

## Vibrant Neighborhoods Grant – Application Form

### Instructions

All applicants are required to fill out and submit this application form as part of a complete application. A complete application includes: Application Form (this document), Neighborhood / Stakeholder Engagement Form(s), Budget, Timelines, and any support documents such as Letter of Support, Estimates, Professional Statements, Surveys, or Evidence of Matching Funds.

Please list the information of the persons responsible for compiling this application (minimum of two). These persons will also be responsible for stewarding and implementing the project itself:

	Name:	Address:	Contact information (phone, email):	What makes you a stakeholder in the neighborhood?	Why are you involved in this project?	Employed by the City of Fort Collins?
Primary Project Manager						
Third Party Expert / Consultant						
City Representative:						

## 1. Introduction

- i. Provide a description of your neighborhood, including its specific boundaries. What are the characteristics that make it a great place to live, work, or play? Please be as brief and succinct as possible and answer in 150 words or fewer.

- ii. In 500 words or fewer, provide a description of your project idea. How will your project bring benefit and improvement to your neighborhood? How will it help to foster, enhance, and renew the characteristics of your neighborhood? Please provide any relevant history or background related to the project and/or the neighborhood that may provide additional context.

- iii. Did you submit a Letter of Intent? How does your final project idea align with one of the original ideas listed in your Letter of Intent? If your project does not align with one of your original ideas, please provide a brief description of how your project idea evolved. Answer in 150 words or fewer.

*Please include a copy of your Letter of Intent*

## 2. Implementing Partners

- Implementing partners are the people or organizations that help bring your project to life. They must in some way be experts in their field. If their profession generally requires a license or an accreditation then they must have such in order to be qualified partners for your project. Implementing partners may also include vendors supplying goods or materials.
  - Your implementing partners are encouraged to help design and plan your project. They can provide much of the information that is needed for this application.
  - Implementing partners are welcomed and encouraged to donate materials and/or services. The applicant(s) will be responsible for any implementing partners' costs in designing and planning a project prior to submitting an application.
  - Letters of Support must be provided by essential governmental agencies, City departments, land owners, property managers, and other implementing partners WHEN a project will require use of space, ongoing maintenance, approval, costs, or when donations are being provided.
- i. List your implementing partner(s), title, qualifications, and describe the role they will serve in your project. Answer in 150 words or fewer.

- ii. Describe the process utilized to find your implementing partners. How were they identified and selected? Answer in 150 words or fewer.

- iii. **Will you, or any member of your family, have any pecuniary or financial gain from utilizing the implementing partner identified your application?**

- iv. Were there any objections to using these implementers – why, and how were they resolved? Answer in 150 words or fewer.

### 3. Geographic Information

- Projects may only be implemented within the City Limits of Fort Collins.
- In addition to responding to the questions below, **include a map or map(s) demonstrating implementation site and expected area of impact and/or benefit.**

- i. Where will this project be implemented? Be specific in detailing the location of the project site(s). Answer in 150 words or fewer.

- ii. Who will the project impact and/or benefit, geographically speaking? Is it possible that it will affect or include people living or working within a certain geographic area, or people traveling along streets, paths, or roads? It is required that this be described in writing to the best of your ability: Answer in 250 words or fewer.

### 4. Timeline and Milestones

- Describe the steps or stages necessary to complete your project in this section.
- **Applicants may utilize the *Timeline and Milestones* form to demonstrate the steps in their projects** or they may provide succinct and concise timelines in their own formats.

- i. How did you determine that your project will be implemented at convenient time(s) for neighbors? Answer in 150 words or fewer.

- ii. How will any potential disruptions caused by this scheduling be mitigated? Answer in 150 words or fewer.

## 5. Budget

- Work with implementing partners and experts to determine and justify project costs.
- **Applicants may utilize the Budget form to demonstrate the costs of their projects.** Professional estimates or other documents demonstrating cost may also be included. If you are obtaining additional funding from other sources, specify which items will be funded through the Vibrant Neighborhoods Grant.
- All expenses will need to be listed and detailed, including a 5% contingency for unanticipated cost overruns. Expenses may include:
  - Costs of permits or approvals.
  - Costs for professional services. These could include facilitators, engineers, contractors, performers, artists, etc.
  - Costs of materials. This could include rental fees or costs of raw materials such as concrete or wood.
  - Any other expenses which your project may incur.
- Budgets which do not include professional input or estimates will not be considered.
- Vibrant Neighborhoods Grant funds cannot be used to pay for ongoing expenses after the completion of a project. If your project will require regular maintenance costs or other expenses, you should include these costs in your budget and describe or demonstrate how they will be paid for.

Total amount requested in grant funding:

## 6. Impacts

- Consider who is anticipated to be impacted by this program and how. Some stakeholders may consider your project a benefit whereas others may have concerns about the impact. Demonstrate that you have provided as much opportunity feedback as possible. This may be through petitions, letters from stakeholders stating their opinions, feedback from surveys, or other methods that thoroughly demonstrate positions.
- **You must utilize and include the *Neighborhood/Stakeholder Engagement Petition and Summary*.**
  - Carefully review the guidelines to ensure that you meet all requirements for the petition.

a) How did your neighborhood seek and collect feedback from all parties anticipated to be impacted by your project? Please provide specific data about this:

i. How did you determine which parties would be impacted? Answer in 150 words or fewer.

ii. How did you attempt to reach out to all of these parties? Please demonstrate this clearly using detailed descriptions of how you communicated with people who might be impacted. It is recommended that you include as an attachment maps that detail houses, businesses, parks, and other areas that you canvassed for responses.

b) Explain and address potential impacts of the project: benefits, risks, problems, and pitfalls (with mitigation strategies) for the groups listed below (as applicable):

i. Neighbors, Homeowners, Employees, Business Owners, Community Groups, Current Facility Users and others. Answer in 500 words or fewer.

c) How long do you anticipate this project's impact to last? How will you sustain impact over the project lifespan? Answer in 150 words or fewer.