

City of Arlington

2021 Neighborhood Matching Grant Guidebook

Office of Strategic Initiatives



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OVERVIEW

The City of Arlington has approximately \$150,000 available for neighborhoods that have improvement projects to beautify and enhance the public spaces or build social capacity in our neighborhoods. Your neighborhood project is eligible if it:

- Serves a public purpose/benefit
- Builds neighborhood cooperation and involves a significant number of neighbors
- Promotes the Champion Great Neighborhoods City Council priority (<https://arlingtontx.gov/cms/One.aspx?portalId=14481146&pageId=15074768>)
- Has a detailed budget reflecting accurate project costs and match sources
- Has a detailed and achievable timeline including a plan for long-term maintenance
- Meets applicable codes and has identified necessary permits

This grant is a matching grant, which means that your neighborhood must put some investment into your neighborhood. The match requirement can be met with cash, in-kind donations or services, and volunteer hours. Additionally, the neighborhood will act as the General Contractor for most approved projects, not the City of Arlington (although all necessary permits are required).

GRANT SCHEDULE

Projects should be completed within 12 months of the contract signing. Neighborhoods may not apply for additional Neighborhood Matching Grants until all previously awarded projects have been closed out.

Information Sessions	August 2020 – October 2020
Call Opens	August 3, 2020
Applications Due	November 2, 2020
Committee Meets by	December 2020
Council Approval by	January 31, 2021
Contracts Signed/Training Conducted	February 2021

INFORMATION SESSIONS

Attendance at a Neighborhood Matching Grant Information Session by the Project Team Leader is **required** before submitting an [application](#). Given the current uncertain situation regarding public safety and health due to coronavirus, a virtual option will be offered in addition to two in-person, socially distanced Information Sessions. It is critical that all applicants are familiar with the information in this guidebook and provided at the Information Sessions to have a successful application. Information sessions will be held:

Thursday, August 20, 2020 6:30 pm	Council Chamber 101 W Abram Street Arlington, TX 76010	Link to Online Virtual Attendance Dial-In: +1 469-375-9689 Conference ID: 509 340 768#
Saturday, September 19, 2020 9:30 am	Council Chamber 101 W Abram Street Arlington, TX 76010	Link to Online Virtual Attendance Dial-In: +1 469-375-9689 Conference ID: 104 451 259#

If a neighborhood representative is unable to attend either of these sessions, they must review the recorded sessions prior to submitting an application. Recorded Information Sessions will be posted online at www.arlingtontx.gov/neighborhood_grants.

Virtual Meeting Information

Virtual Meetings will be hosted through Microsoft Teams using the links above. An account is not required to use this platform. You will be given the option to view the meeting by logging in with a Microsoft or Skype login or to join anonymously.

If the event begins in a low resolution, you can adjust it by using the settings button (gear icon) in the lower righthand corner of the program’s screen. You may also pause your screen during the meeting; however, if you leave and return to the meeting later, we may no longer be available for live questions.

Teams Live Events are currently not able to be viewed in Safari. If you are using a smartphone and do not have another browser, you can download the Microsoft Teams mobile application for iOS and Android. At the conclusion of the meeting, click the red telephone icon to leave the meeting.

This even can be viewed on any internet-enabled device, including computers, laptops, tablets, and smartphones. If you do not have an internet-enabled device, or prefer to dial into the meeting, the number and conference code for each meeting has been provided in the table about. Although dialing in is an option, it is not preferred since you will not be able to view the presentation.

ELIGIBLE GROUPS

Groups eligible to apply for the neighborhood matching grant must (at minimum):

- Have a separate bank account for their neighborhood, in the neighborhood’s name
- Have an Employer Identification Number (EIN) issued by the IRS, in the neighborhood’s name
- Allow membership in the organization to all households within the neighborhood

****Developers will not be eligible to apply for a neighborhood matching grant on behalf of a new subdivision/development. Neighborhood matching grant applications should be initiated by the residents****

FUNDING LEVELS

Maximum funding levels are determined by the level of neighborhood organization that is applying:

Neighborhood Group Type	Maximum funding amount
Any Neighborhood Group with a bank account and EIN	\$10,000
Active Taxable Entity Status with the State of Texas Comptroller	\$25,000

Neighborhood groups that are not registered and in active status with the State of Texas Comptroller are only eligible for the lower funding tier with a maximum of \$10,000 in grant funding. Please check your neighborhood’s status by searching online here: <https://mycpa.cpa.state.tx.us/coa/search.do?userType=public>.

GRANT DISBURSEMENTS

For neighborhood groups that are NOT active in the State of Texas Comptroller Taxable Entity database: Funding will be issued on a reimbursement or pay-direct-invoice method. Neighborhoods will submit documentation of payment or invoiced services to the City, and the City will verify appropriate payment, and pay the invoice(s) directly to the requestor or issue a reimbursement check to the neighborhood.

For neighborhood groups that ARE active in the State of Texas Comptroller Taxable Entity database: Funding will be issued to the neighborhood in one lump sum upon complete contract execution between the City and the neighborhood. Documentation of payment for all materials and services must be submitted prior to closing out the grant project.

MATCH REQUIREMENTS

Grant funds must be met with a minimum 10% cash match and a 10% additional match, **for a total 20% minimum match of the total project cost**. The additional match can come in the form of cash, volunteer labor, donated professional services, or donated materials. The full match requirement may be met solely with cash, if the neighborhood chooses.

Cash must be available in your neighborhood's bank account at time of application. A statement or some other form showing account balance is required for documentation.

Volunteer labor will come from the community to do the work for the project. The current volunteer labor rate is \$15/hour. Documentation of volunteer hours worked is required for grant reporting. Pledge sheets are not required for the application, but it is recommended that the Project Team Leader collect commitments from volunteers when planning the project. Documentation of volunteer hours worked, and waivers are required to be submitted with progress reports to substantiate volunteer labor contributed to the project.

Donated professional services can be anything you will hire a professional to do, but for which they might offer to waive all or a portion of their usual fee. This includes work done by architects, landscape architects, engineers, sign contractors, electricians, etc. A letter or invoice from the professional on their company letterhead documenting their usual fee and how much they are donating **is required** for the application.

Donated materials can be any material donated by a business or individual for the project. This includes items such as plant materials and signage. Documentation of these donations **is required** for the application.

NEIGHBORHOOD SUPPORT REQUIREMENTS

Neighborhoods must demonstrate significant support for the proposed project by submitting a Neighborhood Support Petition. The number of required households that must be included is tiered based on neighborhood size. Neighborhoods who do not meet this minimum requirement will not be eligible for a neighborhood matching grant. Neighborhoods must (1) provide a neighborhood boundary map to identify the number of homes within the neighborhood and (2) submit a Neighborhood Support Petition with the minimum number of households signing in support of the project. The tiered requirement is as follows:

# Homes in Neighborhood	% Homes in Support
15 - 50	75%
51 - 150	50%
151+	25%

A Neighborhood Support Petition form is included in the appendix of this Guidebook; however, electronic or alternate forms are permitted to be included instead of this form. Neighborhoods using alternate forms must include the same amount of information, including the project description, name, address, and signature (electronic or ink). There are several online electronic signature services available – a Google search should be able to provide you with options that fit your neighborhood best.

PERMITTING REQUIREMENTS

If a project involves any City departments, such as Parks and Recreation or Public Works and Transportation, groups should coordinate with appropriate staff prior to submittal and document their input/coordination in the submittal. If you are unsure who you need to contact, please request assistance from the Neighborhood Program staff by emailing neighborhoods@arlingtontx.gov.

Permits that may be required include **fence, sign, and irrigation permits**. Applications can be found online here: https://arlingtontx.gov/city_hall/departments/planning_development_services/permitting_and_inspections/permit_applications_forms. All permits must be issued to a registered contractor. Requirements for fencing can be found in the [Unified Development Code](#), Section 5.3.4.

Sign requirements are found in Article 7.

Irrigation system requirements can be found here: https://arlingtontx.gov/city_hall/departments/planning_development_services/permitting_and_inspections/technical_bulletins under “Irrigation Codes.”

Projects in the public right-of-way (ROW) will require a ROW permit from the City of Arlington Land Banking division.

Projects in an easement will require an Easement Use Agreement from the City of Arlington Land Banking division.

Please contact Neighborhood Program staff for more information on these requirements by calling 817-459-6566 or emailing neighborhoods@arlingtontx.gov.

MAINTENANCE REQUIREMENTS

Projects funded with a neighborhood matching grant are intended to have a long-term positive impact on your neighborhood. Applications must have a well-developed, long-term plan for maintaining and/or repairing any improvements you make on private property.

For projects on public property, provide documentation that any affected City departments have discussed your project with you and are able to take on the responsibilities of maintaining your improvements, if applicable. Documentation can include a letter or emails from the departments.

Ultimately, it is important that projects funded by the neighborhood matching grant look just as good 5-10 years from now as they do when you finish the project. We imagine that you probably want the same thing for your neighborhood. 😊

ELIGIBLE PROJECTS

Eligible projects must meet a public purpose and benefit a neighborhood. Eligible project types include (but are not limited to):

ELIGIBLE PROJECTS LIST	
Community Capacity Building	IRS 501(c)3 designation application Permanent communication/outreach tools Historic preservation projects Public art
Beautification	Community gardens Drip irrigation systems for approved landscaping projects Landscaping Landscaping to screen fencing along arterial streets (Corridor Beautification) Park development/improvement
Natural Preservation	Native plant restoration Planting along creeks to create a buffer for water Recycling/composting programs
Physical Improvements	Benches Bicycle racks Fencing: <u>only</u> full sections along arterial streets meeting UDC fencing requirements Planters Playgrounds Streetscape improvements Traffic calming (speed humps, etc.)
Signage	Neighborhood entrance signs Street sign toppers

*Creative ideas beyond this list are encouraged, if appropriate for your neighborhood

INELIGIBLE PROJECTS

Generally, projects that only benefit an individual or restricted group of people are ineligible for funding. Ineligible projects and expenses include:

- Projects inside a gated community or private community amenities (example: pools, club houses, etc.)
- Projects that only benefit individual property owner(s)
- Purchase of equipment for other City programs
- Projects that fund a current or ongoing activity
- Requests to replace current funding being received
- Projects that do not have support of the neighborhood
- Projects that conflict with City improvements or do not comply with local, state, or federal law
- Expenditures (including volunteer hours) incurred **prior** to award of grant funds
- Projects that fix a self-imposed code violation
- Educational/social services

- Salaries or operating expenses
- Fencing not along arterials, not in complete sections, or not meeting [Unified Development Code \(UDC\)](#) requirements
- Plants not on Arlington's [Approved Plant List](#)
- Public improvements including streetlights, sidewalks, etc.
- Water or erosion control projects including lakes, streams, creeks, or other bodies of water

GRANT PROCESS

The grant process involves pre-application, application, review, approval, and reporting.

1. Attend an Information Session hosted by the Neighborhood Engagement Program staff.
2. If the project is eligible and can meet all grant requirements, complete and submit an application.
3. Once submitted, staff will check applications for completeness and prepare the applications for grant review committee.
4. The grant review committee will independently and collectively review the proposals and prepare a recommended projects list.
5. The recommended project list will be presented to City Council for consideration approval. During this process, neighborhoods may be asked to provide additional information or documentation related to the proposed project.
6. Upon approval, all neighborhood organizations awarded a grant will be required to attend a training session to learn about reporting requirements and to sign the contracts (a sample contract can be found online at www.arlingtontx.gov/neighborhood_grants).
7. Once the contract is signed and executed, City staff will issue a notice to proceed and your neighborhood organization can begin their approved project. When the project is approximately 50% complete, the City requests a mid-project report on the progress of the project. You should reach 50% completion in approximately 90-120 days.
8. When your project is complete, you must “close out” the grant within 30 days. Failure to do this will result in ineligibility to apply for future Neighborhood Matching Grants. Refer to the “Reporting Requirements” section for details on reporting documentation.
 - Grant participants may request any funds remaining at the successful completion of their project to be used in a manner relating to the originally approved project. This request must be submitted in writing to the Office of Strategic Initiatives, who will ensure appropriateness before forwarding to the Assistant City Manager for approval. Additional project measures must be completed within the original project timeline unless otherwise stipulated. No requests for expenditures unrelated to the original project will be allowed. All project reporting, such as submission of invoices, receipts, etc. are required for this process as well.

NOTE: Neighborhood groups must ensure that any damages to adjacent personal property, rights of way, or any other locations, as a result of this project are repaired. Documentation of such repairs must be submitted to the City as part of the project closeout.

REPORTING REQUIREMENTS

Two reports will be required during the grant project: one report when your project is approximately 50% complete (mid-project) and a final report within 30 days of project completion. Requirements for each report are below:

Mid Project:

- Documentation of expenses paid: receipts and invoices
- Documentation of volunteer hours
- Photographs of the project progress
- Narrative of project status and next steps

End of Project:

- Documentation of expenses paid: receipts and invoices
- Documentation of volunteer hours
- Post-completion photographs of the project site
- Narrative of project completion

Samples of all reporting documents are available on the Neighborhood Matching Grant website at www.arlingtontx.gov/neighborhood_grants. If you have any questions on the reporting requirements, submit your questions via email to neighborhoods@arlingtontx.gov.

COMPLETING GRANT APPLICATION

The application and supplemental forms are available at: www.arlingtontx.gov/neighborhood_grants.

The [application](#) is only available online. All project information and documentation **must be submitted through the online form**. A sample of the application questions and format is available in Appendix C of this Guidebook. If you have any questions on how to fill out the [application](#), please submit your question(s) by email to neighborhoods@arlingtontx.gov or call 817-459-6566.

NOTE: You will NOT be able to leave the application and return to it once you have begun. You will be able to go back and forth between pages while working on the application site, but you will NOT be able to close the form and come back to it later. All of the questions and required documents are included below. Additionally, a full application is included in Appendix C of this Guidebook. It is recommended for you to write answers in a separate word document until you are able to submit the full application.

PAGE 1:

Page 1 introduces basic program requirements and eligibility before beginning the application. Once you have reviewed this information, click “Next”.

PAGE 2: NEIGHBORHOOD GRANT PROJECT SUMMARY

Page 2 provides an overall summary of your neighborhood, the proposed project, the grant request and the overall project cost, including:

1. Neighborhood Names
2. Project Name
3. Project Category
4. Grant Amount Requested (rounded to the nearest \$10.00)
5. Cash Match Amount
6. Other Match Amount
7. Total Project Cost

PAGE 3: NEIGHBORHOOD DETAILS

Page 3 asks for additional details about your neighborhood and the team that will be managing the grant project, if awarded. Information includes:

1. Neighborhood Boundary Description
2. Organization Type
3. Neighborhood EIN
4. Neighborhood Bank Name
5. Neighborhood Authorized Signatory
6. Neighborhood Project Team Lead Contact Information
7. Uploading Supporting Documentation

NOTE: Do not skip questions with the “Choose File” Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says “No File Chosen”.



PAGE 4: PROJECT DETAILS

Page 4 asks for additional details about the proposed project. When completing this section, be sure to include enough detail that someone who has never been to your neighborhood could understand the scope and details of your project. Information required includes:

1. Project Location
2. Description of Project
3. Public/Private Property declaration
4. Project Timeline
5. Maintenance Plan
6. Information Session Details
7. Upload Supporting Documentation

NOTE: Do not skip questions with the “Choose File” Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says “No File Chosen”.



PAGE 5: PROJECT BUDGET DETAILS

Page 5 asks for details about how the neighborhood will fund the project. This includes an overall budget and details about match sources. It is important that the final project budget includes enough cash and grant funds to pay for the project. Specific information requested includes:

1. Total Project Budget Amount

2. Declaration of Match Sources
3. Volunteer Hours
4. Cash Match Amount
5. Budget Description
6. Upload Supporting Documentation

NOTE: Do not skip questions with the “Choose File” Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says “No File Chosen”.



PAGE 6: NEIGHBORHOOD NOTIFICATION AND SUPPORT

Page 6 asks for details about how neighbors were notified, any opposition to the project, and the neighborhood support petition. Specific information requested includes:

1. How did you notify your neighbors about this project?
2. Discuss opposition to the project
3. Number of occupied homes in the neighborhood
4. Upload Supporting Documentation

NOTE: Do not skip questions with the “Choose File” Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says “No File Chosen”.



PAGE 7: APPLICATION CERTIFICATION OF TRUTHFULNESS AND ACCURACY

Page 7 is the final page and asks the applicant to certify that the application information and supporting documents is truthful and accurate. Specific information requested includes:

1. Applicant Name
2. Applicant Title
3. Email Address
4. Phone Number
5. Date of Submission

SUBMITTAL INSTRUCTIONS:

1. Ensure the application is filled out and all sections are complete
2. Ensure all documents have been attached in the appropriate locations within the application form
3. Ensure you receive a confirmation email from staff within 3 days of application submission

SAMPLE BUDGET

Sample Neighborhood Grant Landscape Project Budget			
Item	Description	Cost	Source
Landscaping Demolition	removal of existing plants, trim, and irrigation	\$ 1,800.00	grant
Landscape Installation	hire Your Yard Landscape to install new drought tolerant plants	\$ 4,000.00	grant
Benches	purchase of two new metal benches	\$ 750.00	match (cash)
Installation of Benches	30 volunteer hours to install benches in new landscaped area	\$ 450.00	match (other/volunteer)
Light Installation	Landscape lighting donated by Lights Unlimited	\$ 600.00	match (other/donated)
	TOTAL PROJECT COST	\$ 7,600.00	
	CASH MATCH	\$ 750.00	10%
	OTHER MATCH	\$ 1,050.00	14%
	TOTAL PROJECT MATCH	\$ 1,800.00	24%
	TOTAL GRANT AMOUNT	\$ 5,800.00	

*This budget is not representative of accurate or reasonable costs for a specific project and is an example of a suggested budget format only.

The budget document a neighborhood submits does not have to follow this format exactly, but should include the following information:

1. Line items for major components of the project
2. A short description of each line item
3. The total cost of each line item
4. An identification of whether the cost is anticipated to be funded by the grant or by a match source provided by the neighborhood (Source)
5. The Total Project Cost (including all values of match sources)
6. The total Cash Match provided by the neighborhood
7. The total "Other" Match provided by the neighborhood (the sum of volunteer hours, donated services, donated materials)
8. The Total Project Match (the sum of cash and other match sources)
9. The Grant Amount (the Total Project Cost minus the Total Project Match)
10. Percentages calculated that show the Cash Match is at least 10% and the Total Match is at least 20% of the Total Project Cost

NOTE: It is the responsibility of the Neighborhood to ensure the grant amount requested is sufficient to complete the project as proposed in the application

FREQUENTLY ASKED QUESTIONS

Q: How does my neighborhood group get an Employer Identification Number (EIN)?

A: An EIN is free to obtain from the Internal Revenue Service online, by fax, mail, or telephone by visiting www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN.

Q: Can neighborhood groups partner together on an application?

A: In some cases, multiple neighborhoods can and should work together on a large-scale project. The funding amount will still be capped at a maximum of \$25,000. If you would like to determine if your project is suitable for a neighborhood group partnership, please contact City staff at an Information Session, or by emailing neighborhoods@arlingtontx.gov.

Q: Can churches or non-profit groups apply for funding?

A: Not independently of a neighborhood group. A church or non-profit organization can partner with its surrounding neighborhood and must still demonstrate neighborhood support of the project. In this case, the neighborhood would be the primary applicant, and the organization would be a “partner organization”. If you would like to determine if your group or project is suitable for a neighborhood group partnership, please contact City staff at an Information Session, or by emailing neighborhoods@arlingtontx.gov.

Q: If our neighborhood applies for more than one grant, can we apply for the maximum amount our group is eligible for on each application?

A: No. The maximum award amount is per neighborhood group. The reason for applying for multiple grants per neighborhood group would be if the proposed projects were significantly different from each other, and should be considered separately – for example, you want to do a landscaping project and a traffic calming project. If you’re not sure if you should apply for a single grant, or multiple grants (up to 3), please contact us at neighborhoods@arlingtontx.gov.

Q: Can time spent preparing application count towards match?

A: No. While we want you to take sufficient time to put together the best proposal for your neighborhood, this time cannot be counted towards your match requirement as volunteer time.

Q: Can volunteer hours completed before a grant is awarded count?

A: No. The project that you apply for grant funds for is considered its own, independent project by the City, so no hours completed towards a complementary project can be counted towards the match requirement as volunteer time for this project.

Q: Can groups apply for more than one grant per funding cycle?

A: Groups can apply for funding for up to three projects. Applicants must rank the projects in order of preference.

Q: Will projects be weighted heavier with a higher match?

A: We require at least 20% match, but a higher match can help to demonstrate support and commitment to the project from the neighborhood.

Q: What is public property?

A: Public Property includes rights-of-way, parks, City-owned recreational facilities, or any other property owned by a public entity.

Q: What is private property?

A: Private Property is any property owned by a private entity, individual, or homeowner’s association.

Q: We’re not a non-profit or HOA, how can we apply for grant funds?

A: As long as your organization has an EIN number and a separate bank account in the name of the neighborhood (not a personal checking/savings account), you are eligible to apply for up to \$10,000. If your neighborhood is ready, you can also apply for grant funding to become an IRS designated non-profit organization and will be eligible for larger grants in future grant cycles.

Q: How are projects selected?

A: All project applications will be reviewed by the grant review committee, comprised of City staff from multiple departments. A recommended project list will be compiled based on the merit of the application and the capacity of the neighborhood group to carry out and complete the proposed project. The recommended

project list will then be presented to the City Council for their final approval. Once approved by Council, contracts with each neighborhood organization will be signed so the project can begin.

Q: Our group previously received NMG funds. Can we apply again?

A: Yes! We want to encourage all neighborhood groups to apply for projects they are excited about. However, if a previous grant project was not completed or the reporting requirements were not met, please discuss with City staff how you will address these issues for the new project.

Q: We have a landscaping project, but are concerned about planting during hotter months

A: Projects should be completed as soon as possible, but we also want plants to survive the hot summer. Grant funds are usually available to the neighborhood by March. In the event of any delays, neighborhoods should talk with City staff about extending your project period to allow planting in the fall (i.e. October or November). Remember, neighborhoods with on-going projects are not eligible to apply for additional funding until the existing grants are closed out.

Q: What type of fencing is eligible for the grant?

A: Only perimeter fencing along an arterial road that meets the requirements of the Unified Development Code (UDC) is eligible for the grant. Fences must be 100 percent masonry (brick, stone, architecturally finished reinforced concrete), or any other sustainable material with more than 30-year life expectancy. Fences cannot be wood, chain link, or vinyl. See section 5.3.4 of the UDC ([Unified Development Code](#)) for specific requirements.

Q: How do we determine if a street is an arterial?

A: This designation comes from the City's Thoroughfare Development Plan. You can see this plan online at: https://arlingtontx.gov/city_hall/departments/office_of_strategic_initiatives/citywide_and_area_plans/thoroughfare_development_plan

APPENDIX A – NEIGHBORHOOD SUPPORT PETITION

NEIGHBORHOOD SUPPORT PETITION

Use this petition to gauge support of neighborhood residents for the project. Make sure that those signing clearly understand the details of your project. Be sure to include owners and renters.

Project Name:

Project Description:

The following residents of the Neighborhood fully understand the aforementioned project and support the pursuit of a Neighborhood Matching Grant to implement it.

Name	Address	Signature
1		
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APPENDIX B – PRIVATE PROPERTY APPROVAL FORM

PRIVATE PROPERTY APPROVAL FORM

Neighborhood Group Name:

Project Name:

Project Description:

I certify that I am the owner of the property named below. I hereby grant my approval for the above named neighborhood group to undertake the project, named and described above, along or adjacent to my property.

Property Street Address:

Property Owner Printed Name:

Property Owner Signature:

Date:

APPENDIX C – SAMPLE ONLINE APPLICATION FORM

Please do not attempt to fill out and submit the sample form included in the following pages. The sample application survey provided in this appendix is to assist you in completing the online application. You may complete the fields on this sample form and then transfer your answers to the online application. If you do not submit an online application through the proper website, your application will not be considered for the grant. If you have questions or technical difficulties, please call 817459-6566 or email neighborhoods@arlingtontx.gov.

[Click here to go to the online application.](#)



2021 Neighborhood Matching Grant Application

1. Program and Eligibility Information

In order to be eligible for a Neighborhood Matching Grant, all program requirements must be met. Applications not meeting the program requirements will be withdrawn from consideration. Please refer to the 2021 Neighborhood Matching Grant Guidebook to be sure that a submitted application meets program requirements. Address any questions to neighborhoods@arlingtontx.gov or call 817-459-6566.

Neighborhood groups can submit applications for projects in two funding tiers: projects less than \$10,000 or projects between \$10,000 and \$25,000. The largest possible grant award is \$25,000. All neighborhood groups must have a bank account in the name of the neighborhood, and an Employer Identification Number (EIN) issued by the IRS. Neighborhood groups applying for projects in the highest funding tier must be a formal organization in "Active" status with the Texas Secretary of State (<https://mycpa.cpa.state.tx.us/coa/search.do?userType=public>). There is \$150,000 available for matching grants in 2021.

Neighborhoods are required to provide at least 20% match for the project – a minimum of 10% must be in cash, and the remaining match can be donated materials or services, or volunteer hours (valued at \$15/hour). For example, if the project will cost \$6,000, the neighborhood group must provide at least \$1,200 in match, \$600 of which must be cash available in the neighborhood bank account at the time of application.

Neighborhoods applying for a grant must have attended or watched the recording of an Information Session to be eligible. For all other program requirements, please refer to the 2021 Neighborhood Matching Grant Guidebook.

For more information on this grant program, visit www.arlingtontx.gov/neighborhood_grants.

You will be able to save and return to this application until the application window closes at 3:00 pm on November 2.

Click "Next" to get started on your application!



2021 Neighborhood Matching Grant Application

2. Neighborhood Grant Project Summary

This section briefly describes your neighborhood, the grant request, total project cost, and the proposed project. Please complete all questions in this section.

1. Neighborhood Name:

2. Project Name:

3. Project Category:

- Community Capacity Building
- Beautification of Parks/Open Spaces
- Preservation of Natural Areas
- Physical Improvements
- Signage (Entryway/Signtopper)
- Other (please specify)

4. Grant Amount Requested:

Please round the grant request amount to the nearest \$10 increment. (For example, if the grant request is \$8,956.49, round grant request up to \$8,960.00)

5. Cash Match Amount Provided by the Neighborhood:

6. Other Match Amount Provided by Donations/Discounts or Volunteer Hours:

7. Total Project Cost:



2021 Neighborhood Matching Grant Application

3. Neighborhood Details

Additional information about your Neighborhood and the Project Team.

8. Neighborhood boundaries:

9. Organization Type:

- None
- Voluntary Non-profit Neighborhood Association
- Homeowners Association (HOA)
- Other (please specify)

10. Neighborhood EIN:

11. Neighborhood Account Bank Name:

12. Name of Neighborhood Authorized Signatory:

13. Neighborhood/Project Team Lead Contact Information

Name

Address

Email Address

Phone Number

14. Upload a map of the neighborhood boundaries

Choose File

Choose File

No file chosen

15. Upload documentation of the Neighborhood's EIN Number

Choose File

Choose File

No file chosen

16. Upload documentation of the Neighborhood's Bank Account and substantiate that the Cash Match is in the account

Choose File

Choose File

No file chosen

17. Upload documentation of the Neighborhood Organizational Status as Non-Profit, HOA, or Texas Secretary of State Entity "Active" Status

Choose File

Choose File

No file chosen



2021 Neighborhood Matching Grant Application

4. Project Details

Provide additional details about the proposed project

18. Project Location(s):

19. Describe your project in detail, including what specifically will occur, where it will occur, and the impact of the improvement on the neighborhood:

20. Project is on:

- Publicly-owned property (City is Owner; in Public Right-of-Way)
- Privately Owned Property

21. How long will it take to complete the project?

22. How will the project be maintained in the future? What is the long-term maintenance plan?

23. Which Information Session was attended:

24. Upload a Map showing where your project will be located

No file chosen

25. Upload any Plans or Drawings of the Project

No file chosen

26. Upload any Quotes or Estimates Received by Contractors/Vendors/Suppliers

No file chosen

27. If the project is occurring on private property, upload a private property owner approval - must include a project description, property address, owner name(s), owner signature, and date.

No file chosen



2021 Neighborhood Matching Grant Application

5. Project Budget Details

In this section, you will describe the total project budget and how the neighborhood will meet all match requirements.

28. What is your Total Project Budget? Be sure to include the cost of any Building permits, Easement Use Agreements, or Right-of-Way permits that will be required to complete your project (check the 2021 Guidebook for more information).

29. Will the project cost include any of the following? (attach documentation of any donations or discount)

- Donated materials
- Discounted materials
- Donated services
- Discounted services
- No donated/discounted services or supplies

30. If yes, please describe the donations or discounts:

31. Will the neighborhood use volunteer hours towards project completion?

- No
- Yes (how many hours)

32. How much cash will the neighborhood provide for the project?

33. Provide a general project budget, briefly explaining each line item, including the match contributions to the project. This information should match the information provided in the Complete Project Budget submitted as an attachment to this application. Refer to the 2021 Guidebook for an example.

34. Upload a project budget, identifying the amounts per line item for each of the funding sources: grant funds, neighborhood cash, donations/discounts, volunteer time. Refer to the 2021 Guidebook for an example.

No file chosen

35. Upload all documentation of discounts or donations for the project (tip: combine all pages into a single PDF form for uploading)

No file chosen



2021 Neighborhood Matching Grant Application

6. Neighborhood Notification and Support

In this section, you will describe how you notified the neighborhood about this project, any opposition, and support for the project.

36. How did you notify your neighborhood about this project application (check all that apply)?

- Neighborhood flyer posted in common areas
- Post on neighborhood website/Facebook/social media
- Post on neighborhood Nextdoor
- Email to neighborhood contacts
- Went door-to-door
- Discussed at a neighborhood meeting
- Other (please specify)

37. Discuss any opposition to the project from neighbors:

38. Number of Occupied Homes in Neighborhood:

39. Upload documentation that the Neighborhood Group supports the project (board minutes, meeting minutes, letter from the president/board)

Choose File

Choose File

No file chosen

40. Upload the Neighborhood Support Petition.

In order to qualify for a Neighborhood Matching Grant, the proposed project must have a significant level of neighborhood support. This is demonstrated by obtaining signatures in support of the proposed project that meets the following threshold based on the number of homes within the neighborhood boundary:

Homes in Neighborhood	% of Homes in Support
15-50	75%
51-150	50%
151+	25%

Choose File

Choose File

No file chosen



2021 Neighborhood Matching Grant Application

7. Applicant Certification of Truthfulness and Accuracy

“By submitting this application, I certify that all information submitted on this application and supporting documentation is complete, true, and correct. I also certify that I have reviewed the eligibility requirements and that the project described above meets those requirements. I further certify that I have reviewed the application and the program review process and agree to comply with its requirements.”

41. Application Certification Information

Applicant Name

Applicant Title

Email Address

Phone Number

42. Date Submitted

Date / Time

Date