

## NEIGHBORHOOD MINI GRANTS



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## WHAT ARE MINI GRANTS?

Neighbors are among our most valuable resources. The City of Fort Collins and the Department of Neighborhood Services seek to promote positive neighboring activities and community improvements by providing financial assistance through neighborhood grants.

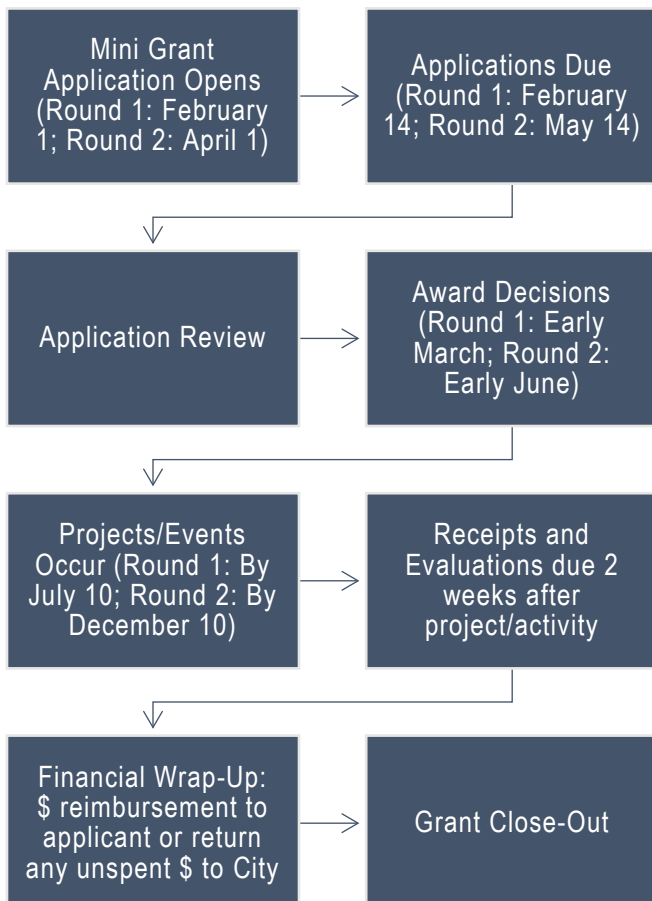
These grants are intended to encourage community resiliency by fulfilling needs identified by neighbors using solutions developed by neighbors. The projects funded by neighborhood grants reflect the City's dedication to bring people together, to serve underrepresented communities, and to encourage sustainable choices.

Past funded projects include:

- Fitness classes
- Little Free Libraries
- Neighborhood Night Out Events
- Leaf Cleanups
- Rain Barrel Workshops
- And much more!

Outdoor  
Yoga @  
FoCo  
Cafe

## WHAT ARE THE STEPS IN THE MINI-GRANT PROCESS?



Bat Houses  
@ Richards  
Lake



Fun & Games  
@ Sienna  
Neighborhood



Bike Co-op  
Latinx  
Program  
Open House



## HOW DO I APPLY?

Applications for Neighborhood Mini Grants can be found online [here](https://www.fcgov.com/neighborhoodservices/grants) (<https://www.fcgov.com/neighborhoodservices/grants>) once the application opens for each round, or you can get a paper copy of the application from the Neighborhood Services Department (281 N. College Ave.).

If you are eligible to apply for a Neighborhood Mini Grant (see page 6), you will need to be aware of a few key dates and do a little bit of planning to help you fill out the application.

### Should I apply for Round 1 or Round 2?

Think about when you would like your activity or project to occur to determine which grant round you should apply for. Then, look out for when the application opens/closes and when award/no award letters are issued:

	Round 1	Round 2
<b>Anticipated Project/Activity Date</b>	Mid-March — July 10*	Mid-June — December 10*
<b>Application Opens</b>	February 1	April 1
<b>Application Closes</b>	February 14	May 14
<b>Award Letters Sent</b>	Early March	Early June

\*If you are applying for an activity or project that will occur between mid-June and July 10, you may apply for either round.

### What do I need to know about my project/activity to apply?

- Contact info for project/activity leads
- General neighborhood info (zip code, # homes, etc.)
- Project/Activity name and description
- Time and location of project/activity
- Cost estimate
- What specifically the grant funds will be used for
- Any neighbor/neighborhood contribution
- Number of neighbors who will be helping plan or work on the project/activity
- Estimated # people attending or impacted by project/activity
- Plan for promoting your project/activity
- Any printing requests you may have for the City
- Which City of Fort Collins policies or objectives the activity or project aligns with (see page 5)

Once you have this information, you are ready to apply!

## WHAT HAPPENS AFTER I APPLY?

After you apply, the grant review committee analyzes proposals and makes funding decisions; you will then receive an award/no award letter by email, and contracting steps occur. The review committee considers the following factors when evaluating grant proposals:








**Inclusivity** - Is there a plan to make people aware of the project or to invite people to participate? Is the project considerate of the wants/needs of other neighbors? Is this the neighborhood's first grant application or award (this year or ever)?

**Planning** – Does the application clearly describe the project/activity and identify any helpers, outreach/coordination, a timeline, a proposed budget, etc. Has the neighborhood successfully managed a grant in the past?

**Sustainability** – Does the proposal consider sustainable practices? (e.g., encouraging reusable options, eating lower on the food chain, composting, etc.)

**City Priorities** – Does the proposal align with one or more City priorities? Does it benefit an underserved area or community?

*The City of Fort Collins will fund Neighborhood Mini Grant proposals that align well with City objectives (for additional information, see [City Plan](#)). Before applying, consider if your project fits into **one or more** of the following areas:*

OUTCOME AREA	CITY GOAL	TO ALIGN WITH THIS GOAL, A MINI GRANT PROJECT/ACTIVITY MIGHT...
 Neighborhood Livability & Social Health	Provide a high-quality built environment, support quality, diverse neighborhoods and foster the social health of citizens	<ul style="list-style-type: none"> <li>○ Create a permanent gathering space</li> <li>○ Improve neighborhood infrastructure or landscaping</li> <li>○ Build meaningful connections between neighbors</li> </ul>
 Culture & Recreation	Provide diverse cultural and recreational amenities	<ul style="list-style-type: none"> <li>○ Benefit the mental or physical health of your neighbors</li> <li>○ Explore local history, culture, or another topic</li> <li>○ Provide an opportunity for neighbors to try a new skill, craft, or other recreational activity</li> </ul>
 Economic Health	Promote a healthy, sustainable economy reflecting community values	<ul style="list-style-type: none"> <li>○ Use goods purchased from local businesses</li> <li>○ Use the skills, expertise, or services that already exist within your neighborhood</li> </ul>
 Environmental Health	Promote, protect, and enhance a healthy & sustainable environment	<ul style="list-style-type: none"> <li>○ Minimize waste by using durable, reusable goods and divert materials from the landfill (recycle, compost, etc.)</li> <li>○ Improve your neighborhood's water or energy efficiency</li> <li>○ Improve the health of the natural environment</li> <li>○ Provide education about environmental topics</li> </ul>
 Safe Community	Provide a safe place to live, work, learn and play	<ul style="list-style-type: none"> <li>○ Improve neighborhood compliance with City codes</li> <li>○ Encourage physical activity by improving access to parks/trails or by creating a visually interesting route</li> <li>○ Create a community garden to improve food access</li> </ul>
 Transportation	Provide for safe & reliable multi-modal travel to, from, and throughout the city	<ul style="list-style-type: none"> <li>○ Promote active transportation, like biking or walking</li> <li>○ Increase access to active transportation options for people of all ages and abilities</li> <li>○ Promote emission-reducing transportation systems like vehicle sharing or electric vehicle charging</li> <li>○ Improve the street safety of your neighborhood</li> </ul>
 High Performing Government	Deliver an efficient, innovative, transparent, effective, and collaborative city government	<ul style="list-style-type: none"> <li>○ Include volunteering</li> <li>○ Provide an educational opportunity for early learners and/or life-long learners</li> <li>○ Involve a City program or initiative</li> <li>○ Promote civic engagement</li> </ul>





Block Party  
@  
Sweetwater  
Court

## PLANNING A PARTY?

Block parties can be turned into opportunities to create connections between neighbors and for building community, whether for National/ Neighborhood Night Out (first Tuesday in August) or any other time of the year.

You can make your mini grant application for a block party more closely align with City policies and objectives by considering options like these:

- Prioritize sustainability – Think about how you can avoid single-use items, minimize waste, eat lower on the food chain, etc.
- Plan some games or other activities to get people in your neighborhood interacting with each other and making connections
- Spend locally and support local businesses
- Combine your party with another event
  - Are your neighbors interested in local history, sustainability, fitness, local ecology, gardening, etc.? Consider adding an educational element/activity to your party.
  - Consider adding a neighborhood cleanup event to your party, like a leaf cleanup.

“The best way to build a safer community is to know your neighbors and your surroundings. National Night Out triumphs over a culture that isolates us from each other and allows us to rediscover our own communities.”

Senator  
Kay  
Bailey  
Hutchison





## MINI GRANTS FAQ

### Who can apply?

Residents, residents associations, homeowners associations, and nonprofits within Fort Collins city boundaries are all eligible to apply.

### What types of projects can be funded?

Many different types of projects can be awarded funding, ranging from cleanup events to community gardens to sustainable block parties and more! Neighborhood Services encourages creative ideas to help make your neighborhoods better and to encourage connections between neighbors.

### How much is a typical grant award?

Around \$150-\$1000, with consideration given to neighborhood size/project scope.

### Is there a maximum funding amount per year?

No — However, the City reserves the right to award funds equitably, which may mean denying funding to a repeat grantee to award money to a new grantee.

### When can I apply?

There are two grant rounds. The round 1 application opens Feb. 1 and closes Feb. 14. The round 2 application opens April 1 and closes May 14.

### Can my neighborhood receive more than one grant in a year?

Yes, but whether a neighborhood has already received an award this year is a factor considered during the review process.



Fall  
Festival  
@ Silver  
Oaks

### Can the event be on private property?

Yes, but signed permission must be provided and will be collected after review/approval for funding.

### Can awards be used for past events?

No.

### Can applications be submitted late?

No. Please apply for the next round of mini grants.

### How will I be notified about award decisions?

You will be sent an award/no award letter to the email provided in your application.

### How are funds disbursed?

You can receive awarded funds prior to an event (unspent funds must be returned to the City) or as a reimbursement after an event – There is a place on the application to indicate your preference.

### How are application evaluated?

See page 4.

### What happens after I get a grant award?

You will need to:

- Sign a contract
- Complete a W-9 form (awards over \$600 may be taxed)
- Submit your receipts within 2 weeks of project/activity completion (in Eproval or email to [nsprograms@fcgov.com](mailto:nsprograms@fcgov.com))
- Submit a sign-in sheet from activity/event
- Complete an evaluation (will be emailed to you)

### Will I need a Special Event Permit?

Special Event Permits are required for all events involving street closure. Plan for a 6-week review period and find forms [here](https://specialevents.fcgov.com/) (<https://specialevents.fcgov.com/>).


### Can I buy anything with mini grant funds?

No. Grant funds may only be used to pay for expenses listed in your grant application and approved by the grant committee. Other ineligible costs are alcohol or marijuana purchases, political campaigning, HOA business expenses, donations to charitable organizations, fundraising efforts, or improvements to private property. Additionally, The City of Fort Collins is dedicated to sustainable practices. Mini grant dollars cannot be spent on disposable items (like plastic or paper tablecloths, paper decorations, bottled water, etc.). \*Personal protective equipment (face masks, hand sanitizer) is an allowable use of grant dollars.

## IDEAS AND INSPIRATION

Many projects and activities have received Neighborhood Mini Grant funding since the program's beginnings. Applicants have come up with proposals that are creative, useful, fun, thoughtful, and appreciated by their neighbors. Get inspired by some of those ideas below!

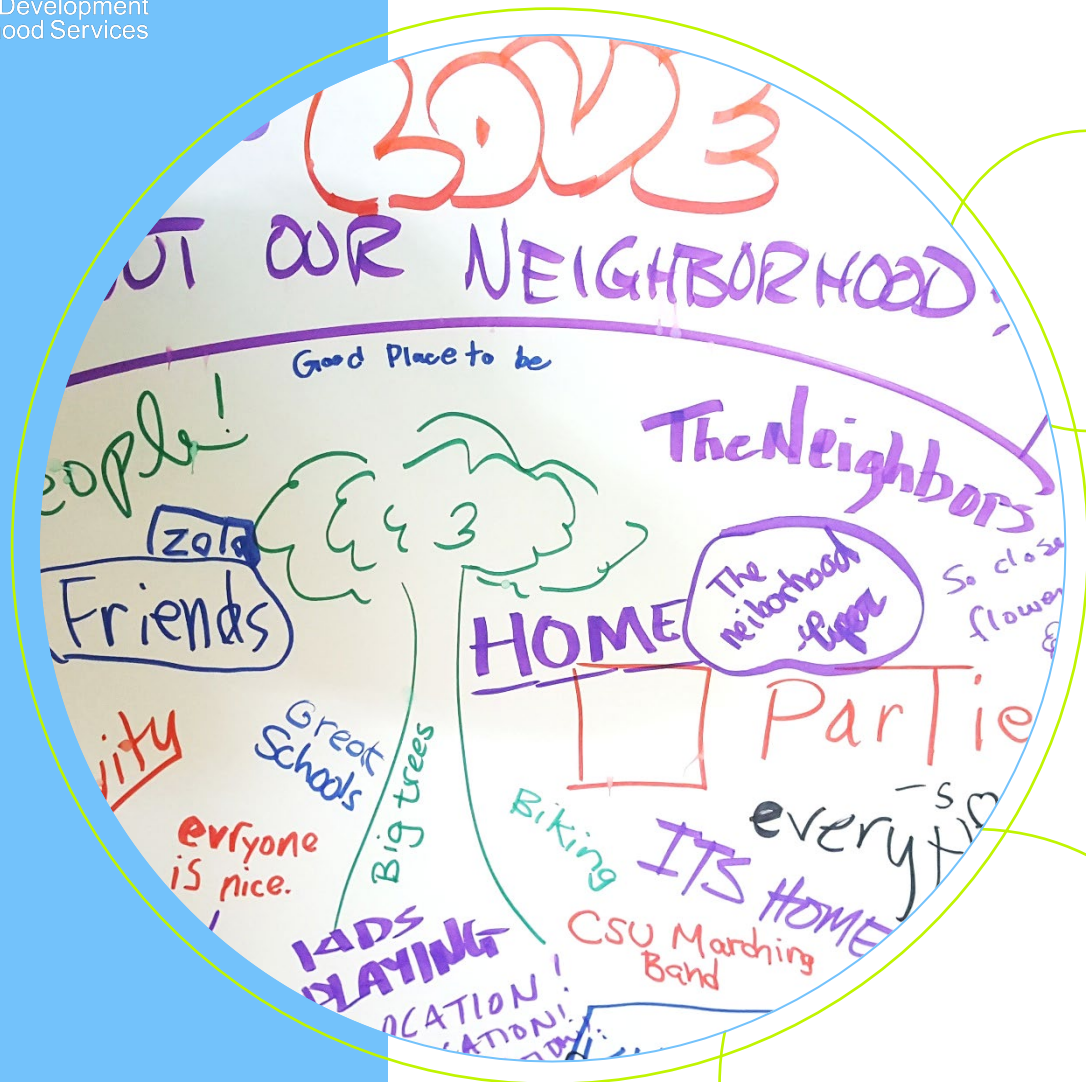
- Dessert Under the Stars with First Responders
- Neighborhood Musical
- Neighborhood Cleanup Event
- Outdoor Movie Night
- Virtual Fitness Classes
- Egg Hunt
- Little Library and Groundbreaking Event
- Neighborhood Entryway Beautification
- Lake Cleanup
- Neighborhood Night Out
- Community Landscape Work with Breakfast
- Building Bat Houses
- Meditation Classes
- Memorial Bench
- Tree Treatment
- Rain Barrel Workshop
- Community Garden
- Water-Efficient Sprinkler Replacement
- Food Forest
- Native Plant Identification Markers
- Pet Waste Station
- Thanksgiving Meals for Food Insecure
- Toy and Sport Equipment Swap
- Holiday Sing
- Circus in the Park
- BBQ with "Green Ideas" Raffle and Sustainability Bingo
- Nature Walks and Hikes
- Fall Back to School
- Noxious Plant Eradication
- Neighborhood Directory
- Bike Bingo
- "Movement Buddy" and Fitness Program with Raffle
- "Secret Pumpkin" Goodies Exchange
- Community Bulletin Board
- Seed and Plant Exchange
- PE in the Streets
- Pooch Plunge



Let's Move,  
Greenbriar  
Village!



"Rake a  
Neighbor's  
Day" Leaf  
Cleanup



## CONTACT

City of Fort Collins Neighborhood  
Services

Email: [nsprograms@fcgov.com](mailto:nsprograms@fcgov.com)