



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. Please read application thoroughly first.

A **W-9 Form** must be submitted at the time of application in order for projects to be considered. The form is posted at <http://www.fcgov.com/neighborhoodservices/grants.php>.

Eligible activities may include

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

Ineligible activities include

- Political campaigning
- Alcohol or bottled water 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
- Inclusive outreach to all residents in the neighborhood
- Number of neighbors participating and benefiting from event
- Matching donations and volunteer hours contributed to event

Grant Terms and Conditions

Grants will be awarded three times in 2015.

Deadlines are March 26, July 16, and October 1.

Please note, the July 16 deadline is **ONLY** for Neighborhood Night Out Events. Other applications should be submitted by March 14 for events occurring before October 1.

Late applications will not be considered.

- All grants must be utilized for projects benefiting the entire neighborhood.
- Grants must be submitted by neighborhood residents or HOAs.
- No more than \$500 will be granted to a neighborhood in a calendar year. "Neighborhood" will be considered a 500 foot radius from grant recipient's address for this purpose.
- 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.
- **Please note:** Grant monies cannot be paid to a City of Fort Collins employee.

Send Your Application to Neighborhood Services

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

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

Exceptional service for an exceptional community.

<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 _____

Type of Event _____ Date of Event _____

Please mark here _____ if your event is a Neighborhood Night Out Event, hosted on Tuesday, August. 4, 2015.

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

Number of Households who will benefit from program/event _____ Number of people you expect to attend _____

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 Involved in this application and corresponding event/project:

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. How does this project/event benefit your neighborhood? What neighborhood needs/issues are being addressed?

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

(Remember you can copy flyers for free at Neighborhood Services, 281 North College Avenue! Call 970-224-6046 for details)

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

If yes please describe the plan for assuring success in sustainability.

5. How is the neighborhood contributing to this project/event?

6. 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 _____

Event/Project Budget

Please complete this budget sheet. Include a detailed description and cost of each item. If the cost is recouped in a donation, please make that indication and name the donor. Be sure to include all neighbor contributions as well. Please note that the City will not fund alcohol, paper products or bottled water.

If you are receiving in-kind or actual monetary donations please indicate which items will be donated.

Item Description	Cost of items to be purchased (Do not include donated items in this column)	If it is a donation or in-kind contribution, please write who is donating here and the value to the right	Donation Value (if known or estimate)
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTALS	\$		\$

TOTAL GRANT AMOUNT REQUESTED \$ _____

Volunteer Hours

_____ Number of Volunteers
 _____ Average number of hours each volunteer contributes
 _____ TOTAL VOLUNTEER HOURS

Once funding is approved and you are notified, via email, of the award, you will receive a grant contract with the amount of the award. Please sign and return via email. The contract will need to be received in order for your check to be issued. The contract will be considered your agreement of receiving

Please go to the webpage, fcgov.com/neighborhood-grants and retrieve the grant evaluation form for completion within two weeks of your event. If you are unable to access the form online, contact the Neighborhood Services office for assistance.

In an effort to save a trip, please fill out this contract as completely as possible, knowing it is subject to approval.