



# **City Manager's Neighborhood Grant Fund**

**APPLICATION FOR THE CITY MANAGER'S  
NEIGHBORHOOD GRANT**

1. Name of neighborhood group:

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2. Approximately how many households are within these boundaries? \_\_\_\_\_

3. These households were included in the choosing of this project by the following methods:

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4. The projected number of households that will benefit from this project is (please explain):

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5. Approximately how many neighborhood people will be involved in implementing the project?

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6. The entire neighborhood will be advised as to the progress of the project by the following methods:

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7. Please specifically describe your project: \_\_\_\_\_

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8. Please outline the timetable for implementing and completing this project: \_\_\_\_\_

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9. Who is responsible for overseeing and implementing each task on this schedule?  
Please attach additional names if necessary.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ H \_\_\_\_\_ W

Email: \_\_\_\_\_

10. The designated coordinator and alternate coordinator (both of whom must sign this application and grant agreement) are as follows:

COORDINATOR:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ H \_\_\_\_\_ W

Email: \_\_\_\_\_

ALTERNATE COORDINATOR:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ H \_\_\_\_\_ W

Email: \_\_\_\_\_

11. Please name the person who is providing the estimate of cost figures.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ H \_\_\_\_\_ W

Email: \_\_\_\_\_

12. Please itemize the costs of the project:

ITEM AND DESCRIPTION	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL EXPENSE	\$ _____
REQUESTED GRANT AMOUNT	\$ _____

13. Expected project start and completion dates: \_\_\_\_\_

\_\_\_\_\_

14. If the project will involve the use of private or public property, please describe the property used, identify the owner or owners of the property, and attach a written letter of permission or other agreement for use of the property, including any permission for ongoing use, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Is continual maintenance needed once the project is complete? If so, please explain how this will be accomplished and funded.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Guidelines for Bylaws**

Devising bylaws for your neighborhood group is simple. You can fill in the blanks in the included sample bylaws or you can write your own bylaws. Remember, they can always be amended. For purposes of this program, a minimum set of bylaws includes:

1. A neighborhood purpose statement, defining the goal or goals of your association;
2. The chosen name of your neighborhood and its defined boundaries;
3. A statement indicating that your neighborhood group is inclusive of all residents within your chosen boundaries;
4. A description of the decision-making process used by your group, i.e., majority vote, consensus, etc.;
5. The names of the current officers or leadership team and how they are elected (a minimum of one officer is required for the bylaws); and
6. A statement of neighborhood intent to hold a meeting at least once a year that is open to all residents inside the chosen boundaries.

**NEIGHBORHOOD ASSOCIATION  
BYLAWS**

**I. PURPOSE**

The \_\_\_\_\_ Neighborhood Association (“the Association”) is established by the residents of the Neighborhood in order to promote the common interests and welfare of the neighborhood and its residents. The Association shall concern itself with a variety of community issues and challenges, including but not limited to, matters affecting the quality of life in the neighborhood or the community in general.

**II. BOUNDARIES**

The boundaries of the Association are as follows: \_\_\_\_\_  
\_\_\_\_\_ on  
the North, \_\_\_\_\_  
on the South, \_\_\_\_\_  
on the East and \_\_\_\_\_  
on the West. Changes in the boundaries are subject to approval of the Association. Disputes shall be arbitrated by persons mutually selected by the contestant parties.

**III. MEMBERSHIP**

The membership of the Association is open to all residents, property owners, business licensees and non-profit organizations within the boundaries of the neighborhood as outlined in Section II.

**IV. VOTING**

All members of the Association eighteen (18) years and older who reside within the Association boundaries are entitled to vote on all matters brought before the Association. No proxies shall be taken.

All parties residing outside the Association boundaries may take part in all debate but are not allowed to vote.

Voting may be by voice vote or secret ballot as decided by the membership in advance of the voting.

## V. OFFICERS

The officers of the Association shall be the Chair or Co-Chairs as circumstances may dictate, Vice-Chair, Secretary and Treasurer. (In the event Co-Chairs are elected, the position of Vice-Chair may remain vacant. In addition, the positions of Secretary and Treasurer may be combined.) The officers shall preside over all meetings, planning sessions and activities of the Association.

The duties of the officers shall include, but not be limited to, the following:

Chair/Co-Chairs: Shall act as the primary executive officer and preside over all deliberations and activities of the Association. The Chair/Co-Chairs or their designated alternates shall be the official spokesperson(s) of the Association.

Name(s):

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Address:

Vice-Chair: Shall act in the absence of the Chair/Co-Chairs and perform such other duties as required.

Name:

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Address:

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Secretary: Shall act in conjunction with the other officers; keep minutes of all Association and Executive Board meetings; and notify members of meeting and activities in advance.

Name:

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Address:

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Treasurer: Shall act in conjunction with the officers; maintain the financial records of the Association.

Name:

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Address:

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## **VI. EXECUTIVE BOARD**

The Executive Board shall be composed of the Officers of the Association and committee chairs. The Executive Board may act on behalf of the Association as necessary and meet as required to conduct the activities of the Association. All decisions made by the Executive Board are subject to confirmation at a meeting of the general membership.

## **VII. ELECTION OF OFFICERS**

Officers shall be elected annually at the first meeting of the calendar year. Officers shall be limited to two (2) consecutive terms of service in a particular position and a total of four (4) consecutive terms of service on the Executive Board. Elections to fill vacant positions shall occur whenever a vacancy exists.

## **VIII. COMMITTEES**

Special committees to address specific concerns, issues or activities may be appointed by the Chair/Co-Chairs as necessary. All committees shall have chairs or co-chairs. Chairs and/or co-chairs shall serve on the Executive Board during the duration of their service as committee chairs.

## **IX. MEETINGS**

The Executive Board shall meet as necessary.

A general meeting of the membership shall be held not less than once every twelve (12) months, but other meetings of the membership may be called by the Executive Board as necessary. An agenda shall be published any time a meeting is announced. All decisions must be reached by a majority vote. A quorum is reached when attendance of voting members is greater than fifty (50) percent of the average voting member attendance of the last two (2) general meetings, and two (2) officers are present.

The official report of all decisions shall record both majority and minority concerns.

## **X. FUNDING**

Voluntary dues, contributions, contracts, grants, subscriptions or fundraising activities may be used by the Association as desired. Membership dues shall not bar any resident from membership or voting. Customary basic operating expenditures require only consensus of Officers.

**XI. DISSOLUTION**

The Association may dissolve itself by taking a vote in the same fashion on any issue to be decided.

These Bylaws are adopted by the following vote:

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Co-Chairperson

\_\_\_\_\_  
Co-Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

## CITY MANAGER'S NEIGHBORHOOD GRANT FUND 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, the City's Neighborhood Resources Office has selected the Coordinator's project, as described below, for funding support in accordance with the City Manager's Matching Grant Fund Guidelines.

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 becomes 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 Exhibit ☞ and incorporated herein by this reference.
3. Any modification of the implementation of this project from that indicated in the Coordinator's Proposal 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 \_\_\_\_\_ (one year after the grant money has been received by the Coordinator). This is in accordance with the City Manager's Neighborhood Matching Grant Guidelines, which are attached as Exhibit B and incorporated herein by this reference.
5. The Coordinator shall provide the City with a written evaluation on this project by thirty (30) 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 had 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 set forth in Exhibit 3.
10. The term of this Contract shall be from \_\_\_\_\_ to \_\_\_\_\_  
(one year 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:**

**CITY OF FORT COLLINS:**

By: \_\_\_\_\_  
**Coordinator**

By: \_\_\_\_\_  
**Neighborhood Resources Manager**

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

By: \_\_\_\_\_  
**Alternate Coordinator**

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_