

NEIGHBORHOOD MATCHING GRANT PROGRAM GUIDELINES

Who to contact for information

- For **projects other than decorative street lights**, contact Bob Gore, Neighborhood Matching Grant Coordinator, Housing and Neighborhood Development Division, at 535-7122.
- For **decorative street light projects**, contact Michael Barry, PE, Transportation Engineer, Salt Lake City Transportation Division, at 535-7147.

What is the Neighborhood Matching Grant program?

The Neighborhood Matching Grant program provides grants up to \$5,000 to match a neighborhood's contribution of volunteer labor, materials, services and/or cash to make a permanent neighborhood improvement. Projects are planned and developed by neighborhood groups and must result in physical improvements to the neighborhood. Grants can be used for projects that enhance public safety, address neglected neighborhood problems, or improve the appearance of a neighborhood. Planting trees, improving vacant public property, developing a community garden, or purchasing and installing decorative street lights are examples of eligible projects.

Projects must have clearly defined goals, a time-line of no more than one year for completion, documented matching funds, and support from a majority of the neighborhood residents. Awards can not be made to single individuals, businesses, institutions, political groups or government agencies, and improvements can only be made on public property.

Neighborhood matching grants provide one-time funding; on-going funding is not available. All project maintenance is the responsibility of the neighborhood. For example, when a neighborhood installs street lights the cost of electricity and bulb replacement is the responsibility of the residents. If a neighborhood receives a grant for a community improvement, funds will not be available to maintain it in future years.

What types of projects can be funded?

Eligible projects:

- Provide a public benefit,
- Result in a physical neighborhood improvement,
- Can be completed within a one-year period,
- Involve neighborhood residents in planning and implementation,
- Have team leaders who are able to meet with City staff during regular business hours (Monday through Friday, 8 a.m. to 5 p.m.), and
- Meet the matching requirements.

Ineligible projects:

- Conflict with City policies,
- Request funding for maintenance of a previously funded project, or
- Are located on private property.

How the match requirement works

Every dollar the City contributes to a neighborhood project must be matched by the neighborhood sponsor. Match may consist of cash, donated services or materials, and/or volunteer labor valued at \$10 per hour. The best way to consider ideas for match is to develop a list of the resources needed to complete the project and then identify those items that can be found in the neighborhood. For example, if a neighborhood group is creating a landscaping project, is there someone who can donate concrete, soil, flowers or labor?

Remember:

- The amount and type of match must be appropriate to the needs of the proposed project,
- Applicants must document each element of the match,
- Future maintenance of the project cannot be counted as match, and
- Time spent in preparing the application cannot be counted as match.

Volunteer labor is the resource that most neighborhood organizations have readily available. In the early stages of planning a project it is important to determine which tasks volunteers can complete, how long each task will take to perform, and how many volunteers will be needed.

Documenting the match is very important! It must be demonstrated that the neighborhood has the ability to provide match or already has the required match. This can be demonstrated in a variety of ways which may include a copy of a bank statement or collected checks showing the amount of funds available, a donation letter pledging money and/or goods, services or labor, or signed pledge sheets documenting volunteer time and funding commitments.

Developing a successful project

1. **Select a project and build support**
Choose a project that will generate community support and addresses a neighborhood need or concern. The neighborhood group should have a voice in choosing the project. Talk to as many neighbors as possible. Their support is vital to the success of the project.
2. **Seek advice**
Since a project will involve changes to public property, obtain approval of the City Department impacted by the project. For example, it may be necessary to contact the Parks Department, the Engineering Division, or the Transportation Division.
3. **Develop the scope of the project**
Clearly articulate the goals and objectives of the project. A project with well-defined goals and objectives is likely to encounter fewer surprises later on. Outline the steps necessary to complete the project. It may be helpful to talk to another neighborhood group that has completed a similar project.
4. **Determine the resources needed**
Develop a list of the resources needed complete the project. They may include expertise, equipment, supplies, and volunteers. This list will be helpful in implementing the project.

5. Develop a project budget

After the resources to implement the project are identified, develop a detailed budget. Shop around for the best prices. Keep a record of cost estimates and ask for quotes in writing. Meet with contactors being considered to perform the work, and ask for references and information about similar projects they have completed. Then visit the projects to ensure they will meet the neighborhoods' expectations.

Writing the application

- Review the application requirements before beginning to complete it.
- Make sure the necessary information is available to answer all the questions.
- Make sure a neighbor in a lead position has a flexible schedule to meet with staff members during regular business hours.
- The application and budget forms provided must be used.

Revocable and electrical permits

For decorative street light projects, a revocable permit for each street light to be installed must be filed with the Transportation Division prior to beginning work, and an electrical permit for each street light to be installed must be obtained from Building Services prior to beginning work.

A revocable permit assigns responsibility for the maintenance of each private street light and sets forth the conditions on which the City's financial participation is based. Revocable permits can be obtained from the Transportation Department, 349 South 200 East, Suite 450. Contact Michael Barry, Salt Lake City Transportation, at 535-7147 for additional information and assistance.

An electrical permit requires inspection of each street light to make sure it is properly installed and connected. Electrical permits can be obtained at the Building Permits Office, City & County Building, 451 South State Street, Room 215. Call 535-7752 for additional information and assistance.

Community Council approval

The Community Council Chair from the area in which the project is located must sign the application. A neighborhood group should present its project at a full Community Council meeting if possible. The Chair's signature indicates the project meets Community Council approval.

Where to mail or deliver your completed application

Bob Gore
Housing and Neighborhood Development
Salt Lake City Corporation
451 South State Street, Room 406
Salt Lake City, Utah 84111

Administering City funds and contract requirements

Housing and Neighborhood Development will administer the City funds, process payment requests, and make a final inspection of the project. An approved project requires the neighborhood coordinator to sign a contract agreeing to the program requirements.