

NPG00 _____
Administrative Use Only

**CITY OF TALLAHASSEE
NEIGHBORHOOD PARTNERSHIP GRANT
APPLICATION**

Instructions to Applicants:

Each application must include one original with support materials clearly labeled. See the checklist of items to be included.

Applications may be emailed to John.Baker@talgov.com. Applications may also be mailed or hand delivered to: John Baker, Neighborhood Affairs Director, Smith-Williams Service Center, 2295 Pasco Street, Tallahassee, Florida, 32210.

SECTION I - GENERAL INFORMATION

Project Title: _____

Applicant Name: _____

Incorporated: Yes No **If yes, enclose a copy of the State of Florida Incorporation Certificate. If no, complete the following:**

Association President: _____

Association Vice-President: _____

Association Secretary: _____

Association Treasurer: _____

Address: _____

Phone: _____ (Day) _____ (Evening) _____ (Other)

Authorized Applicant Representative (Print Name and Provide Signature)

(Print Name)

(Signature)

(Title)

Project Manager

Name: _____

Contact Information: Phone #: _____ **Email:** _____

SECTION II - PROJECT DESCRIPTION

1. PROPOSED PROJECT

(A) Describe your project. What will it produce? (e.g. physical improvement such as neighborhood entrance beautification, signage or landscaping; neighborhood lighting enhancements). If the project involves landscaping, please complete Table 2 contained in this application packet. For physical improvements, attach a set of construction plans (blueprints).

(B) What is the specific location of your project? Two (2) photos of the current conditions of the project site are required. Also, please provide a written description and attach a map. To obtain a map, you must have the tax identification number for reference. Contact the Neighborhood Affairs Office at (850) 891-8773 for assistance, or inquire directly to the Leon County Tax Appraiser's office at (850) 488-6103.

(C) THINK THROUGH YOUR PROJECT! HOW WILL IT BE COMPLETED? Describe the major activities that make up the project and give an estimated completion date for each. Be specific. List the task and then the estimated completion date or the number of days it will take to complete. (Use additional pages if necessary or include a table). Examples include:

<u>Item</u>	<u>Completion Date</u>
Example:	
Sign Contract	11/2017
Prepare Bid	12/2017
Install Landscaping	2/2017

(D) Maintenance of the project once it has been completed is important. It is not the intent of this program to increase maintenance activities for city staff. As such, the applicant is required to provide the additional maintenance that may be necessary. Examples include: weeding planting beds, trimming trees, painting signs, etc.

(E) Who will perform the maintenance and how often? Examples include: members of the beautification committee of the association, residents adjacent to the project, a contractor hired by the association, etc.

2. NEIGHBORHOOD IMPACT

What is the intended benefit of the project? Why is it of importance to the neighborhood? (Use additional pages if necessary.)

3. PARTICIPATION

(A) Neighborhood resident support and participation is critical to the award of a grant. Grant applications that demonstrate strong support will be given more consideration than those that do not. Describe how neighborhood support will be or has been obtained and who will participate. Provide letters from volunteers/supporters and/or signatures with phone numbers.

(B) It is important to have the support of the residents immediately adjacent to a proposed physical improvement. As an example, if you are proposing to put a sign in the right of way next to a home, the resident should be contacted about the project.

Provide the Names, Addresses and Signatures of the owners of any adjacent properties regardless of their participation.

<u>Address</u>	<u>Owner Name (Print)</u>	<u>Signature</u>	<u>Date</u>	<u>Support (Yes or No)</u>
<hr/>				
<hr/>				
<hr/>				
<hr/>				

(C) Please describe additional contributions that the neighborhood plans to make to support the project, such as in-kind labor, materials, or cash.

SECTION IV - PROJECT BUDGET

The project budget is the most important part of the application. It details the project expenses. NOTE - Funds will be distributed directly to the neighborhood or homeowners' association as a reimbursement only upon submittal of verified eligible receipt(s).

TABLE I
PROJECT BUDGET

<u>Materials:</u>	<u>Grant Request</u>
_____	\$ _____

_____	\$ _____

_____	\$ _____

_____	\$ _____

_____	\$ _____

<u>Services:</u>	

_____ hours @ \$ _____ / hour =	\$ _____

_____ hours @ \$ _____ / hour =	\$ _____

_____ hours @ \$ _____ / hour =	\$ _____

_____ hours @ \$ _____ / hour =	\$ _____

TOTAL REQUESTED \$ _____

Neighborhood Contribution:

Monetary Contributions \$ _____

Material Contributions \$ _____

Labor Contributions

_____ hours @ \$ _____ / hour = \$ _____

TOTAL PROJECT COST \$ _____

TABLE 2

LANDSCAPING MATERIALS AND PLANS

Planting Summary: List each species of plant to be included in your proposed project. Use either the common or Latin name. Provide the number of the species to be included. Provide the size of each plant at the time of planting (e.g. 3 gallon, 2" pot, 6' height, etc.) Plants must be native species.

Plant species (common or Latin name) Number Size (inch, gallon or feet)

Example:

Sabal Palm	20	13' Clear Trunk
Oak Tree	15	65 gallon
California Daisy	95	4" pot

A sketch of the planting plan must be included. Include spacing of plant material, locations of signs, above ground wires, pavement, driveways or other obstructions and existing plant material.

APPLICATION CHECKLIST

Each application package should include:

_____ **One original application with support materials clearly labeled**

_____ **One set of construction plans (blueprint) if applicable**

_____ **Signatures of owners adjacent to proposed project**

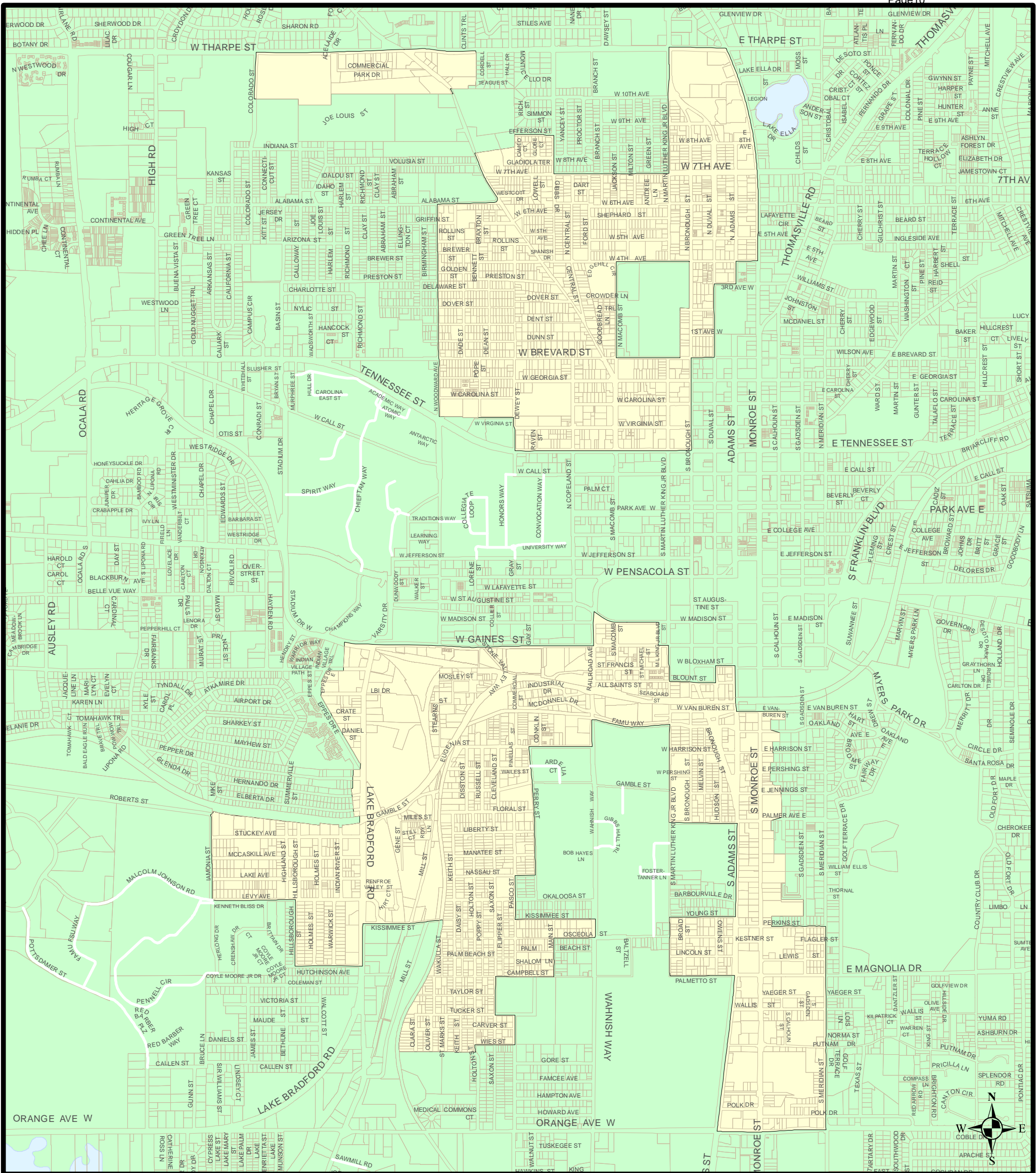
_____ **2 photos of current conditions of project site**

_____ **Signature of applicant's representative**

_____ **Detailed planting plan (for landscape projects)**

_____ **Maintenance program**

_____ **Map of project site**



Greater Frenchtown / Southside Community Redevelopment Area

 Greater Frenchtown/Southside CRA

