

APPLICATION FOR SALT LAKE CITY'S NEIGHBORHOOD MATCHING GRANT PROGRAM

Submit application and attachments to Bob Gore, Housing & Neighborhood Development, Room 406,
451 South State Street, Salt Lake City, UT 84111 Telephone 535-7122 Fax 535-6131

Date _____

Project Name _____

Contact Person _____
Name

Address	Zip Code	Telephone #
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Brief Project Description and Location:

Your Community Council _____

I attest that our Community Council has approved this project.

Chairperson of Community Council _____ Date _____
(Chairperson signature)

Has your group ever received/applied for funding from the Neighborhood Matching Grant Program before? _____ If so, when? _____

Enter the total City Neighborhood Matching Fund Request \$ _____

Enter the total value of the Neighborhood's Contribution (Match) \$ _____

Add the two lines above for TOTAL PROJECT COST \$ _____

The signatory declares that s/he is the Neighborhood Project Coordinator of the applicant group, will assure that any funds received as a result of this application are used only for the purposes set forth herein, that a majority of the residents impacted by the project have agreed to undertake this project and will fulfill the terms of the contract entered into between the City of Salt Lake and the neighborhood group.

Signature of Neighborhood Project Coordinator or Responsible Party

Date

2. How many members do you have in your neighborhood group/organization or committee?

3. Approximately how many homes, businesses and private properties will be impacted by your project? _____

4. List which streets or blocks will be impacted by your project. Attach ONE map showing where the project will take place. (Note: A single project may improve one or both sides of a street or block, or it may improve an area that covers several blocks. Your neighborhood group should determine how big your project area will be.)

5. Have you checked to make sure that your project complies with all City ordinances?

Yes _____ No _____

6. Did you receive approvals from any and all private property owners that will be affected by your project?

Yes _____ No _____

7. The City will not fund any projects that will require future maintenance by City Departments. Have you planned for future care and maintenance of the improvements? Describe how future maintenance will be handled. (Note: the exception to this requirement is tree-planting projects in public parks. These plantings will require future maintenance by the Parks Department.)

8. Your project will require you to work on public property. For this reason, the City will need to review your project before your application is submitted. If you are proposing one or more of the following types of projects, please call the appropriate department listed on the following page, to obtain the signature on Form A and if applicable, Revocable Permits.

9. DEPARTMENT REVIEW FORM - A

If your neighborhood plans any of the following project types, this form needs to be signed by a representative from that Department. This will ensure that the Department impacted by your project has adequate notice of project development, and can provide you with necessary information to ensure that your project is successful: For additional information, please see reverse side of this form.

<u>Project Type</u>	<u>Department Overseeing Such Projects</u>	<u>Signature of Department Representative and Title</u>	<u>Date</u>
Street Lighting	Transportation, 535-6630 (Revocable Permits)	_____	_____
Tree Planting (general)	Urban Forestry, 972-7818	_____	_____
Tree Planting (Parks)	Parks Department, 972-7800	_____	_____
Other	_____	_____	_____

THIS FORM MUST BE SUBMITTED WITH YOUR APPLICATION!

<u>PROJECT TYPE</u>	<u>DEPARTMENT</u>	<u>ADDRESS</u>	<u>PHONE</u>
Street Lighting	Transportation (Revocable Permits)	349 So. 200 E. Suite 450	535-6630
Tree Planting (general)	Urban Forestry	1965 W. 500 S.	972-7818
Tree Planting (parks)	Parks	1965 W. 500 S.	535-6378

REVOCABLE PERMITS

A Revocable Permit is a City issued permit that assigns responsibility for the future maintenance of each private street light and sets forth the necessary conditions on which the City's financial participation is based.

This permit **MUST** be submitted, prior to installation of any street lights, for each property where a street light will be placed.

Revocable Permits can be obtained from the Transportation Department, 349 South 200 East, Suite 450, or Capital Planning and Programming, 451 So. State Street, Room 406. There is no fee for this permit. All other Permits and Fees associated with the Neighborhood Matching Grant Program for the Privately Owned Street Lighting Program are waived.

For additional information pertaining to Revocable Permits, please contact Gordon Haight, Salt Lake City Transportation, at 535-7147.

If your group is planning a project that does not fall into one of the categories listed, contact Bob Gore at 535-7122.

Sample Project Budget

- A. **Description of Item:** list each resource needed to complete your project.
- B. **Quantity:** list the amount or quantity of each resource needed.
- C. **Source of cost:** the vendor's estimate of project cost.
- D. **Neighborhood's "In-Kind":** enter the value of the neighborhood's donated goods, services or volunteer labor. Please note: volunteer labor should be valued at \$10 per hour, (unless, professional services directly related and necessary to the project are provided then the service may be valued at the professional rate. Staff must pre-approve professional services).
- E. **Neighborhood's Cash Match:** enter the neighborhood's cash contribution (if any) for this item.
- F. **City's Matching Funds:** enter how much of the City's funds you will spend on this item.
- G. **Total Cost:** calculate the total cost (include sales tax if appropriate for each resource)

Note: shaded items in the Table are for illustration only. A Description of Item	B Quantity	C Source of Cost	D Your "In-Kind"	E Your Cash	F NEIGH. MATCH. FUNDS	G. Total Cost (D+ E+ F)
Supplies / Equipment (specify)						
*street trees (example only)	20	Joe's Nursery		\$1,000	\$1,500	\$2,500
Street lights	3	Pinky's Elect		\$ 3,000	\$3,000	\$6,000
Volunteer Labor						
*trenching, planting	50 hours		10 volunteers at \$10. per hour = \$500			\$ 500
TOTAL PROJECT						\$9,000

*Total for street tree project would be \$ 500 for volunteer labor, \$1,000 for the cash match and \$1,500 from the Neighborhood Matching Grant Program, the street lights require \$3,000 in neighborhood funds and \$3,000 in Neighborhood Matching Grant funds. Total project costs \$9,000.

11. Match Pledged / Secured Form *(please photocopy if additional space is needed)*

The individuals, businesses or organizations listed below approve of this project and/or commit to donate the following cash, items, and/or work to:

_____ and its Neighborhood Matching Grant Project.
(Organization/Neighborhood Group)

Type of Contribution (Be Specific)	Print Name	Neighborhood Address & Zip (Home or Business)	Phone	# of Hours	\$ Value	Signature

Total value of match secured for this page \$ _____

Note: Projects must have at least 51% of the Neighbors approval.

APPLICATION CHECKLIST

SALT LAKE CITY'S NEIGHBORHOOD MATCHING GRANT PROGRAM

Please Make Sure:

- You have obtained a copy of the Guidelines For Funding Under the Neighborhood Matching Grant Program and have read them: _____
- You have obtained Neighborhood Matching Grant Application Forms: _____
- You have completed all Revocable Permits (if applicable) _____
- All line items/questions are answered _____
- Page 1 is signed by your Community Council Chair _____
- Neighborhood Matching Funds requested total no more than \$5,000 (Budget Form, question 9, page 4) _____
- Match Pledge Form, question 10, page 5 is completed _____
- Attachment A, Department Review Form is signed _____
- You have attached ONE Map showing the projects location _____
- A copy of the Contractors Bid is attached _____

You may mail or hand deliver the application to:

**Attn: Bob Gore
Housing and Neighborhood Development
451 South State Street, Room 406
Salt Lake City, UT 84111**