

2023 Neighborhood Engagement and Transformation Grant Program

DEADLINE

Application deadline: Wednesday, May 18, 2022 no later than 5:00 pm.

Deadline is firm and late applications will not be accepted.

INSTRUCTIONS

1. Before filling out a project application:

- Read and follow the **NEAT Grants Program Booklet**.
- Discuss your project idea with Chrystal Mathews, NEAT Grants Program Manager, before submitting an application. Call (561) 233-5565 or email cmathews@pbcgov.org.

2. The application provided must be used. Please type the application. Incomplete applications will not be considered for funding.

3. Submittal of Application

Submit one pdf file of the entire application packet by email to cmathews@pbcgov.org. If the pdf file is too large, you can use software to reduce its size prior to submission like the one offered at www.smallpdf.com. You may otherwise provide a jumpdrive of the pdf to the address below:

Palm Beach County Office of Community Revitalization
c/o Chrystal Mathews, Senior Planner
2300 North Jog Road
West Palm Beach, FL 33411

Email the pdf file to: cmathews@pbcgov.org

Subject Line: **2023 NEAT Grant (Insert Organization Name/Project Name)**

GRANT APPLICATION

APPLICATION CHECKLIST

A complete grant application must include the following components. Please use this checklist prior to submitting your grant application.

APPLICATION COMPONENTS		✓
1.	Cover Page	
2.	Narrative	
3.	Property Owners' Consent Form	
4.	Neighborhood Support Form	
5.	Project Schedule	
6.	Project Maintenance	
7.	Match Pledge Form	
8.	Budget	
9.	Nonprofit Organization	
10.	Copy of Certificate of Incorporation (If applicable)	
11.	Proof of 50% or more match of the total project cost cash contributions	
12.	Proof of cash availability (bank statements and/or donation letter), if applicable	
13.	Proof of liability insurance (minimum policy value of \$500,000)	
14.	Three (3) Vendor Quotes	
15.	Street/plat map showing location of the project	
16.	Layout/sketch for the project	
17.	2-5 Original color pictures of proposed project site (digital pictures preferred)	
18.	Donation Letters (if applicable):	
19.	Release and Hold Harmless Agreement (if applicable):	
20.	Partnership Letters (if applicable):	

COVER PAGE

The cover page is the first page of your application and will provide a reference and summary for reviewers. Below is a description of the main items included in the cover page.

- **Project Name:** A brief descriptive title for your proposed project.
- **Project Category:** Indicate the category of your project (see list on pages 3 and 4 of this booklet).
- **Project Address or Location:** State the exact address of the proposed project and indicate whether it is located within one of the designated Countywide Community Revitalization Team (CCRT) areas. The map can be found on Page 2 of this booklet.
- **Project Summary:** The project summary should be described in less than 50 words and provide a short, stand-alone description of the project. Think of this as a brief explanation that could appear in a press release or other publicity document.
- **Partner Organizations:** The names of any organizations officially partnering on the proposed project. Partnerships are optional - if there are no partnerships, write 'N/A'.
- **Applicant Name:** The lead organization or group responsible for submitting the application, coordinating the project, and meeting all grant requirements.
- **Project Coordinator:** The name of the primary contact person for the application and grant administration.
- **Mailing Address:** The contact person's mailing address.
- **Day Phone:** The contact person's telephone number.
- **Email:** The contact person's email address.
- **Requested Funding Amount:** The total dollar amount being requested (up to \$10,000).
- **Total neighborhood match:** The total dollar amount contributed to the project (at least the same amount of grant funds being requested).
- **Total Project Cost:** The total cost of the project.
- **Federal Tax Identification #:** The applicant organization's Federal Tax Identification number, if applicable.

GRANT APPLICATION

COVER PAGE

Project Name:

Project Category:

Project Address or Location:

Is the proposed project located within a Countywide Community Revitalization Team (CCRT) Area? (If yes, indicate which area) ___ Yes ___ No

CCRT Area:

Project Summary: Briefly describe the project in 50 words or less:

Partner Organization(s):

Applicant Information

Applicant Name:

Project Coordinator:

Mailing Address:

Cell Phone:

Email:

Project Funding Request

Requested Funding Amount:

\$

Total Neighborhood Match (must be equivalent to request, at minimum):

\$

Total Project Cost:

\$

Supplemental Information

Is the applicant a Nonprofit 501 (C) 3 Organization?
(If yes, attach a current copy of the IRS Affirmation or Determination letter) ___ Yes ___ No

Federal Tax Identification #

Is the applicant organization incorporated with the State of Florida? (If yes, attach copy of the Certificate of Incorporation)
___ Yes ___ No

Applicant Certification

The signatory below declares that s/he is legally authorized to sign on behalf of the neighborhood group/organization s/he represents. S/he further declares that the information contained with this application is correct, assures that neighborhood residents are in support of the proposed project, and assures that any funds received will be used only for the purposes set forth herein.

Name:

Signature:

Date:

NARRATIVE

To ensure that all required information is included and to assist the NEAT Grants Review Committee in evaluating each proposal, please respond to the following questions by answering all the prompts in the order they are listed on the forms provided below. Grant reviewers respond best to a clear, concise narrative.

Project Description and Neighborhood Benefit

- A. Project Description - What do you want to do and why do you want to do it? What are the objectives and anticipated outcomes of the project and how will you measure success? Provide an overview of the entire project (e.g. what initiative will be undertaken? what improvements will be constructed, installed, or applied?) *Remember to demonstrate the need for the project.*
- B. What are the specific items you are requesting funding for under this grant?
- C. Location and land ownership of the proposed project - Where is the project located? Please state the **exact** location of the project, including an address or cross streets, if applicable. Is the project on private property? (Right-of-way use agreement/permit will be required.) - Is the project on property owned by a private property owner? (Property owner may need to sign an access agreement for community use or consent).
 - Submit a map showing the street names of where the project will be located and in relation to the neighborhood and surrounding community.
 - **Submit a sketch drawing/site plan/layout** showing where improvements will be made. **Include 2-5 original color photos if applicable**, and include a brief description of each photo.
- D. How will property owners directly adjacent to or affected by the project be notified of project implementation and detail?
- E. Neighborhood Benefit: Does the project meet a need unique to your neighborhood? How will it benefit your neighborhood? How will it contribute to neighborhood identity, foster a sense of community and strengthen relationships? What is the lasting impact of your project on the neighborhood and how it will help promote long-term community goals?

PROJECT DESCRIPTION AND NEIGHBORHOOD BENEFIT

A. Provide a complete description of your project:

GRANT APPLICATION

B. List the specific items you are requesting to be funded through this grant:

Location and Land Ownership

C. Project Address or Location:

Parcel Control Number(s) (PCN):

Name of subdivision and/or neighborhood:

Is the proposed project located on public property? (If yes, a permit may be required).

☐ Yes ☐ No Applicant is required to obtain necessary permits and authorization to use the property for the intended use.

Is the proposed project located on private property? (If yes, complete Consent Form provided on the following page)

☐ Yes ☐ No

Neighborhood Benefit

D. Please explain how the project will benefit the neighborhood and how it will promote long term community goals:

GRANT APPLICATION

If your project is located on private property, please provide the names, addresses, and signatures of the owners of any properties where the proposed project is to be located. Make copies of this form if needed.

PROPERTY OWNERS CONSENT FORM	
NAME (Print name & provide signature)	ADDRESS
Signature	
Signature	
Signature	
Signature	
Signature	
Signature	
Signature	
Signature	
Signature	
Signature	

Neighborhood and Community Involvement

- Demonstrate broad participation and support of neighborhood residents with your project. Applicants are required to complete the “Neighborhood Support Form” on the following page.
- Provide examples of how residents participated in selecting and planning your project. How will residents be involved in the implementation of the project?
- Are you working with other public, private or non-profit organizations on this project? If so, describe who and how.

NEIGHBORHOOD AND COMMUNITY INVOLVEMENT
<p>Describe how neighborhood input for this project was obtained and how neighborhood residents will be involved in the implementation of your project:</p>
<p>Describe what other organizations you are planning to work with to carry out the project and how:</p>

NEIGHBORHOOD SUPPORT FORM

Use this form to gauge support of those residents adjacent to or in the vicinity of your proposed project site. Make sure that those signing clearly understand the details of your project. Include owners, renters and businesses. Focus on neighbors adjacent to or in the general vicinity of the site. Include others as time allows. Make copies of this form if needed.

Project Name & Description:

The following residents of the _____ neighborhood fully understand and support the proposed project.

Name	Address	Signature

Project Readiness

- Is the project clearly defined and feasible?
- Is the project well planned and ready to proceed almost immediately?
- Can it be completed in 9 months?
- Do you have a detailed maintenance plan?
- Have all the necessary volunteers been recruited?
- Have you identified any permits and/or insurance requirements and know how you plan to address them?
- Is the project budget based on documented and verifiable costs and specifications?
- Who will handle the project accounting? If other than applicant, please identify and provide contact information.

PROJECT READINESS
<p>Please describe your project's readiness:</p>

PROJECT SCHEDULE

- Projects should be completed within one year of the signed agreement with Palm Beach County, and no later than the grant expiration date.
- Use the “Project Schedule” form on the following page to list in chronological order the specific steps you will take or activities that will be undertaken to carry out this project. Please make copies of this page if needed.
- Identify who will be primarily responsible for each step or activity.
- Estimate when the step or activity will be started and completed.

PROJECT SCHEDULE			
Step or Activity	Person/Group Responsible	Start Date	Completion Date

PROJECT MAINTENANCE

It is not the intent of this program to increase maintenance activities for County or Municipal Staff. As such, the applicant will be required to provide the maintenance, including but not limited to routine watering, weeding, mulching, trimming, mowing, and pruning of plant material, and the routine cleaning, repairing, painting, and refinishing of sign equipment, or structures. The project will be expected to be maintained for at least the term provided within the Agreement. **Project maintenance for two (2) years can count toward the applicant match. Maintenance beyond two years is required, but does not count toward the match.**

1. Describe how the project will be maintained over the term of the contract and after implementation.
2. Provide a maintenance schedule showing the specific duties that will be performed to maintain the project.
 - Identify who will be primarily responsible for each duty or activity.
 - Indicate the number of volunteers committed to perform the maintenance of the project.
3. Describe your backup plan in the event the volunteers fail to perform required maintenance duties.

Project Maintenance Plan		
Describe how the project will be maintained over the term of the contract and after implementation:		
Maintenance Schedule		
Duty or Activity	Person Responsible	# of Volunteers

Backup Maintenance Plan	

NEIGHBORHOOD MATCH PLEDGE

1. Applicants are required to complete the “Neighborhood Match Pledge Form” provided on the following page to document the neighborhood match toward the project. Use the form to collect pledges and then to account for the actual contribution.
2. The amount of the applicant’s contribution to the project must at least equal the total amount of grant funds requested from the County. A combination of cash, volunteer labor and/or in-kind donations of goods or services directly related to the implementation of the proposed project can be used as match. All contributions must be documented using the form provided. The contributions must also be documented on the budget table which is part of the grant application.
3. The project budget must include an amount of cash, in-kind donations, or volunteer time equal to or greater than the grant request. The match may not include resources or funding from other County departments.
4. Donated materials or supplies are valued at their retail price. If you have money in the bank for the project, include a bank statement or a letter from the fiscal sponsor to document the funds.
5. Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match. All volunteer labor is valued at \$25 per hour. The donors of professional services must also document the value of their contributions on official letterhead. Professional services are valued at their customary retail value.

NEIGHBORHOOD MATCH PLEDGE FORM
Name of Project:

The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, services or cash for the above project.

Name/Address/Phone	Signature	Description of Donation or Volunteer Role (include # hrs. pledged)	Value of Item or Hours	Value Received or Hrs. Worked	Date & Initials

BUDGET

The following is intended to serve as a guide for preparing the project budget. It includes information on identifying and clarifying overall project costs and instructions for preparing the required budget documentation. The budget should be clear, appropriate and sufficient to complete the project. Costs should clearly support the proposed tasks and be consistent with the project narrative.

To complete the budget, identify ALL costs associated with the project and list them under the appropriate category. The budget form, provided on the following page, is divided into 4 major headings:

- Budget Items Description & Expenses(A)
- Requested Grant Funds (B)
- Neighborhood Match (C)
- Total Project Cost (D)

All proposed purchased and donations must be documented on the budget. Written documentation must be provided to support the neighborhood match.

A. Budget Item Description and Expenses: Provide a brief description of each item needed to complete the proposed project, the quantity of each item, the unit cost, any other charges associated with a particular item, if applicable, and the total cost of each line item. Please note that Palm Beach County does not pay for sales tax and this expense, therefore, is not eligible for reimbursement under this grant.

- **Supplies and Materials:** List all items needed to build and complete the project. You must provide three vendor quotes for each item listed on the budget.
- **Services:** List any expenses associated with technical assistance from professionals or other services that may be required for project implementation. Support documentation must be provided on letterhead from the service provider.
- **Other:** List any costs that are not specific to any of the above categories.

B. Requested Grant Funds: Amount of money requested for each line item from the NEAT Grants program.

C. Neighborhood Match: The amount of the applicant's contribution to the project must at least equal the total amount of grant funds requested from the County. A combination of cash, volunteer labor and/or in-kind donations of goods or services directly related to the implementation of the proposed project can be used as match.

- **In-Kind Contributions:** Estimate the value of any **in-kind donations** and/or **Volunteer Hours**. In-kind donations may include project materials, technical assistance from professionals, other donated services and labor, and general volunteer hours.

Donated equipment, materials and supplies should be valued at the retail market rate these items would cost if purchased. For discounted materials made available at a reduced rate by a retailer, the difference between the retail and discount price may be counted as an in-kind donation.

Donated services or labor should be valued at the rate these individuals would have been paid for their services. General volunteer hours should be valued at \$25/hr.

- **Cash Donations, Private Grants and Other Sources:** List any additional dollars supporting this project. This could include private grants from other organizations or direct financial support (cash donations) from your organization/neighborhood group or other sources.

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PROJECT BUDGET											
A – Budget Item Description and Expenses					B- Requested Grant Funds	C - Neighborhood Match				D -Total Project (B+C =D)	
Item Description	Quantity	Unit Cost	Other Charges (Sale taxes cannot be included)	Total Cost		In-Kind Contributions		Cash Donations	Private Grants and Other Sources		
						Donated Supplies, Materials or Services	Volunteer Time (\$25/Hr)				
Supplies and Materials											
Supplies & Materials Subtotal											
Services											
	Services Subtotal										
Other Expenses	Permits										
	Other										
Other Expenses Subtotal											
GRAND TOTAL											

SUPPORT DOCUMENTS

This section of the application includes all the attachments that must be submitted with your application in the order listed below.

Attachment A: Donation Letter - Use this letter to document donated cash, materials and/ or professional services.

Attachment B: Partnership Letter – Use this letter of support from any partner organizations explaining how they will actively participate in the project.

Attachment C: Release and Hold Harmless Agreement- Use this form to document any volunteer who performs any services connected with the project.

Attachment D: Other Support Documentation - Attach and clearly label the following items as applicable to your project and application:

1. Nonprofit Organization: Include a copy of a current IRS determination letter indicating 501c3 tax exempt status
2. Copy of Certificate of Incorporation
3. Proof of 50% or more match of the total project cost
4. Proof of cash availability (bank statements and/or donation letter)
5. Proof of liability insurance (minimum policy value of \$500,000)
6. Three (3) Vendor Quotes
7. Street/plat map showing location of the project
8. Layout/sketch for the project
9. 2-5 Original color pictures of proposed project site (digital pictures preferred)

Attachment E: Letter of Intent – Use this document to provide a brief description of your project. Do not include the letter of Intent with your application.

Attachment A: Donation Letter

This letter confirms that the below listed organization/business/individual supports and agrees to donate on behalf of the implementation of _____ proposed project.
(Applicant Name)

Name of Organization:
Address:
Email:
Telephone:
FEIN:

Donations:

The donation will consist of the following:	
Cash: \$	
Materials/Equipment: (Indicated the amount and value of the items being donated):	
Estimated dollar amount: \$	
Professional Services:	
Estimated market value dollar amount: \$	Estimated rate per hour: \$
Total number of hours donated: \$	

Signature:	Date:
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Attachment B: Partnership Letter

Please submit a letter of support from any partner organizations, on the organization's letterhead, explaining how they will actively participate in the project. A Partnership letter Example is provided below.

<Date>

Dear NEAT Grants Program Review Committee,

[Partner Organization's Name] is very pleased to support the [your Organization's Name] application for a Neighborhood Engagement and Transformation (NEAT) Grant through the Office of Community Revitalization and to confirm our commitment to partner with the organization to implement [your project's name] project.

The project will [explain what the project will achieve or need it will address]. We strongly support this project and grant application because [please explain why you support the project and application, how it aligns with the mission of your organization, and describe any ongoing relationships with the applicant if applicable].

[Partner Organization's Name] has agreed to work with [your Organization's Name] once the grant is approved, and will contribute to the project by providing the following: [describe the specific role and commitment to the proposed project ie. Personnel, financial resources, in-kind contributions, etc].

We look forward to the opportunity the NEAT Grants Program funding will provide to implement the proposed project and working with [your organization's name] in its implementation. Thank you for your consideration and please feel free to contact me or my staff regarding [Partner Organization's Name] involvement in this effort.

Sincerely,

[Signature of Partnering Organization's Authorized Representative]

<Printed Name of Organization's Authorized Representative>

<Title>

<Organization Name>

Attachment C: Release and Hold Harmless Agreement

This Release and Hold Harmless Agreement ("Agreement") is made this _____ day of _____, _____, by _____ ("Volunteer") for the benefit of Palm Beach County, Florida, ("County").

WHEREAS, County has awarded a Neighborhood Engagement and Transformation (NEAT) Grant ("Grant") to _____ allow the _____ to improve the neighborhood, which requires Volunteer assistance.

NOW, THEREFORE, in order to fulfill the obligations under this Grant, the Volunteer agrees as follows:

1. Volunteer does hereby waive, release, relinquish, satisfy, quit claim and forever discharge the County, or any of its officers, agents, and/or employees from and against any and all actions, claims, liabilities, losses, and demands that he/she ever had, now has, or may have against the County, or any of its officers, agents, and/or employees as a result of or in connection with satisfying the obligations of the Grant.

2. Volunteer shall protect, defend, reimburse, indemnify and hold County, its agents, officers and/or employees harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including, but not limited to, attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of his/her performance of the terms of this Grant or due to the acts or omissions of the Volunteer.

I have read this Agreement fully and understand its content and sign it of my own free will. I further certify that I am eighteen (18) years of age or older or the parent/legal guardian of a minor participant.

Name: _____ Date: _____

Signature: _____

If under age 18:

Name of parent/legal guardian: _____ Date: _____

Signature of parent/legal guardian: _____

Attachment D: Other Support Documentation

(Attach all support documents after this page)

Attachment E: LETTER OF INTENT

(THIS DOCUMENT MUST BE SUBMITTED BY APRIL 6, 2022 IN ORDER TO APPLY)

LETTER OF INTENT			
Project Name:			
Project Category:			
Project Address or Location:			
Is the proposed project located within a Countywide Community Revitalization Team (CCRT) Area? (If yes, indicate which area) ___ Yes ___ No			
CCRT Area:			
Project Summary: Briefly describe the project in 50 words or less:			
Partner Organization(s):			
Applicant Information			
Applicant Name:			
Project Coordinator:			
Mailing Address:			
Cell Phone:		Email:	
Project Funding Request			
Requested Funding Amount:			\$
Total Neighborhood Match (must be equivalent to request, at minimum):			\$
Total Project Cost:			\$
Supplemental Information			
Is the applicant a Nonprofit 501 (C) 3 Organization? (If yes, attach a current copy of the IRS Affirmation or Determination letter) ___ Yes ___ No		Is the applicant organization incorporated with the State of Florida? (If yes, attach copy of the Certificate of Incorporation) ___ Yes ___ No	
Federal Tax Identification #			

OTHER USEFUL INFORMATION

GRANT GLOSSARY

Authorized Signature: The signature of the person who is legally authorized to sign on behalf of your organization.

Budget estimate: Projected expenses for proposed project, including: materials, supplies, services, and applicant match (i.e. volunteer hours, in-kind donations, cash, etc).

Deadline: Time beyond which applications will not be considered.

Donation: Goods or services given to the association and/or applicant with a measurable value.

Final Report: A summary of your project's outcomes.

Grant Expiration Date: The day on which funding cycle ends.

In-Kind: A value placed on a donation that may be counted toward match (i.e. donation of landscape material sold at retail for \$100.00 would count as a \$100.00 match).

Maintenance: Ongoing care of proposed project by the applicant.

Materials: Items needed to complete your project.

Narrative: The portion of the application in which you describe who, what, when, where, why and how.

Requested Grant Funds: Amount of money requested from the NEAT Grant Program to implement your project.

Neighborhood Match: Value of community's contribution towards the project.

Operating expenses: Expenditures that a business/organization incurs to engage in any activities not directly associated with the service provided.

Public benefit: Positive effects of a project or program upon the community/city-at-large.

Public property: Any County/City-owned land (i.e. recreation centers, parks, public rights-of- ways, etc) or land and facilities controlled by a governmental agency.

Right-of-way: Any street, avenue, boulevard, highway, sidewalk or alley or similar place dedicated for vehicular and/or pedestrian use, which is controlled by the City, County, State or Federal government.

STEPS IN DEVELOPING A PROJECT

1. Brainstorm project ideas- After carefully reviewing the grant application materials, think about the needs and goals of your association, your neighborhood, or the community. Make a list of potential project ideas.
2. Check in with the grant program manager- At this point, check in with the grant program manager to discuss your ideas, whether they likely meet the criteria of the grant program, and to identify additional review and coordination that may be needed by other County departments or agencies.
3. Obtain support for this idea from your neighbors and your neighborhood association board, if applicable- Present the idea and determine if there is support from the neighborhood association and neighborhood residents before moving forward. This support must be documented in your application submittal.
4. Define the project scope. Think through the project goals and necessary follow-through. Make a timeline and list of activities needed to accomplish your project. Consider if there are members of your neighborhood group who can assist with relevant professional experience. County or City staff may also be able to offer advice, direct you to resources, or put you in touch with other community members who can advise you.
5. Determine resources needed. Develop a list of all the resources and funding needed at each step of the process. As you consult with County or City staff, you are likely to learn of some additional items that may be needed.
6. Talk with the NEAT Grant Program Manager to discuss the project. **A discussion with the NEAT Grants Program Manager is a pre-requisite to submitting an application.** Staff can advise on the project's scope, provide resources, and help to ensure the application will be complete. Other County/City departments or agencies may be involved depending on the project.
7. Obtain Quotes. The applicant should obtain three quotes from different vendors/contractors for goods to be purchased or service work to be completed.
8. Submit application. Applications are due Wednesday, May 18, 2022 so plan accordingly to allow enough time to both complete the application and compile all the support documents that must be submitted as part of your application.

OTHER USEFUL INFORMATION

Below are a few helpful questions/suggestions to assist you in securing quotes from vendors.

Questions to ask vendors:

1. Have you previously worked with Palm Beach County Government? Are you a registered County Vendor?
2. Are you a licensed contractor in Palm Beach County?
3. Do you accept Palm Beach County Government purchase orders?
4. Will you keep the cost of items provided within a quote even if project implementation doesn't take place until months after the quotes have been provided?
5. Will permit cost, site design, engineering, surveys and any other fees be included in the quote?
6. Can you complete the entire project?
7. Can you provide all the insurance requirements required by Palm Beach County? How quickly can you begin work once you receive the purchase order?
8. Is there a person we can use as a main contact for the business? Can you prepare a site plan if needed for permits?
9. Do you require down payments? **STOP: Palm Beach County will only pay once work is completed. Deposits made by organizations will not be reimbursed.**
10. The County usually takes 2-4 weeks to pay invoices, are you willing to wait for payment?