

NO DEADLINE

Neighborhood Grant

DISCOVER Neighbors
DISCOVER Home
Longmont Community & Neighborhood Resources



OVERVIEW AND APPLICATION

DISCOVER NEIGHBORS **DISCOVER HOME** GRANT OVERVIEW AND APPLICATION

DESCRIPTION: *Please read the entire document carefully*

The City of Longmont makes the “Discover Neighbors, Discover Home” small grant available to residents throughout the city to enhance quality of life and build a better “sense of community” in the city’s neighborhoods. The grant is awarded throughout the year to residents of city blocks that meet minimum criteria outlined below to support block based community building activities, including mapping the block. Available funding is determined by the number of homes on the block and all residents on the block must be encouraged to participate.

GRANT AMOUNTS

- \$50 for blocks of 6 to 11 homes
 - \$100 for blocks of 12 or more homes
- ***You may combine up to two adjacent blocks to double grant eligibility for the same activity but each block must have a separate co-applicant (\$200 is the maximum combined total grant).

ELIGIBLE ACTIVITIES:

All activities must benefit everyone on the block! Eligibility is determined at the discretion of Community and Neighborhood Resources staff.

Examples of previously funded activities

Creativity encouraged

- Block party or Ice cream social
- Potluck or picnic
- Neighborhood garden planting
- Outdoor movie night
- Block cleanup

The Discover Neighbors, Discover Home grant can be used in various ways to support these types of activities including purchasing food, supplies, and materials. Community and Neighborhood Resources (CNR) can also provide free printing of flyers to promote your activity.

Funds cannot support political activities, maintenance expenses, purchase of alcohol, already completed events, or activities that only benefit a few people on the block.

HOW TO APPLY (www.longmontcolorado.gov):

- Contact us with questions** (see below)
- Visit each of your neighbors**
Discuss your project, elicit help, and fill out a block map, including *at least* name, address, and phone number.
- Submit a completed application and receive city approval**
Include a map, budget, and street closure permit (*if applicable*)
- Share a copy of the map with your neighbors**
- Submit a reimbursement/evaluation form**
Include original receipts or invoices within two weeks after your event
- Ask how to form a neighborhood group and plan the next activity with your neighbors**



Questions? Call: 303-651-8444, email: cnr@longmontcolorado.gov
mail: 350 Kimbark St, Longmont CO 80501, or visit: <http://bit.ly/1FwahrQ>





ELIGIBILITY, TERMS, AND CONDITIONS:

- Any Longmont resident willing to map their block may apply. One grant per block per calendar year.
- A maximum of two grants can be combined by **co-applicants** on adjacent city blocks for a single event.
- A unique map must be created, previously created neighborhood maps or directories are not valid.
- Applications are accepted on a rolling basis, any time during the year, as long as funds are available.
- Applications must be submitted at least two weeks prior to your event (10 work days).
Call to be considered for shorter turn around; dependent on resources.
- Community and Neighborhood Resources determines the eligibility of all Discover Neighbors grants.
- Projects that are not be eligible for funding include: political activities, maintenance expenses, purchase of alcohol, already completed events, and activities that don't benefit everyone on the block.
- All grants must be utilized for projects benefiting the entire block.
- Block party or street closure permits are required for all events requiring street closure (Allow 15 days for review). Download at www.longmontcolorado.gov or stop by the city clerk's office at 350 Kimbark St.
- Grants are reimbursable, submit qualifying receipts/invoices after your activity using the appropriate form

Mapping Your Block

1. Write your family's names, phone number, and email address in the box representing the position of your house on the block, then add your street or apartment number in the box along the street. Add a second map for larger blocks. Examples:



2. Visit your neighbors and record the same information in the box that represents the location of their home on the block.
3. We encourage you to add additional information if your neighbors are comfortable doing so, such as children and pet names/ages, hobbies, or tools and skills they are willing to share with other neighbors.
4. Distribute a copy of the completed map to each of your neighbors.
5. Submit the map with a completed grant application and budget to Community and Neighborhood Resources. Contact information below.

Map options:

- Use the map included on page five of the application (use additional maps for large blocks)
- Request a customized map of your block from Community & Neighborhood Resources (allow additional time)
- Sketch a map of your block with squares representing each home or apartment
- If you are applying for a street closure permit, the City of Longmont will provide a map for you to distribute based on the contact information provided on the "Acknowledgement of Street Closure" form. Contact the city clerk's office or download at <http://bit.ly/1FwahpQ>.

CONTACT COMMUNITY AND NEIGHBORHOOD RESOURCES (CNR) WITH QUESTIONS

Ask about the benefits of joining or starting a neighborhood group today.

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DISCOVER NEIGHBORS APPLICATION

Block Name/Location:		Application Date:	
CONTACT PERSON	*Are you applying as a <u>co-applicant</u> with an adjacent block?		YES NO
Name:		Daytime Phone:	
Email:		Cell Phone:	
Address:		City, State Zip code:	

ACTIVITY DESCRIPTION		
Activity Date:	How many people will be involved in planning the activity?	
How many residents are expected to participate:	How many households will benefit from this activity:	
Activity Name:	Have you applied for a Street Closure Permit? YES NO	
Activity Location:		
Activity Description: _____ _____		
How will this activity be publicized? _____		
Will any ongoing maintenance be required? No ____, Yes ____ If yes, please describe what, who will do it, and how it will be paid for: _____		
RESOURCES		
Describe other money or donations secured:		
Total cost of activity: \$	Total other resources: \$	Total grant funds requested: \$
BENEFITS		
How does the activity strengthen your block's sense of community or quality of life? _____ _____		
How will you evaluate the success of the activity? _____ _____		

*Adjacent blocks may hold a joint event to double grant availability for any single activity, but the combined request cannot exceed \$200 and co-applicants must submit applications at the same time. Contact us with questions.

For internal use only:

Approved by: _____

Comments: _____

Date: _____

Questions? Call: 303-651-8444, email: cnr@longmontcolorado.gov
mail: 350 Kimbark St, Longmont CO 80501, or visit: <http://bit.ly/1FwahpQ>





DETAILED ESTIMATED BUDGET

Please complete this budget sheet, including a detailed description of each item, the quantity of each item, its total cost, and the amount (cost and value) secured through donations (in-kind or monetary).

Block Name:		
Detailed Item Description and Quantity of Each Item Needed	Total Item Cost	Total Item Donation
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Expenses and Donations	\$	\$
TOTAL GRANT AMOUNT REQUESTED <i>cannot exceed \$100</i>	\$	

GRANT ELIGIBILITY AMOUNTS

- Up to \$50 for blocks of 6 to 11 homes
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MY BLOCK MAP

STREET NAME: _____

The map features a central orange street running vertically. On either side of this street are two green streets, each lined with small green trees. Between these green streets are ten rows of white rectangular boxes, each containing a small house icon. The entire map is framed by a thick orange border.

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REIMBURSEMENT FORM

EVALUATION and REIMBURSEMENT REQUEST (1)

***Please submit a reimbursement request for each check recipient and attach all original invoices and/or receipts with each request.**

Submit this form with the evaluation on the next page within two weeks after your activity

Activity Details	
Submission date:	
Date of activity:	
Block name and description:	
Total reimbursement amount requested:	\$
Make Check Payable To:	
First & Last Name:	
Address:	
City, State & Zip Code	
Phone Number:	
Email:	

The City of Longmont cannot reimburse for purchase of alcoholic beverages.

For internal use only:
Approved by: _____
Comments: _____
Date: _____

Mail or submit payment requests in person at:
City of Longmont, Community and Neighborhood Resources
350 Kimbark Street, Longmont, CO 80501

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REIMBURSEMENT FORM

EVALUATION and REIMBURSEMENT REQUEST (2)

Thank you for your participation. Help us improve this grant and your next activity by submitting this evaluation as part of your reimbursement form.

Block Name/Location:	
CONTACT PERSON	
Name:	Phone:
Email:	
ACTIVITY EVALUATION	
Activity Date:	Activity Name:
How many <u>people</u> participated?	How many <u>households</u> participated?
Will you apply again next year (circle)? YES NO	
Will you organize any other activities with your neighbors this year? YES NO	
What were the positive or successful outcomes of your activity? _____ _____	
What could have been better about your activity? _____ _____	
What did you learn about your neighbors? _____ _____	
How did this activity improve the quality of life in your neighborhood? _____ _____	
What resources would have been helpful to make your activity better? _____ _____	
Would you like to learn about the benefits of participating in your registered neighborhood group? YES NO	
Any additional feedback or thoughts: _____ _____	

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