements

Once the grant application is received for a Neighborhood Improvement Project and determined to be complete, it will be referred from staff to the City's Neighborhood Building Blocks (NB2) team. That team will review the application, determine if any additional City permissions are required (such as permits, easements, and other technical considerations). The team will also review the project to determine if any City in-kind help can be extended to the project to stretch resources or improve the application's feasibility. The NB2 team meets monthly and will take action on the grant request at the first available opportunity.

Once the City review is complete and a final funding level determined, the applicant will be notified of the grant award, an agreement can be signed and the work may begin. Grant funds will be disbursed on a reimbursement basis.

For more information or assistance
Neighborhood Services Office

1100 10th Street | 970-350-9780 | planning@greeleygov.com





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Neighborhood **IMPROVEMENT GRANTS**

APPLICATION

PROCESS

- 1.** Meet with your neighbors to discuss the needs and interests of the neighborhood for an area Activity or Improvement Project and prioritize those interests.
- 2.** Identify what resources the neighborhood can contribute to the project (money, labor, material, other support) or what other community volunteer activity area residents might be able to help with to improve the community.
- 3.** If you wish to apply for improvement funds, contact the City Neighborhood Services Office to arrange an informal meeting to discuss your ideas and possible project.
- 4.** Submit a Neighborhood Improvement Grant application to the City's Neighborhood Services Office. If you have applied for a Neighborhood Activity Gift Card you will be contacted within 1-2 days with any questions and, if all the information is complete you will be contacted within 10 days with your event gift card. If you are applying for an Improvement Grant, your application will be referred to the NB2 Team for review.
- 5.** Once approved by the NB2 Team, grant funds will be disbursed upon project completion, submittal of required project documentation and staff approval of project documentation. You may proceed with the work as described in the City's approval letter.

APPLICATION INSTRUCTIONS

Complete the attached application for the type of funding you are requesting on behalf of your neighborhood. Return the application to the attention of the City of Greeley Neighborhood Services Office, City Center North, 1100 10th Street, Greeley, CO 80631; or by scanning the application and sending it to planning@greeleygov.com with Neighborhood Improvement Grant in the subject line.

Funds are available on a first come first served basis.





NEIGHBORHOOD IMPROVEMENT GRANT

INSTRUCTIONS

A Neighborhood Improvement grant is available to assist with the installation of permanent improvements to a neighborhood area (see Neighborhood Improvement Grant guide). A pre-grant submittal with staff is encouraged to help collect information about possible improvement, brainstorm options and to start the process. Once certain about a proposed project, complete the following information and return as noted below.

A) NEIGHBORHOOD AREA

1. Describe the physical boundaries of the neighborhood or attach a map which shows the area that will be included in the special event (e.g. “Hillside Neighborhood”, or, “the area between 35th Avenue and 38th Avenue from 16th to 20th Streets”, etc.). You may also find it useful to use the City’s map program found at <https://gis3.greeleygov.com/originmaps/propertyfacts>

2. How was this neighborhood area selected?

B) NEIGHBORHOOD CONTACT

Name: _____

Address: _____

Phone: _____ Email: _____

What is your relationship to the neighborhood? (e.g. HOA officer, volunteer, etc.?) _____

C) PROPOSED PROJECT

1. Describe the neighborhood need or goal the project is intended to address

2. Describe the project in detail. Attach photos, illustrations, or other material that informs the reviewers about the scope and scale of the project.

3. Provide your estimated budget to complete this project, including bids from companies to perform the work or materials and/or other means used to arrive at the project cost. Include the value and extent of any donated materials or contributions, volunteer labor, and how the value of those donations was determined.



NEIGHBORHOOD IMPROVEMENT GRANT

SUMMARIZE THE PROJECT COSTS, AVAILABLE RESOURCES AND FUNDS REQUESTED BELOW:

A. Total Project Cost	\$	_____
B. Less Neighborhood Contributions	-	_____
	Sub-total=	_____
C. Less contributions from other sources (if any)	-	_____
D. Project resource 'gap'	=	_____
E. Neighborhood Improvement Grant Request:	\$	_____

- 4.** Can the project be completed in one phase? Are there any aspects of the project that are time sensitive (e.g. seasonal construction, availability of matching funds or donations, volunteer or in kind support, etc.).

D) NEIGHBORHOOD SUPPORT

Describe the level of interest from neighbors for the proposed improvement and how consensus was formed in support of the proposed improvement (attach meeting minutes or neighborhood letters of support for the project as available and applicable). Note the number of households in the area that would benefit from this project. Note if there was or is opposition to the project and the concerns expressed, if any.

E) OBSTACLES

Are there any known obstacles to the proposed project? How are those issues addressed?

F) OTHER COMMUNITY VOLUNTEER SERVICES

If the neighborhood is not able to provide funds, labor, or volunteer support for this project, is there another community volunteer service area residents may be willing to help with?

G) COMMENTS

Is there anything else you would like the reviewers to know about this project?



Neighborhood
IMPROVEMENT GRANT APPLICATION
{CONTINUED}

I acknowledge that I have the permission to represent this request on behalf of the neighborhood and that the information I have provided is true and accurate. I understand that the City of Greeley Neighborhood Improvement funds may only be used for the for the neighborhood improvement project as approved and in a manner as described in this application and the Neighborhood Improvement Grant Guide Further, I understand that receipts for the work performed will be required for payment for the work performed and that, to the extent possible, Greeley area firms will be used for the work undertaken.

SignatureDate

XX

FOR USE BY THE NEIGHBORHOOD SERVICES OFFICE

Reviewed by the NB2 Team: _____ (date)

NB2 Team Funding Decision: Approved as submitted

 Approved as amended (describe below)

Denied (list reasons below)

Authorized by: _____
 Staff memberDate

Work Completed: _____
 Staff memberDate

(Attach invoices, payments, pictures, project closeout documentation)