

Application Guidelines

ST. AUGUSTINE NEIGHBORHOOD GRANT PROGRAM / 2018

*Neighbors working together
to enhance neighborhoods.*



Applicant Eligibility

Applicant for a neighborhood grant may be:

- a neighborhood association member of the St. Augustine Neighborhood Council verified by letter;
- the Council itself for projects that benefit the entire association membership of the Council;
- an organization representing a group of residents of a particular neighborhood;
- a group of residents of a particular neighborhood.

Project Eligibility

Eligible projects fall into three categories:

- Improvement: being a tangible physical asset, new or existing, on public space;
- Communication: such as print material, e-newsletter, web design/maintenance to benefit the neighborhood;
- Education: such as workshops, classes, speakers for the benefit of the neighborhood.

Grant Amount and Frequency

Recipient is limited to one grant per funding cycle not to exceed \$2,500. Total funds available for the Fiscal Year 2018 grant cycle is \$15,000.



Application Submittal

A complete application includes 5 sections:

1. a thorough project description including project location and drawings/specifications if applicable;
2. a description of the project's benefit to the neighborhood;
3. a project schedule from start through to completion;
4. the project's total cost; and
5. the project's ongoing maintenance and operating costs if applicable.

Applicants must submit the original application with an additional five copies without binders or notebooks. Faxed or emailed applications are not acceptable.

Application Review

After review by staff to ensure completeness and compliance with project eligibility, an evaluation panel of city staff will review applications and recommend to the city manager a package of approved projects with recommended funding for each.

Implementation

After the city manager's approval of the evaluation panel's recommendation, applicants will be notified and scheduled to meet with appropriate staff to review the work plan, timeline, policies and procedures in keeping with city rules and regulations after which work on the project may commence.

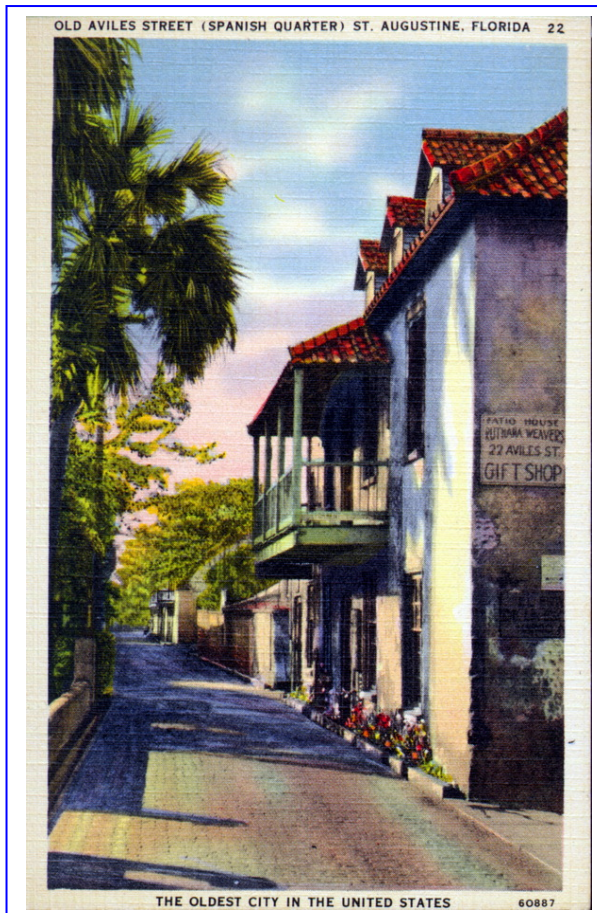
Application Deadline

Noon, Tuesday, February 20, 2018

Completed applications must be received by 12:00pm (noon), Tuesday, February 20, 2018, in the Public Affairs Department (elevator "B," 3rd floor), City Hall, 75 King St., St. Augustine, FL 32084. Applications may be mailed but faxed or emailed applications are not acceptable.

Availability of Grant Funds

Funds are available as reimbursements only, and only after providing appropriate documentation of expenditures and verification that the project has been completed by September 7, 2018.



Required Application Content

Section I

Applicant Information

(1) Indicate the name of applicant organization and if it is:

- the St. Augustine Neighborhood Council;
- a neighborhood association member of the Council (include verification by Council via letter);
- an organization representing a group of residents of a particular neighborhood;
- or
- a group of residents of a particular neighborhood.

(2) Identify the primary contact for the project including: name, mailing address, phone number(s), and email address.

Section II

Project Information

(1) In providing the following information, please be as thorough as possible, and describe:

1. a thorough project description including project location and drawings/specifications if applicable;
2. a description of the project's benefit to the neighborhood;
3. a project schedule from start through to completion no later than September 7, 2018;
4. the project's total cost; and
5. the project's ongoing maintenance and operating costs if applicable.

(2) Indicate the grant amount requested up to a maximum of \$2,500, the cost of the total project, and specifically how grant funds will be used.

