



## Neighborhood Grant Program CITY OF COVINGTON, KENTUCKY PROGRAM YEAR 2020-2021 GUIDELINES

### I. PROGRAM SUMMARY

The Neighborhood Grant Program is a competitively awarded program administered by the City of Covington. The goal of this program is to provide flexible funding, using a simple application process, to resident-led neighborhood or community groups (either formal or informal) in order to improve the physical appearance of their communities and enhance the sense of social cohesion through beautification projects, blight removal, special events and activities.

Two grant options are available:

- Small (\$250 - \$1,500)
- Large (\$1,501-\$5,000)

Grantees are restricted to a maximum of two Small grants per fiscal year (July 1-June 30) or one Large.

### II. PROCESS

The program typically has two grant cycles, fall and spring, each year. This year due to COVID19 and the restrictions that places on community activities, the program has been altered to allow for only one cycle, with additional time allowed for project development and project execution. The next application deadline will be on **Monday November 30, 2020 at 4:00 p.m.**

**Step One:** Work with your neighbors to develop an idea for a project, activity or event that improves the physical environment or the quality of life in your community and then build support for it from others.

**Step Two** The City will host a virtual information meeting on October 29<sup>th</sup> from 6-7pm to review the grant guidelines and answer questions from interested individuals or groups. Attendance at this event may be helpful, but is not mandatory to apply for a grant.

**Step Three:** Schedule a meeting or a call with Shannon Ratterman with The Center for Great Neighborhoods, to discuss proposal. This is designed to allow a general vetting of the project or activity and address any concerns prior to submission.

**Step Four:** Complete application making sure to submit before the deadline

**Step Five:** A committee of City and The Center for Great Neighborhoods staff will review and evaluate submissions based on the program's scoring criteria and will select and recommend the winning proposal(s) to Commission for approval.

**Step Six:** City and Center staff will work with the winning applicant(s) to coordinate the necessary items, including execution of a grant agreement, to access the funding as quickly as possible.

For additional questions, please contact the City's Director of Neighborhood Services, Ken Smith at [ksmith@covingtonky.gov](mailto:ksmith@covingtonky.gov) or 859-292-2125 or The Center's Program Director for Community Development, Shannon Ratterman at [shannon@greatneighborhoods.org](mailto:shannon@greatneighborhoods.org) or 859-866-7524.

## **TIME LINE OF EVENTS**

<b>PROPOSAL SCHEDULE</b>	<b>DATE</b>
Information Meeting (Virtual)	<b>October 29<sup>th</sup> from 6-7pm</b>
Meet with The Center for Great Neighborhoods	<b>TBD</b>
Deadline for Application Submission	<b>Monday November 30, 2020 at 4:00 p.m.</b>
Committee Recommendation (Tentative)	<b>December 15, 2020</b>
Commission Approval (Tentative)	<b>January 2021</b>
Deadline for Project Completion	<b>June 30, 2021</b>

### **III. PROGRAM REQUIREMENTS**

**Funding:** The City has allocated approximately \$54,000 for this fiscal year. The program is administered as part of the Neighborhood Services Department. While there will normally be two funding cycles per year, the City may choose to fund more in one cycle than the other.

**Eligible Applicants:** Applicants to the program may be an existing Covington resident-led association, a group of individuals who are currently organizing a community association, or an informal group of neighbors, as long as the application meets the City's objectives and the application proves that there is broad support for the project. All applicants are strongly encouraged to seek opportunities to collaborate with an existing neighborhood association if one exists in the neighborhood where the project will take place. The City will prioritize spreading funding out across as many neighborhoods as possible, so it is to your advantage to collaborate and consolidate applications where possible. Individuals, businesses, social services agencies, fraternal or religious organizations, schools and public agencies are not eligible to apply. Organizations that are eligible, however, may collaborate with these groups to implement the project.

**Other City Department Assistance/Approval:** If another City department is required to approve the project or perform any activity, the applicant must discuss the request with that department prior to submitting the application. Formal approval of any request must be in place before the grant agreement will be executed. Examples might include Public Works installation of a water fountain or street pole banners, approval to install a mural on City owned property, Right-of-Way Encroachment Permits, etc.

**Public Benefit:** Per OAG 99-5, the City must receive benefit from any donation made to a private organization; the funded activity must be a permissible activity; the City must control how the money is spent; and the funds must primarily benefit the public at-large rather than the organization.

**Grant Agreement:** The City is contracting with The Center for Great Neighborhoods to administer the Neighborhood Grant Program. Successful applicants will be required to enter into an agreement with The Center detailing the use of the funds and other legal requirements. **Any expenses incurred before the grant agreement is fully executed will be ineligible for reimbursement.** A sample agreement is attached to these guidelines.

#### Other Criteria:

- Projects must be neighborhood focused and initiated by residents living in the neighborhood.
- Projects must enhance the quality of life in the neighborhood through visible physical improvements or special neighborhood activities.
- Projects must be sustainable (as applicable) and have demonstrated neighborhood support including a community contribution whether financial or in-kind (volunteer labor, material, etc.)
- Projects must have a neighborhood-wide benefit or general benefit to the area.
- Projects must be executed within 120 days from the signing of the Agreement.
- If multiple grant applications are received from one neighborhood, the City may extend the option to combine them into a larger proposal as applicable.
- Preference will be given to neighborhoods or areas of the City that have not previously received funding.

#### IV. PROJECT PROPOSAL REQUIREMENTS

**Neighborhood Grant Application (attached):** This form must be fully completed and submitted to the City by the application due date. The Neighborhood Grant Application outlines the details of the proposed project including:

- detailed description of the proposed project, activity or event;
- timeline and budget;
- information related to the selection criteria;
- names of partnering groups, businesses or other organizations

#### V. PROJECT SELECTION

**Project Rating Sheet:** Projects will be reviewed and evaluated based on the program's scoring criteria by a committee of City and Center staff. The scoring criteria that will be utilized is included as an attachment to these guidelines. City and Center staff will recommend projects to the City Commission for final approval. All projects receiving average scores of more than 75/100 points will be recommended in order until the total amount awarded across all projects adds up to the \$54,000 committed for this grant round. Any appeals to the committee's decision can be directed to the City Manager.

#### VI. SELECTION CRITERIA:

Applications for funding will be evaluated using the following criteria

- **Feasibility**-Applicants must demonstrate that the proposed project is feasible and that they have capacity to successfully execute it within the timeline of the grant.
- **Impact**-Applicants must demonstrate how the proposed project benefits their community. Preference will be given to those projects with the greatest impact.
- **Need**-Applicants should justify the reasonableness of the funding amount requested as well as the need for those funds.
- **Support**-Applicants must demonstrate broad community support for the proposed project. This can include a neighborhood association resolution, signed letters of support from community members, etc.
- **Leverage**-Applicants should demonstrate any leveraged benefit. This can be other financial contributions, in-kind donations or volunteer hours.
- **Inclusion**-Applicants should describe how the project will be inclusive reflecting the demographic characteristics of the neighborhood.

- **Sustainability**-Applicants should demonstrate, as applicable, how the project or activity will have lasting impact and be sustained by the community.
- **COVID-19 Response** – Applicants must demonstrate adherence to the most recent guidelines and orders released by the office of the Governor, found here: <https://governor.ky.gov/covid19>.



**Neighborhood Grant Program**  
CITY OF COVINGTON, KENTUCKY  
PROGRAM YEAR 2020-2021

## NEIGHBORHOOD GRANT APPLICATION

**Name of Neighborhood Association or Eligible Group:**

\_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount of Funds Requested \$** \_\_\_\_\_

- Two grant options are available: Small (\$250 - \$1,500) and Large (\$1,501-\$5,000)

Grantees are restricted to a maximum of two Small grants per fiscal year or one Large.

**Proposed Project Area** (list boundaries or include map of project area):

\_\_\_\_\_  
\_\_\_\_\_

**Project Leader/Organization Name:** \_\_\_\_\_

Main Contact Person:   Name: \_\_\_\_\_  
                                  Address: \_\_\_\_\_  
                                  Phone: \_\_\_\_\_  
                                  E-Mail: \_\_\_\_\_

**TEAM-** provide a list of residents, groups, businesses or other organizations that will be partnering on this project, activity or event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER CITY DEPARTMENT ASSISTANCE/APPROVAL-** Does this proposal require assistance or approval from another City Department or Division? Examples might include Public Works installation of a water fountain or street pole banners, approval to install a mural on City owned property, installation of items like planters or signage on public sidewalks, rights-of-way or in park. If yes, please provide details and indicate whether or not you have discussed and/or received approval from the Department(s)/Division(s)?

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**DESCRIPTION-** provide a detailed description of the proposed project, activity or event. (add additional pages, photos, or images, if necessary):

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**TIMELINE**-Describe the specific steps required to implement the project, activity or event. Include an anticipated date for each.

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**FEASIBILITY & CAPACITY**- provide background information on the applicant/organization including past efforts to implement community improvement projects. The more complex the project or event, the more capacity is needed. Detail any additional support required from the City (Public Works, Urban Forestry, Parks & Rec. etc.) Also, please address the feasibility/practicality of the proposed project. (add additional pages, if necessary):

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**IMPACT**- describe the expected positive impact that the proposed project, activity or event will have on the neighborhood including the number of people benefited. (add additional pages, if necessary):

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**NEED-** describe the need for this project, activity or event and why City funding is required. (add additional pages, if necessary):

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**SUPPORT-** Demonstrate that the proposed project, activity or event has buy-in from the neighborhood. Attach neighborhood resolutions, letters of support as appropriate. (add additional pages, if necessary):

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**LEVERAGE-** provide a detailed description of the private contributions that will be made to the project, activity or event (cash, volunteer hours, in-kind donations of products or services, other types of contributions) **Include letters of commitment from entities pledging private contributions.** (add additional pages, if necessary):

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**INCLUSION-** describe how the project will be inclusive reflecting the demographic characteristics of the neighborhood. (add additional pages, if necessary):

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**SUSTAINABILITY-** describe how the project, activity or event will be continued in the future (if applicable). If the request involves a physical improvement, describe how it will be maintained. (add additional pages, if necessary):

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**COVID19 Response -** describe how the project, activity or event will adhere to the most recent orders and guidelines set forth by the Kentucky Governor’s Office in response to the COVID19 pandemic. This may include efforts to accommodate social distancing, limiting size of gatherings, mask requirements, cleaning and sanitizing procedures, etc. (add additional pages, if necessary):

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# Project Rating Sheet

Applicant/Project Name: \_\_\_\_\_

Project Name/Area: \_\_\_\_\_

Project Rating Categories	Score / TOTAL
1. <b>Timeline</b> -Applicants must demonstrate that the project can be completed within a reasonable period after funding is made available.	____/10
2. <b>Feasibility</b> -Applicants must demonstrate that the proposed project is feasible and that they have capacity to successfully execute it.	____/15
3. <b>Impact</b> -Applicants should demonstrate how the proposed project benefits their community. Preference will be given to those projects with the greatest impact.	____/15
4. <b>Need</b> -Applicants should justify the reasonableness of the funding amount requested as well as the need for those funds.	____/10
5. <b>Support</b> -Applicants must demonstrate broad community support for the proposed project. This can include a neighborhood association resolution, signed letters of support from community members, etc.	____/15
6. <b>Leverage</b> -Applicants should demonstrate any leveraged benefit. This can be other financial contributions, in-kind donations or volunteer hours.	____/10
7. <b>Inclusion</b> -Applicants should describe how the project will be inclusive reflecting the demographic characteristics of the neighborhood.	____/10
8. <b>Sustainability</b> -Applicants should demonstrate how the project or activity will have lasting impact and/or be sustained by the community.	____/10
9. <b>Bonus</b> - Preference will be given to neighborhoods or areas of the City that have not previously received funding.	____/5
10. <b>COVID-19 Response</b> - Applicants must demonstrate how the project or activity will adhere to the most recent guidelines and orders released by the office of the Governor.	____ PASS/FAIL
<b>TOTAL SCORE</b>	____/100



The Center  
for Great  
Neighborhoods

## Neighborhood Grant Program Agreement

Congratulations [named organization or individual] on your award of \$[amount] from the City of Covington's Neighborhood Grant Program. This Agreement is between [named organization or individual] and The Center for Great Neighborhoods and outlines your responsibilities as a grant recipient. If at any time you have questions about the project, need to deviate from the expectations as outlined in the Agreement or as submitted in your Application, please contact Shannon Ratterman at [shannon@greatneighborhoods.org](mailto:shannon@greatneighborhoods.org) or 859-866-7524.

### Timeline

You must sign and return this Agreement within 7 days. You may begin working on your project as soon as the Agreement is returned and are expected to have it complete within 120 days from the date of this Agreement. You must complete and submit a Report (form attached) within 7 days from the completion of your project.

### Required Amendments & Permissions

It is your responsibility to make sure you have written approval from all relevant parties (including but not limited to property owners, all applicable City departments, etc.) before starting on your project. This Agreement is not a substitute for that approval. Listed here are required changes to your project from what was submitted in your Application and additional permissions that must be obtained:

[insert list of changes and permissions]

### Grant Disbursement & Use of Funds

All grant awards will be disbursed from the City of Covington, through The Center for Great Neighborhoods. The City funds are to be exclusively used toward the approved expenses listed below. The Center will write checks directly to an individual, organization, or business only when provided with an accompanying invoice or receipt. Expenses incurred prior to the date of this Agreement will not be approved. Any funds not used within 120 days from the date of this Agreement will be returned to the City of Covington within 150 days from the date of this Agreement.

[insert approved or adjusted budget from Application]

ITEM	NEIGHBORHOOD GRANT FUNDING
<i>TOTALS</i>	

### Project Implementation

All funded projects will be assigned a staff person from The Center as a liaison. This staff person can aid in implementing your project and will be checking in with you regularly to ensure that the project is proceeding as planned. The Center staff is here to help your project be successful, so please take full advantage of this resource!

### Reporting

You are required to complete a project Report upon project completion. The Report must detail the project results, achievements, outcomes, resident engagement, the project impact, budget, and future plans. A Report form is attached. The report must contain a financial reconciliation demonstrating the amounts of project funds expended by you as the grantee and an accounting of any unused project funds.

### Publicizing Your Project

Grantees are encouraged to publicize their projects and to spread the word about their good works and role in the community. Publicity vehicles include press releases, annual reports, newsletters, brochures, flyers, banners, websites, social media, and so forth. We appreciate the great work that you do in the community and know that your work inspires others. Publicity for projects allows others to discover the program, which leads more people to seek funding and create change in the community. You are required to publicize your project and to use the City of Covington's name, logo, Neighborhood Grant Program name, and The Center for Great Neighborhoods name and logo.

### Certification & Liability Release

By signing below, I certify that I am authorized to act on behalf of the organization/group that is referenced in this Agreement. By signing below, I hereby release The Center for Great Neighborhoods and the staff, officers, board of trustees, contractors and funders of The Center for Great Neighborhoods, and the City of Covington and its staff, officers, and elected officials, without limitation, from any and all liability, loss, or claim related to the Neighborhood Grant Program and my participation therein.

By signing below, I agree that I have read, understand, and agree to the conditions detailed above.

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Signature of Project Contact

Date

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Printed Name