

# Neighborhood Project Funds

Grant Pre-Application Workshop

September 16, 2019

6:00 pm

Hal Fraser Conference Room 140 W. Pine, Missoula, MT

**MISSOULA NEIGHBORHOODS**



# Purpose of Grant



Our goal is to strengthen neighborhood participation and build opportunities for neighborhood communication, neighborhood-initiated projects and problem solving.

# Grant Application - level one ranking

## Major Points

- Due by Oct. 29, 2019 at 5:00 pm in the Office of Neighborhoods
- Maximum award \$6000
- Project is within city limits and/or benefits city residents and has lasting benefits
- Project has support of surrounding residents
- Project must be completed within a reasonable amount of time

[www.missoula-neighborhoods.org](http://www.missoula-neighborhoods.org)

# Grant Application

## **Three Criteria for Selection**

- Neighborhood Planning – projects that seek to guide the future direction of a neighborhood.
- Neighborhood Improvement – projects that seek to improve the physical dynamics of a neighborhood
- Neighborhood Outreach – projects that strengthen neighborhood participation, communication, interaction & problem-solving

# Grant Application

## **Funds cannot be used for...**

- Direct social services
- Organizational support
- Grants or loans to a specific individual
- Annual appeals or fundraisers
- Emergency funding
- Event insurance or event alcohol permits
- Business promotion

# Grant Application - level two ranking

	Raw Score (0-3)	Weight Factor	Total Score
Project Description		1	
Community Need and Long Range Strategic Planning		5	
Citizen Support		6	
Financial Support		5	
Sustainability/Maintenance		4	
Project Schedule and Budget		2	

Raw Score:      0—did not meet criteria or left blank  
                  1—poor  
                  2—average  
                  3—outstanding

# Cover Page



# Neighborhood Project Fund Cover Page

- Applicants are encouraged to contact Jane Kelly, Neighborhood Coordinator (406) 552-6081 or [jkelly@ci.missoula.mt.us](mailto:jkelly@ci.missoula.mt.us), with questions about the application.
- Applications are due no later than 5:00 pm, **October 29, 2019**
- Applications must be submitted as hard copies to:

<b>Project Title:</b>	
<b>Name of Applicant:</b>	
<b>Address of Applicant:</b>	
<b>Project Coordinator:</b> (responsible for overseeing project and grant reports)	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	
<b>Project Summary:</b>	
<p><b>Please indicate which one of the following three focus areas your application supports:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><i>Neighborhood Planning:</i></b> projects that seek to guide the future direction of a neighborhood.</li> <li><input type="checkbox"/> <b><i>Neighborhood Improvement:</i></b> projects that seek to improve the physical dynamics of a neighborhood.</li> <li><input type="checkbox"/> <b><i>Neighborhood Outreach:</i></b> projects that strengthen neighborhood participation and build opportunities for neighborhood communication, interaction and problem-solving.</li> </ul>	
Total Project Cost:	Neighborhood Project Funds Requested: (Not to exceed \$3000)

Signature: ..

Printed Name/ Title:

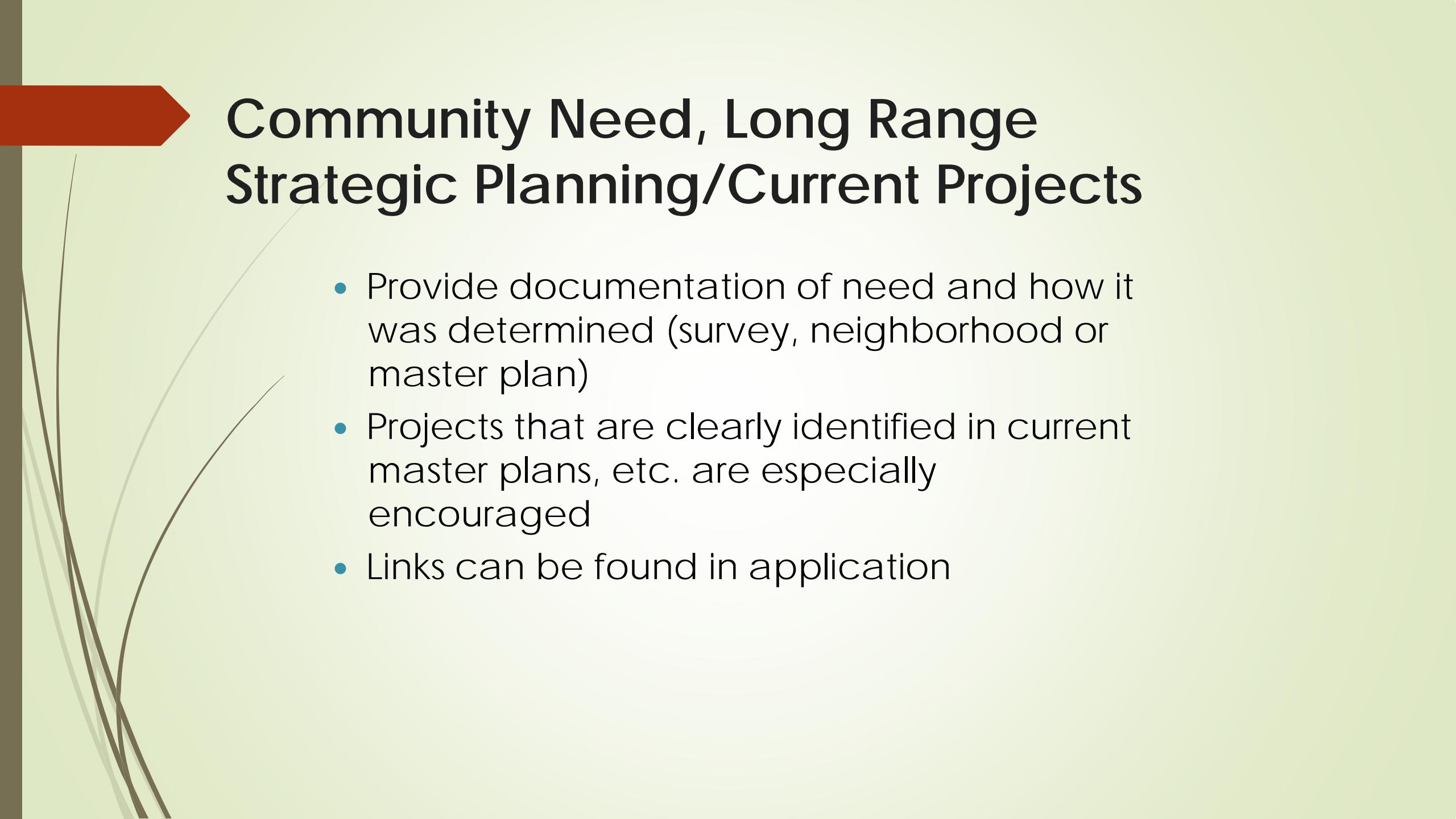
Date:

# Narrative

*for organizational purposes please type in the narrative provided or attach items in labeled appendices.*

## **Project Description**

- This is the area that you can provide an overview of your project, attach any maps, drawings, outlines or photographs to help the committee envision your project.
- Note – if the project is on private property, public must be allowed permanent access. Equipment (shovels, tools, projectors, tables, chairs, etc.) requests must assure continual neighborhood access.



# Community Need, Long Range Strategic Planning/Current Projects

- Provide documentation of need and how it was determined (survey, neighborhood or master plan)
- Projects that are clearly identified in current master plans, etc. are especially encouraged
- Links can be found in application

# Citizen Support

- Letters from partners, sponsors, general residents
- Documentation from Neighborhood Council or association, if available
- Support of citizens in immediate area



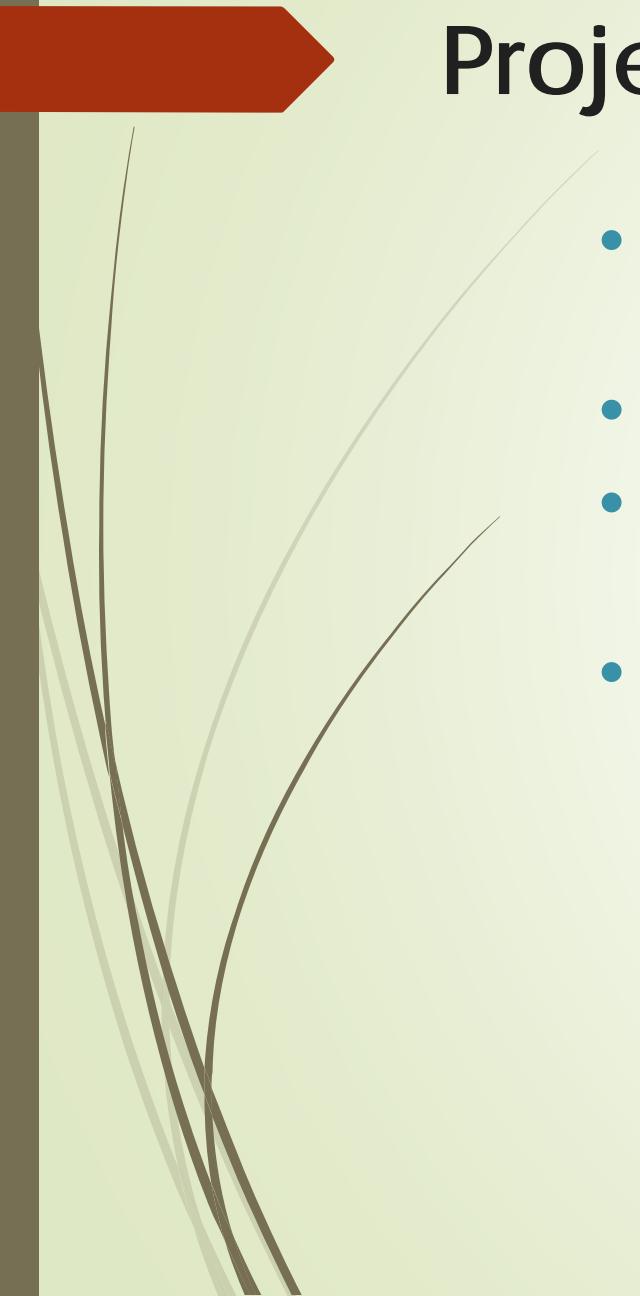
# Financial Support

- Provide commitment letters for all organizations offering financial support
- Volunteer labor—total amount from budget sheet formula plus commitment letters

# Sustainability/Maintenance

- Address the ongoing and future maintenance needs
- Maintenance needs must be addressed or project may not be funded





# Project Schedule

- List of crucial steps in project with dates and responsible person
- Consult and work with City Depts.
- Take into consideration any permits that may be required
- Use template provided

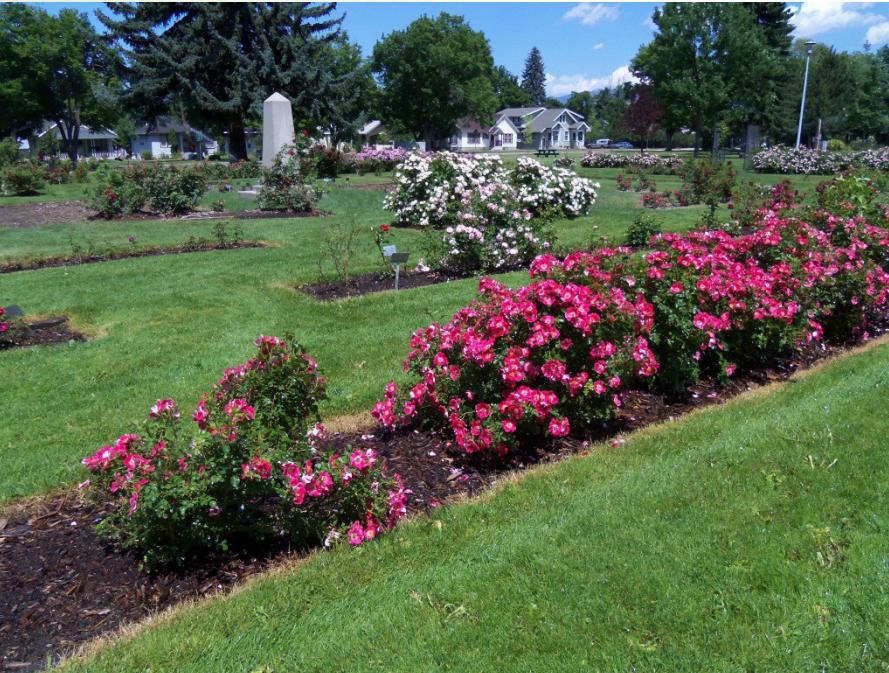
# Project Schedule Template

# Project Budget

Neighborhood Project Budget Worksheet					
Total Neighborhood Project Funds not to exceed \$6,000					
(Please fill in all applicable spaces)					
Expenditures			FUNDING SOURCES		
<b>Section 1</b>	Source of Funds:	Source of Funds:	Source of Funds:	Source of Funds:	Total
Administrative Expenditures	Neighborhood Project Funds				
Salary & Wages	\$				\$ -
Employee Benefits	\$				\$ -
Professional Contracted Services					\$ -
Office Supplies					\$ -
Postage/Printing					\$ -
Utilities	\$				\$ -
Travel/Training					\$ -
Rent	\$				\$ -
Insurance costs, permits	\$				\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Section 2</b>	Source of Funds:	Source of Funds:	Source of Funds:	Source of Funds:	Total
Project Expenditures	Neighborhood Project Funds				
Detail specific project costs including: supplies, site work, design, and other costs					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -
					Total Expenses
					(Add sections 1&2) \$ -
<b>IN-KIND DONATIONS</b>					
<b>Section 3</b>	Source of Funds:	Source of Funds:	Source of Funds:	Source of Funds:	Total
Project Expenditures					
Detail specific project in-kind donations including: supplies, site work, design, labor and other free services					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -
					Total In-Kind Donations \$ -
<b>Total Neighborhood Project Funds</b>	\$ -				<b>Grand Total</b> \$ -

# Purchasing Requirements

- To extent practical, purchases over \$1000 must have 3 quotations, either by telephone or in writing

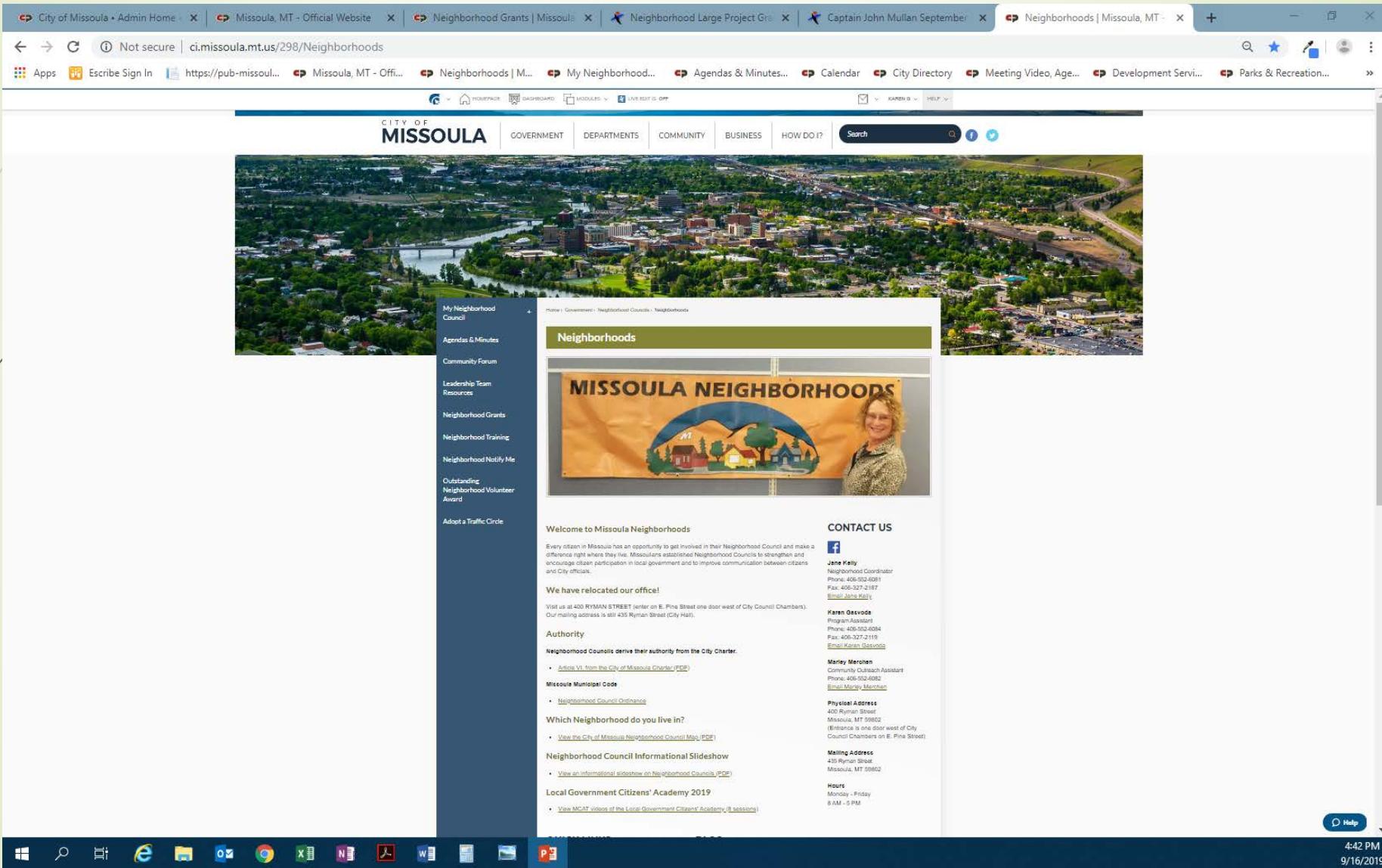


# Partnership with City Departments

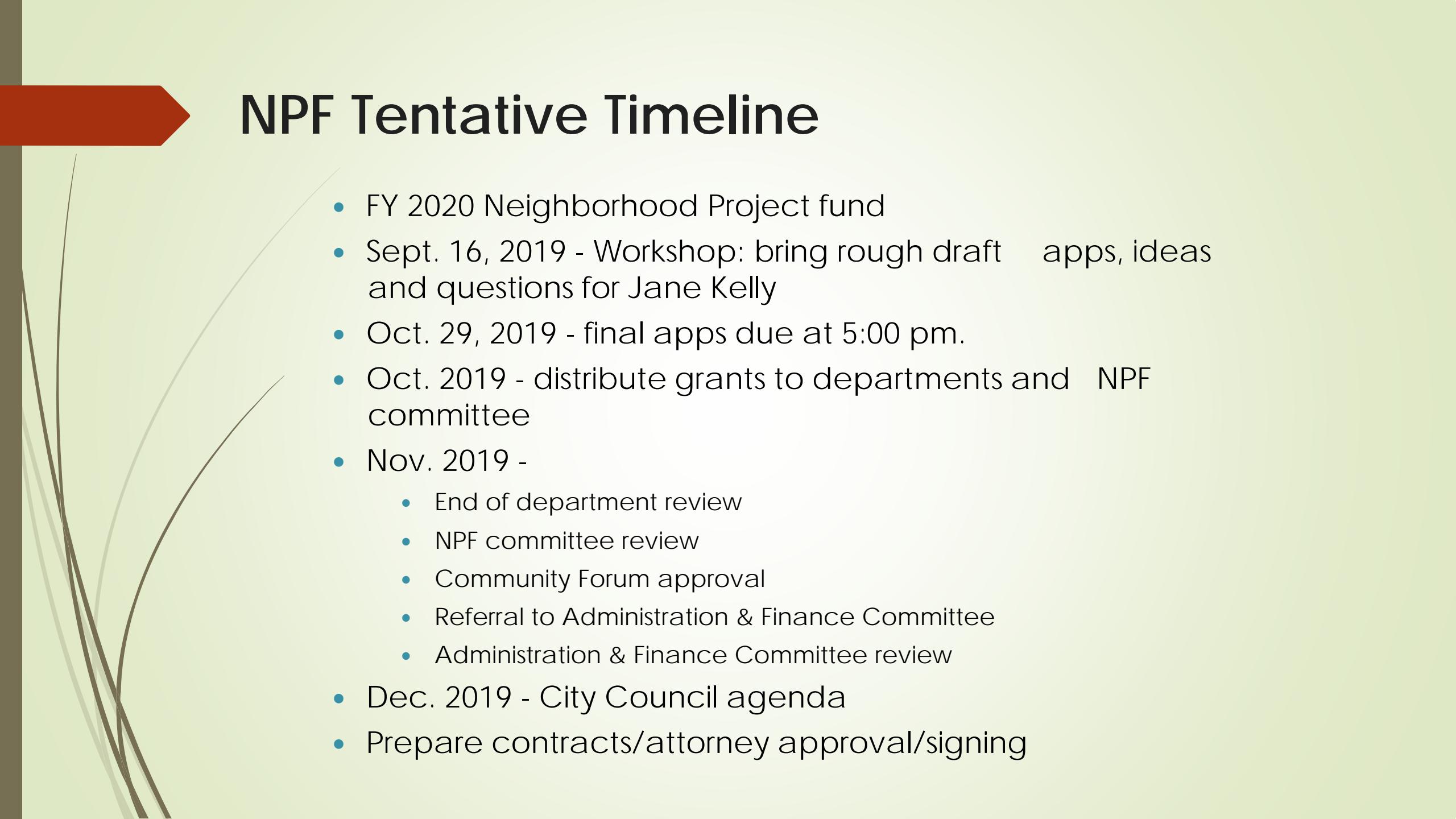
## **City Department Timelines**

- Public Works promotes and oversees construction and maintenance of the City's infrastructure (e.g. , streets, sewers, sidewalks, traffic signals and signs, street lights and public facilities ). Plans projects in January of each year for upcoming season.
- Parks Dept. provides recreation programs, well-maintained parks and trails, and an abundance of open space lands. Plans projects from October to December of each year to begin in the spring.

# www.missoula-neighborhoods.org



The screenshot shows a web browser window with the URL <http://ci.missoula.mt.us/298/Neighborhoods> in the address bar. The page is titled "Neighborhoods" and features a large aerial photograph of Missoula, Montana. The left sidebar contains links to "My Neighborhood Council", "Agendas & Minutes", "Community Forum", "Leadership Team Resources", "Neighborhood Grants", "Neighborhood Training", "Neighborhood Notify Me", "Outstanding Neighborhood Volunteer Award", and "Adopt a Traffic Circle". The main content area includes a banner for "MISSOULA NEIGHBORHOODS" with a photo of a woman, a "Welcome to Missoula Neighborhoods" section, an "Authority" section, a "Neighborhood Council Informational Slideshow" section, and a "Local Government Citizens' Academy 2019" section. The right sidebar lists "CONTACT US" information for Jane Kelly, Karen Osvoda, Marney Merchant, and Physical Admin. The bottom of the page shows the Windows taskbar with various pinned icons and the system clock showing 4:42 PM on 9/16/2019.



# NPF Tentative Timeline

- FY 2020 Neighborhood Project fund
- Sept. 16, 2019 - Workshop: bring rough draft apps, ideas and questions for Jane Kelly
- Oct. 29, 2019 - final apps due at 5:00 pm.
- Oct. 2019 - distribute grants to departments and NPF committee
- Nov. 2019 -
  - End of department review
  - NPF committee review
  - Community Forum approval
  - Referral to Administration & Finance Committee
  - Administration & Finance Committee review
- Dec. 2019 - City Council agenda
- Prepare contracts/attorney approval/signing

# Missoula Urban Demonstration Glass Permeable Pathway



MUD purchased and installed a Gravelpave2 and recycled glass pathway.

# Van Buren Soil Wall



An art installation on the Van Buren soil wall faces west and is located south of the east-bound on-ramp for I-90.

# Community Garden Solar Dehydrators



Two large-scale solar dehydrators were built, one for the River Road Community Garden and one for the Northside Community Garden. The dehydrators are open to garden participants and community members alike for the processing of garden harvests.

# Bancroft Pond Park Trails



The project includes plans to improve the Stephens Ave. entrance and portions of the natural footpath; add stone benches for viewing and resting; and renew 840' of the packed gravel surface of the pond loop trail system.

# Traffic Signal Box Art

► Brooks/Southgate Mall entrance



► Orange and 5th Street



# Bellevue Park Snake Ladder & Syringa Bike Skills Park



# Wayfinding Bollards on Kim Williams Trail



Customized plaques for 7 bollards will be installed every half mile from mile 1.5 to 5.0

# Play it Missoula! Piano Project



Donated pianos were painted and placed on downtown sidewalks.

# Trees for Bellevue Park Boulevard



Trees were planted with and irrigation was provided to water boulevard trees on the west side of Bellevue Park, along Paxson Street.



# Questions?

