



# CitiWorks Mini-Grant Program 2016

City of New Bedford ■ Department of Planning, Housing & Community Development

## **What are CitiWorks Mini-Grants?**

Since 2011, the CitiWorks mini-grant program has provided neighborhood-based grants of up to \$2,000 each that have helped make New Bedford a healthier, greener, and more beautiful city.

CitiWorks Mini-Grants focus on providing funding opportunities that bring residents together to conquer problems and improve New Bedford's quality of life. CitiWorks encourages grassroots projects that strengthen the city and neighborhoods through improvements to the physical environment such as gardens, murals, tree plantings and other similar projects.

## **Do I need to put my own money into my idea?**

The CitiWorks program encourages applicants for funding to demonstrate that they have identified at least 25% of the total cost of a project and will match it through any number of ways; this might mean providing in-kind contributions and donated volunteer labor, professional services, material or supplies, or borrowed equipment or a combination of some or all of these. All matches must be documented and certified at the time of application.

## **Where does this money come from?**

The CitiWorks program is funded through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant [CDBG] program which serves low to moderate income neighborhoods and populations throughout the City of New Bedford. Please check with the New Bedford Department of Planning, Housing and Community Development [DPHCD] prior to completing an application to make sure your project meets the rules and regulations set forth by HUD. All funded programs must meet CDBG guidelines and regulations established by HUD as well as other local restrictions established by the DPHCD. Please note that a maximum of one grant shall be awarded per agency or group.

CitiWorks is a **reimbursable** grant program; this means that if you are awarded a grant, you will be expected to pay for your project and *then* seek reimbursement.

## **What are the goals of CitiWorks?**

- To promote healthier, safer and cleaner neighborhoods
- To improve neighborhood appearance
- To encourage neighborhood residents to participate
- To demonstrate collaboration with community groups and organizations
- To develop leadership within the neighborhood
- To enhance partnerships between community organizations and the city

## **IMPORTANT!**

### **1. Deadlines are firm:**

Your application must be printed out (*pages 4 – 9 of this packet*), signed and submitted to the New Bedford Department of Planning, Housing and Community Development (DPHCD), 608 Pleasant Street, by 12:00 pm on **April 1, 2016.**

### **2. Notification:**

Applicants will be notified of award decisions by May 15<sup>th</sup>; specific conditions if any, need to be met prior to the execution of the grant agreement.

### **3. Contracting:**

Until the grant agreement is signed by all parties, the city has no responsibility to reimburse the applicant for any costs incurred. This means if you're awarded a mini-grant, nothing you spend prior to the execution of the contract is reimbursable.

### **4. Funding Source:**

The CitiWorks mini-grants are made available through funding from the HUD Community Development Block Grant Program [CDBG].

### **5. Application Assistance Contact:**

For assistance, contact Edward Bates, Neighborhood Planner at the DPHCD, 608 Pleasant Street, New Bedford, MA 02740, by phone at 508.979.1500 or via email at:

Edward.Bates@newbedford-ma.gov

### **Who is eligible to apply?**

Program users must have 501(c) 3 designation or be prepared to work with a non-profit that does have that designation. Eligible groups include:

- Neighborhood / community groups
- Youth, parent or senior groups
- Neighborhood Watch groups
- Schools/School-based groups
- Volunteer groups

Unfortunately, the following groups are **ineligible** and cannot apply for this funding:

- Religious institutions, with certain exceptions
- Private and for-profit businesses and corporations
- Individuals

### **What's considered an eligible project?**

Neighborhood physical improvements for public use are generally eligible projects; this includes tree plantings, community gardens, murals, other neighborhood beautification projects and projects that address neighborhood preservation.

CitiWorks projects provide physical improvements that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and city policies. Please note that organizations must provide detailed plans of their projects *prior* to receiving funds.

### **What can't a CitiWorks Mini-Grant pay for?**

Ineligible expenditures, generally includes but is not limited to:

- ⊗ Salaries or wages, direct or indirect administrative costs
- ⊗ Professional services or consultant fees
- ⊗ Landscape or improvements directly benefitting a homeowner or business owner landscape
- ⊗ T-shirts , office equipment , computers and software
- ⊗ Gas allowance for volunteers , stipends or items given away to individuals
- ⊗ Entertainment
- ⊗ Construction equipment or items including for example, paint brushes, garden tools and other items used to construct the project.

### **Where would eligible projects have to be located?**

- The City of New Bedford. Participants who benefit from CitiWorks funded programs must reside within the city limits of New Bedford.
- In addition to benefiting city residents, eligibility will based on projects located within an eligible area or projects providing direct program services to low and moderate income households. Eligible areas are comprised of census blocks in low and moderate income neighborhoods as defined by HUD. Direct program services are those projects that will provide direct services to low and moderate income clients. *Please contact the City's DPHCD to find out if your project is eligible prior to completing and submitting an application.*
- Project sites can be privately-owned land, memorial squares, cemeteries, parks, playgrounds, school grounds, existing community gardens, and areas of public access in eligible census blocks that serve a majority low to moderate income population; project sites not within an eligible census block must provide direct services to low and moderate income clients.
- All project sites must be open and accessible to all neighborhood residents. *In most instances, projects located on city-owned vacant land will not be eligible for this program.*

**If you have a project idea for a specific city-owned lot, please contact the City's Department of Planning, Housing and Community Development [DPHCD]. Contingencies and restrictions apply to projects in this category.**

**The DPHCD makes the final determination for eligibility and has the right to deem ineligible any activity it believes is not appropriate for funding under the CitiWorks program.**

### **REMEMBER...**

- ☑ Projects must provide a targeted community benefit in a designated low and moderate income neighborhood or serve a majority low and moderate income population.
- ☑ Activities must be implemented within the city limits of New Bedford.
- ☑ Must comply with all applicable local and federal health, safety, and legal regulations.
- ☑ Projects should be designed to provide a benefit to the broader community rather than to individuals.
- ☑ Project sites shall not offer a direct benefit to an individual's home or a business.

## CitiWorks Mini-Grant Program Application Details

### Project Selection Criteria:

CitiWorks Mini-Grant funds are intended as seed money to assist groups in implementing neighborhood projects that improve the physical environment in the city through empowering residents to work together to promote healthier, safer, and cleaner neighborhoods.

### Approval Process:

Applications are to be submitted to the City's Department of Planning, Housing and Community Development [DPHCD] for review and approval during the application period. DPHCD staff will make a preliminary determination that the proposed project is eligible and that the application meets the minimum requirements for completeness and timely submission.

### Competitive Review Process

Your application will be reviewed and rated based on the following criteria:

- 1. Thresholds.** All baseline application requirements, including, but not limited to, eligibility of project, eligibility of applicant, beneficiaries, and project location, are satisfactorily met.
- 2. Project Quality.** Submitted application demonstrates that the proposed project is well-planned and ready to proceed. Budget is realistic, well thought-out and is adequate to execute the project as intended.
- 3. Project Goals.** Application demonstrates measurable project goals and projected accomplishments within a demonstrated realistic time frame for completion.
- 4. Match.** Minimum requirement for match (25%) is met and application demonstrates that the match is secured and ready to be expended.
- 5. Community Benefit.** Project activities demonstrate a good approach to a neighborhood improvement.

### Grant Agreements:

Grant recipients will be required to enter into a contractual agreement with the City of New Bedford in order to receive a CitiWorks grant award funding. The grant agreement will contain the federal requirements and will also contain the program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into contractual agreements. There should be two signatures included in the agreement. One should be that of the Executive Director's and the other should be either the President or Treasurer of the Board.

No funds will be disbursed until both the organization and the city have signed the contract. **No reimbursement for expenses of projects which occur prior to entering into a written contract will be honored.**

### Fiscal Agent:

Applicants without the capacity to receive advanced funds for reimbursable activities may be asked to work with a fiscal agent. The applicant may, therefore, be different than the project's contractor for funds.

### City Disclaimer:

The city reserves the right to revise CitiWorks Mini-Grants program packet guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.



# APPLICATION FOR MINI-GRANTS FUNDING

## CITIWORKS COMMUNITY IMPROVEMENT PROGRAM

**NB 2016**

<b>Organization Name:</b> <i>NOTE: If you are <u>not</u> a 501(c)3, you will need a fiscal agent. Please have the 501(c)3 complete the next page.</i>		
<b>Project Name:</b>		
<b>Project Address:</b>		
<b>Executive Director Name:</b>		
<b>Organization Address:</b>		
<b>Telephone #:</b>		
<b>E-Mail Address:</b>		
<b>Website (If Applicable):</b>		
<b>Organization DUNS Number:</b>	<b>Tax ID or EIN</b> (format: 12-3456789)	
<b>Contact Name &amp; Title:</b>		
<b>Contact Telephone #:</b>		
<b>E-Mail Address:</b>		

### PROJECT FUNDING REQUEST

<b>CitiWorks Funds Requested:</b>	
<b>Funding Leveraged from other Sources:</b>	

### PROJECT LOCATION:

<b>Location of Activity - State specifically where your project will take place, using boundaries of street addresses.</b>

If your organization is not a 501(c)3 and you are utilizing a fiscal agent who is qualified to apply – Please enter the fiscal agent information below:

Please note the fiscal agent is responsible for all financial management of the grant and will be required to sign all documentation and forms.

<b>Fiscal Agent Name:</b>			
<b>Executive Director Name:</b>			
<b>Fiscal Agent's Address:</b>			
<b>Telephone #:</b>			
<b>E-Mail Address:</b>			
<b>Website (If Applicable):</b>			
<b>Organization DUNS Number:</b>		<b>Tax ID or EIN</b> (format: 12-3456789)	
<b>Contact Name &amp; Title:</b>			
<b>Contact Telephone #:</b>			
<b>E-Mail Address:</b>			

*Application continues on the following page.*

## I. PROJECT NARRATIVE



Please limit all narrative responses throughout the application to not exceed more than 2500 characters per question. Please note: If a response does exceed the length of the box, please either shorten the response or indicate that the response will be provided as an attachment immediately after the section.

- 1. Brief Project Description: (Your narrative should include who, what, when, where, why, and how) Please also feel free to present a separate sheet with pictures, drawings or anything else that helps fully describe the project.**

**2. Project Goal(s) and Objective(s): Please note that objectives must be specific, measurable, achievable, realistic, and time-bound.**

**3. Time frame for beginning and completing the project.**

**4. What community need will this project address?**

**5. Describe any past projects or related experience that demonstrates your organization's ability to carry out this project.**

## II. BUDGET



### ACTIVITY BUDGET

Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

(List your budget for this project in detail. Show a breakdown of individual items. Show matching funds or in-kind contributions AND SOURCE where appropriate.) Specify which items are to be funded through CitiWorks grant and identify other funding sources.

### BUDGET SUMMARY

Project Budget			
List materials and supplies and their sources	CitiWorks Funds Requested	Leveraged Funds or Value of In-kind donations	Source of Leveraged Funds and In-kind donations
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
<b>Total CitiWorks Funds Requested</b>	\$		
<b>Total Leveraged Funds</b>		\$	
<b>Grand Total Cost of Project (Total Leveraged plus Total CitiWorks)</b>		\$	

Applications submitted by non-profit organizations must contain two signatures. One should be that of the Executive Director's and the other should be either the President or Treasurer of the Board. If the signatures are not legible, then also write the names.

The signatures indicate that the program guidelines have been reviewed and that the applicant is willing and capable of compliance.

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SIGNATURE

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SIGNATURE

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DATE