

General Terms and Conditions

The VNG program is funded by the *Neighborhood Improvement and Community Building Grant Fund* through the City of Fort Collins (the City). As the funds are limited, we recommend that your neighborhood carefully review the *Grant Application Evaluation* criteria.

Definitions

Stakeholder – A resident, property owner, business owner, employee, HOA, neighborhood association, community organization, non-profit, or other persons or organizations which are able to demonstrate an existing connection to the geographic area which their proposed project will impact

Implementer/Implementing Partner – Someone or an organization who is an expert in their field. If their profession generally requires a license, insurance, or accreditation then they must have such in order to serve as an implementer for your project. Implementers may choose to donate services or goods to project

Requirements

Eligible applications must demonstrate:

- Clear alignment with the overall goals of Neighborhood Services and the City organization.
- Clear articulation of the project plan, schedule, budget, goals, and expected outcomes.
- Clear support from stakeholders and surrounding communities.
- Eligible applicants must be stakeholders in the neighborhood they are representing in their application. Projects may include multiple neighborhoods. Any and all neighborhood(s) must be within the City limits of Fort Collins. The geographic boundaries of any project must be entirely within the City Limits of Fort Collins. Recipient(s) of VNG funds must be used only to serve the neighborhood(s) identified in the application.
- Applications *must* include names and contact information for at least two primary applicants. Primary applicants must be neighborhood stakeholders who are integrally involved in the project. Primary applicants may NOT be related, employed, or externally affiliated with each other or any implementing partners who may financially benefit directly from the project.
- Every anticipated project expense must be included and detailed within an application's budget. Because projects can go over budget due to unforeseen circumstances, each application must contain a 10% contingency in the project budget for such circumstances. Contingency inclusions may not exceed funding limits. The VNG program staff must approve the budget before applicants commit to any expenses for which the project depends upon funding from the VNG program, in whole or in part. If additional expenses arise in the implementation of an approved project, grantees and implementers must receive approval from the VNG program staff before committing to these expenses and before implementing any portions of their project which may mandate these expenses.

- The recipient(s) of VNG funds will be required to enter into a written funding agreement with the City detailing the parties' respective obligations. The form of such agreements shall be determined on a project-by-project basis, at the City's sole discretion.
- Recipient(s) must record any and all project expenses which have been approved for VNG funding, including detailed line items for each good or service provided, and explanations for any deviations from the expected cost as listed in the approved budget. Any project expenses which were not approved prior to implementation will not be paid.
- Participating implementing partners must comply with the terms, conditions, and definitions for VNG funding. Participating implementing partners must be provided with a copy of the approved project application, including any approved amendments, additions, or changes. Participating implementing partners must contact the VNG program staff with any questions regarding expenses not specifically included in the approved application and funding agreement. Applicants shall be responsible for any costs arising from the use of, or consultation with, implementing partners prior to filing an application. The City shall not reimburse applicants for such costs.
- All projects must attempt to engage stakeholders and determine impact within a minimum of a 1/8 square mile area.
- The City will not fund the following expenses: beverages, bottled water, alcohol, marijuana, political campaigning, purchasing paper or plastic utensils or plates, and HOA business expenses.
- Recipients may not use funds to pay for ongoing or future maintenance associated with any funded project.
- The City and the VNG program staff reserve the right to halt funding for any project for any reason at any time.
- All projects must comply with all applicable local, state and federal laws, City codes, and City ordinances.
- City employees are not eligible to receive funding. City employees may not serve as primary applicants on applications.
- The City may provide to neighborhoods up to \$150 of funding to pay for food or meeting space for the purposes of brainstorming project ideas prior to the submission of an application. Contact with VNG program staff for more information.
- Professionally facilitated events and planning sessions may include assistance from a consultant pre-approved by the City. For outreach and visioning events, neighborhood groups will use one of the consultants pre-approved by the City. Contact VNG program staff for more information.
- Applications must be submitted utilizing the format specified in the application section. Applications not following the format will not be considered. Applications can be submitted via email or in hardcopy and must be received by the Neighborhood Services office prior to August 31, 2018 at 5:00 PM.