



Neighborhood Services
281 N College Av
PO Box 580
Fort Collins, CO 80522-0580
970.224.6046
970.224.6050 fax
fcgov.com/neighborhoodservices

Neighborhood Grant Application

Welcome to the City of Fort Collins Neighborhood Services. We believe that citizens are our most valuable resource and it is our goal to promote positive neighboring activities and neighborhood revitalization by providing financial assistance through neighborhood grants. Grants from \$25 to \$500 are available for eligible projects.

Eligible activities may include

- Neighborhood Clean-ups
- Block parties/potlucks
- Beautification projects
- Neighborhood entry-way projects

Ineligible activities include

- Political campaigning
- Alcohol purchase
- Homeowner Association business expenses
- Projects on private property

Grants will be evaluated based on the following criteria

- Fostering positive neighbor relationships
- Building a sense of pride in one's neighborhood and community
- Number of neighbors participating and benefiting from event
- Matching donations and volunteer hours contributed to event

Grant Terms and Conditions

Grant applications for events between April 1 and July 31 are due March 1, 2010 with notification by March 12.
Grant applications for events between July 1 and December 31 are due June 1, 2010 with notification by June 15.
Late applications will not be considered.

- All grants must be utilized for projects benefiting the entire neighborhood
- Grants must be submitted by neighborhood residents
- No more than \$500 will be granted in a neighborhood in a calendar year. ("Neighborhood" will be considered a 500 foot radius from grant recipient's address.)
- Only one grant can be awarded to an individual each year
- Special event permits are required for all events involving street closure. Special event permits typically require 6 weeks for approval. Forms are available at fcgov.com/police/events-permits or contact Polices Services at 970-221-6540.
- Signed permission is required if event is held on private property; see application.
- Receipts and an evaluation must be submitted to Neighborhood Services within 2 weeks following program or event. (Evaluation form will be mailed or emailed to grant recipient following the date of their event.)
- **Please note:** Grant monies cannot be paid to a City of Fort Collins employee.

Send Your Application to Neighborhood Services

email gsawyer@fcgov.com
fax 970-224-6050

mail PO Box 580 Fort Collins, CO 80522-0580
in person 281 North College Av, 2nd floor



<i>Office Use Only</i>	
Date Received	_____
Eval Sent	_____
Eval Returned	_____

Neighborhood Services Grant Application

Applicant Name _____ Day Phone _____

Applicant Street Address _____ Zip _____

Applicant Email Address _____

Date of Event _____

Amount Applying for \$ _____ (Total Requested for Grant)

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Neighborhood Information

Neighborhood Services requires four neighborhood contacts to help ensure the success of the project or event.

Neighborhood/Homeowners Association Name _____

Number of Households Neighborhood/HOA _____

Four Neighborhood Contacts

Name _____ Day Phone _____

Address _____ Zip _____ Email _____

Name _____ Day Phone _____

Address _____ Zip _____ Email _____

Name _____ Day Phone _____

Address _____ Zip _____ Email _____

Name _____ Day Phone _____

Address _____ Zip _____ Email _____

Project/Event Description

1. Please describe the project/event _____

2. Number of Households who will benefit from program/event _____

3. Number of people you expect to attend _____

4. How does this project/event benefit your neighborhood?

5. How many people will be involved in the planning and implementation of the event? _____

6. How will the event be publicized? Please describe in detail.

(Remember you can copy flyers for free at Neighborhood Services, 281 North College Avenue!)

7. Please describe the timetable for implementing, completing, and evaluating the event

8. Is there any on-going maintenance required for this project/event? No Yes.

If yes please describe. _____

9. Will the project/program be held on private property? No Yes.

If yes, Please have the property owner sign below indicating you have her/his permission to hold the project/event on the property.

Property Owner Signature _____ Date _____

Applicant Street Address _____ Zip _____

Please complete the budget sheet on the following page.

Neighborhood Services Office Grant Contract

THIS AGREEMENT made and entered into on the date of signing by the City, is by and between the CITY OF FORT COLLINS, COLORADO, a municipal corporation (hereinafter referred to as City) and _____ (hereinafter referred to as Coordinator), along with _____ (hereinafter referred to as Alternate Coordinator).

WHEREAS, it is the objective of the City to empower neighborhoods to maintain and enhance their quality of life; and

WHEREAS, City of Fort Collins Neighborhood Services has selected the Coordinator's project, as described below, for funding support in accordance with the Neighborhood Services Grant Program.

NOW, THEREFORE, in consideration of their mutual promises contained herein, the parties agree as follows:

1. The Coordinator is the authorized agent of the _____ Neighborhood Group, and enters into this Agreement on behalf of the him or her self and on behalf of the Neighborhood Group, which expressly agrees to bound by the terms hereof, which shall be deemed to apply to the Neighborhood Group as well as the Coordinator. The Alternate Coordinator agrees to assume the responsibilities of the Coordinator, in the event the Coordinator is unable to fulfill his or her responsibilities hereunder, and the Coordinator and Alternate Coordinator shall provide written notice to the City of the Alternate Coordinator's assumption in such event.
2. The Coordinator shall use the funds provided under this Contract in accordance with the Coordinator's Proposal, which is attached as the Application and Budget Sheet and incorporated herein by this reference.
3. Any modification of the implementation of this project from that indicated in the Coordinator's application must receive prior written approval of the City.
4. For implementation of this project, the Coordinator shall receive \$_____, which shall be expended by the Coordinator by _____ (six months after the grant money has been received by the Coordinator).
5. The Coordinator shall provide the City with a written evaluation on this project and copies of all receipts by fourteen (14) days after the completion of the project.
6. The Coordinator agrees to make all records pertaining to activities carried out under this Contract available to the City for audit upon request for at least three (3) years following the fulfillment of this Contract.
7. If any provision of this Contract is not met in the manner and time specified herein by the Coordinator, the Coordinator shall be in breach and the City may terminate the Contract. Upon such termination, the Coordinator shall return to the City all funds paid in accordance with this Contract within thirty (30) days following receipt of the written request from the City to do so.
8. This Contract is not assignable without prior written consent of the City.
9. If the grant project involves a specific site, the Coordinator hereby represents and warrants that they have the permission of the owner of the site upon which the proposed activities will take place, and further represents and warrants that it is fully authorized to undertake the activities.
10. The term of this Contract shall be from _____ to _____ (six months from receipt of grant money by Coordinator).
11. At all times during the performance of this Contract, the Coordinator shall strictly adhere to all applicable federal, state and local laws, rules and regulations that have been or may hereafter be established.

12. The signatories maintain that to their knowledge, no City employee has a personal or beneficial interest whatsoever in the service or property described herein. While there may be City employees that reside in the affected neighborhood, or involved in the Neighborhood Group, no such employees are parties hereto or will receive payment through the receipt of the grant funds provided hereunder.
13. The Coordinator and Neighborhood Group shall indemnify, save and hold harmless the City, its officers, employees and agents against any and all claims, damages, liability and court awards, including costs, expenses and attorney fees incurred as a result of any act or omission by the Coordinator, its employees, agents, subcontractors or assignees pursuant to the terms of this Contract

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 20_____.

NEIGHBORHOOD GROUP

By _____
Coordinator

Address _____

Phone _____

And By _____
Alternate Coordinator

Address _____

Phone _____

CITY OF FORT COLLINS

By _____
Neighborhood Services Manager

Don't forget to sign this too...

Alcoholic Beverages Disclaimer

I agree that grant funds will not be used directly or indirectly to purchase alcoholic beverages.

I further agree that I will assume all responsibility and potential liability associated with the serving of alcoholic beverages at this function involving my neighborhood.

By _____
Neighborhood Group Coordinator