

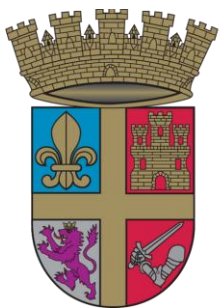
# City of St. Augustine Neighborhood Services

## Neighborhood Grant Program

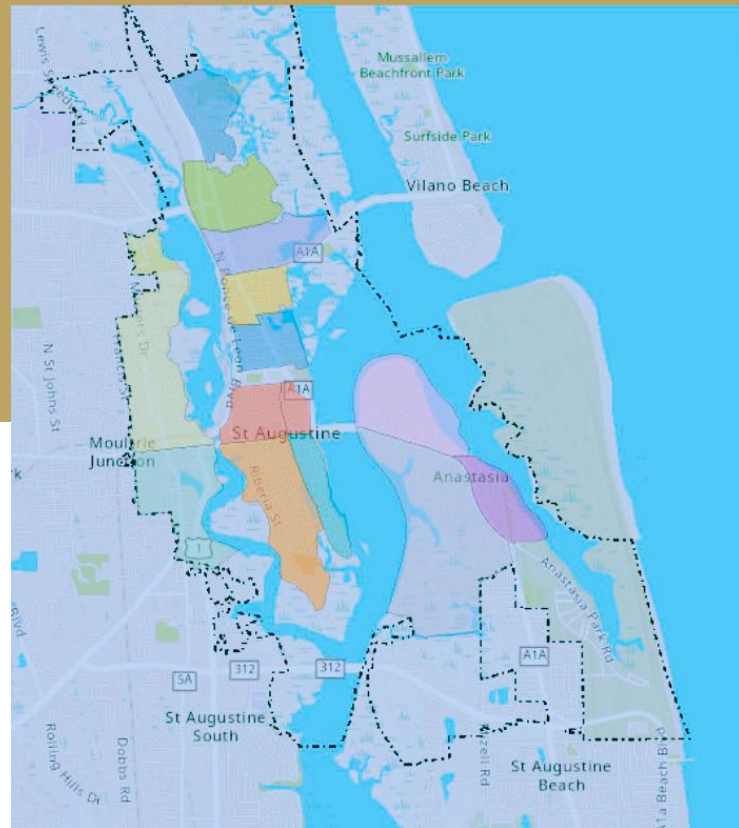
Funding for Neighborhood Improvement Projects

*Guidelines & Application Booklet*

Amended FY 2025



CITY OF  
**ST AUGUSTINE**<sup>TM</sup>  
EST. 1565



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# Program Description

The Neighborhood Grant Program (NGP) is a grant program that provides grant funding up to \$3000 to formally and informally organized non-profit groups that undertake small-scale neighborhood improvement, enrichment, and enhancement projects or events.

The Neighborhood Grant Program allows community organizations to utilize grant funding to support initiatives that will create opportunities that benefit the neighborhood as a whole, improves the neighborhood stakeholder's quality of life, supports beautification initiatives, strengthens local culture, and community engagement.

NGP funds accompanied with City Staff's technical assistance, is designed to empower neighborhood organizations to effectively plan and implement neighborhood and community initiatives.

Emerging and established neighborhood organizations, associations, and councils may apply. An application will be considered complete when all required documents are submitted within the required timeframe. Applicants are encouraged to submit letters of support, proof of additional project donations, project budget spreadsheet, organization documents, and volunteer sign-up sheets. Organizations that apply and are awarded grant funding will be required to be involved in the project from concept to completion.

An organization may apply more than once each fiscal year, but an organization may not receive more than \$3,000 in one fiscal year for any one or multiple grant awards. Separate organizations may apply to help fund a joint project, but City Staff or the reviewing board may deny an application at their discretion for challenges related to conflict of interest and /or unethical practices.

To be approved for grant funding the project must not illegally discriminate based on sex, race, ethnicity, age, religion, or sexual orientation.

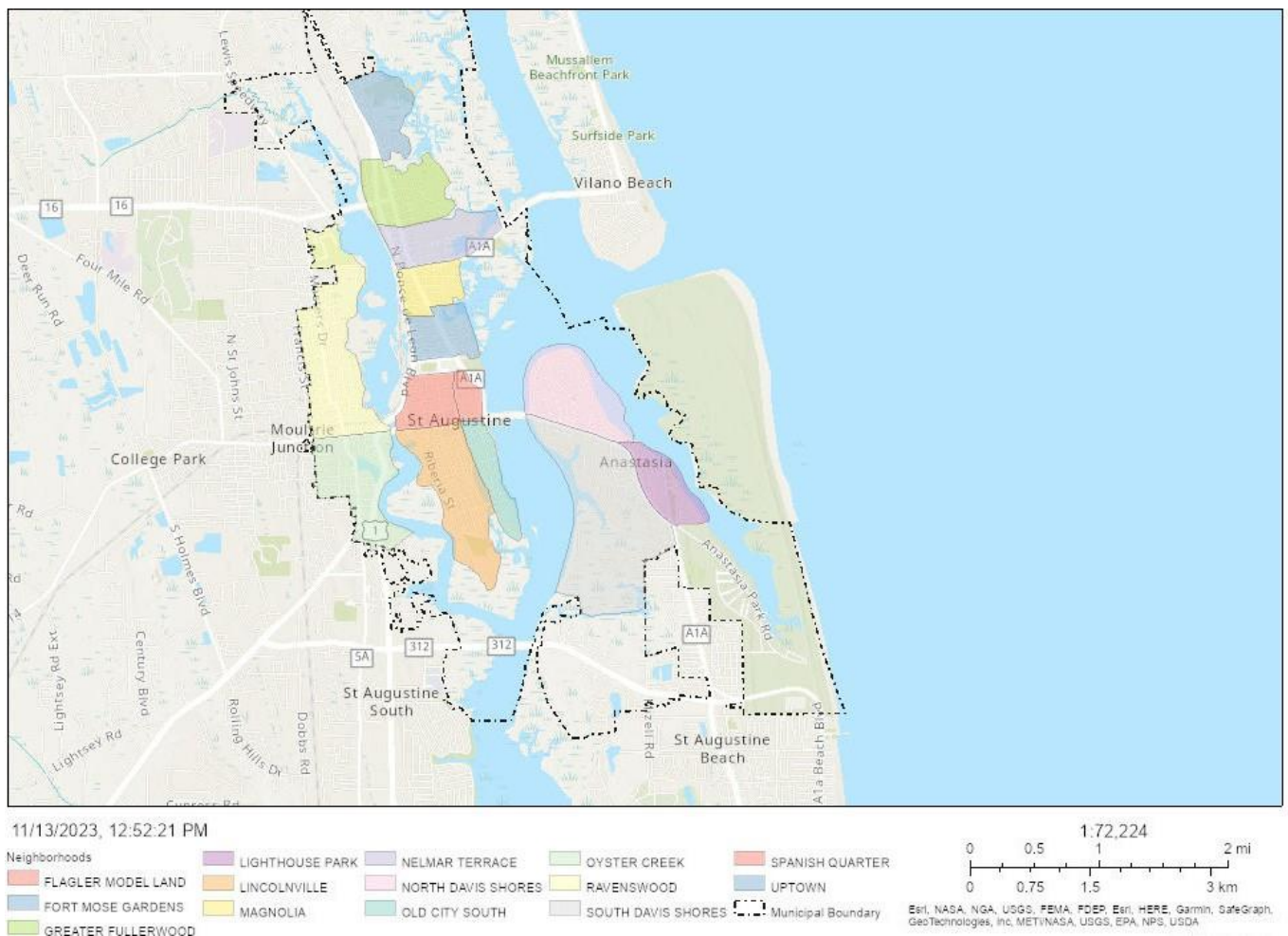
If an organization has an established Executive Board or a Board of Directors, the organization must submit meeting minutes with the application reflecting a majority vote for the grant application submission.

Applications may be sent via email to Neighborhood Services at [NGP@CityStAug.com](mailto:NGP@CityStAug.com). In the subject line state "NGP Application Submission". Applications can also be submitted via mail. Please submit the original application and any supporting attachments to the City of St. Augustine Neighborhood Services Division, 75 King Street, St. Augustine, FL, 32084. Applications can also be submitted in person to the Neighborhood Services Division, 75 King Street, St. Augustine, FL 32084, Lobby B, 4th Floor.

# Neighborhood Map

Neighborhood Grant Projects should be within a defined neighborhood within the City of St. Augustine, or within the City of St. Augustine municipality boundary. Utilize the map shown below for reference when submitting a grant application.

For a more definitive location of which neighborhood you are requesting grant funding for, you may utilize the City's Geographic Information's Systems (GIS) Maps. The GIS system allows you to key in an address and determine which neighborhood or area of the city that the project will be located in. Visit [StAug.Maps.ArcGis.com](http://StAug.Maps.ArcGis.com) to complete this process.



# Grant Guidelines Overview

- The Neighborhood Grant Program (NGP) maximum award amount is **\$3,000**.
- Grant applications requesting more than the \$3,000 maximum will be denied.
- Applicants may apply for grant funding from the 1st through the 15th of **January, April, July, and October** each year. Grant awards or denials will be sent to the applicant within the same quarter.
- All applications will be vetted for minimum qualifications and then reviewed and scored independently by the NGP Award Committee (NGPAC).
- NGP Grants will be awarded to eligible applicants who score a **minimum of 15 cumulative points**, on a first come, first serve basis. Eligible applicants must be a formal or informal non-profit organization.
- NGP applicant must provide a clear benefit in one of the following categories:
  - Community/Neighborhood Beautification/Placemaking/Revitalization
  - Community/Neighborhood Enrichment Initiative or Program
  - Community/Neighborhood Events
- Grant funds will not be awarded or reimbursed to applicants for any project that has been completed prior to the grant application being reviewed and approved.
- Grants are reimbursable to the applicant with proof of paid invoices, or payments may be reconciled directly with the selected vendor.
- Certain grants *may* be subject to the City of St. Augustine's public purchase procurement policy and procedures.
- Grants will not be awarded to individuals. Grants will be awarded to organizations both formally and informally organized of at least three (3) active members. The organization must be able to provide date stamped proof that it has been an active organization for at least 365 calendar days prior to submitting the application. The applying organization cannot be comprised of members who are all related by birth or marriage.
- Formally organized groups that have been active for 2 or more consecutive years, with record keeping data (minutes, meeting attendance logs, sign-in sheets, social media presence, neighborhood associations, neighborhood councils, proof of previous successful community projects or events, etc.) will likely score higher, increasing their opportunity to be awarded grant funds.
- NGP will not fund projects that may require ongoing subscription payments (i.e.: websites), excessive upkeep, maintenance, or projects that conflict with existing or proposed public/capital improvement projects or programs.
- Grants are funded based on the fiscal budget and available funds. If all budgeted grant funds are liquidated during any application acceptance period grant application submissions will be suspended until funds are allocated in the next Fiscal Year.
- Grant award recipients must submit the Project Progress and Completion Form at the conclusion of the project. Failure to submit this form may result in an organization being ineligible for future grant opportunities.

# Application Process

1. Submit your application to the City of St. Augustine Neighborhood Services and CRA Division

**Email:** NGP@citystaug.com

**Mail or In-person:** City of St. Augustine Neighborhood Services Division

75 King Street, St. Augustine, FL, 32084, Lobby B, 4th Floor

**Note:** All pages of the application must be completed, signed, and have attached supporting documents to be considered. For email submissions, please specify in the subject line: “**NGP Application Submission**”.

2. Once the application is received, staff will review the application to ensure all necessary documents have been submitted and that the project meets the NGP guidelines.

**Note:** Applications deemed incomplete or not meeting the guidelines will be returned to the applicant.

3. Once staff deems the application meets the guidelines, the application will be reviewed by the Neighborhood Grants Program Award Committee (NGPAC).

**Note:** The NGPAC is a committee selected by the Neighborhood Services Division Manager.

The committee will be a three (3) to five (5) member internal city staff committee. The NGPAC will further review the application, and determine if the application meets the adopted criteria, and is aligned with one of the three benefit criteria categories. The NGPAC will score grant applications utilizing a three (3) category, five (5) point score sheet. Applications will be scored in order of receipt and awarded based off of highest score for that grant cycle. An application must score at least 15 cumulative points to be awarded. If the application is approved, it will be progressed forward in the process. If the application is denied, the applicant will receive a notice advising the application was denied with attached reasoning.

4. Once the application is approved by the committee, the application may be sent to the City Attorney’s office for legal review.

**Note:** Certain applications may not require review by the City Attorney’s Office.

5. Following the review by the City Attorney, an email or letter will be sent to the applicant, advising next steps regarding permits, purchase orders, vendors payments, and how to request reimbursements.

6. Applicant may now initiate the scope outlined in the grant application.

**Note:** Applicant and project team is required to complete project from concept to completion. City staff will offer technical support where applicable.

7. Following project completion, applicant must submit project progress/completion report.

**Note:** Failure to submit a report following the conclusion of the project may prohibit an organization from being eligible for future NGP awards.



# Eligible | Non-Eligible Projects

## ELIGIBLE PROJECTS

- Banner Programs
- Playground equipment repair and installation
- Gazebo, bench, seating, repair/installation
- Common area or recreational area improvements, landscape, and/or view-scape maintenance
- Pressure washing or painting
- Sign installation or repair
- Kiosk or public bookcase/mini library
- Community events or activities (farmers market, community market, festival)
- Community event/activity signage, or marketing material
- Streetlight programs
- Community Garden improvements
- Sustainability/environmental efforts
- Art projects

## NON-ELIGIBLE PROJECTS

- Website development, maintenance, or service fees
- Organization marketing material
- Improvements to private property\*
- Construction of new walls or infrastructure
- Equipment purchases (office, lawn, gardening)
- Purchase of real estate/real property
- Newsletters, pamphlets, brochures
- Staff/ employee wages
- Reimbursements for past expenditures unrelated to the project or incurred prior to application being approved
- Speedbumps, traffic calming, studies
- Projects located within a neighborhood, common area, or community not situated within the City of St. Augustine Municipality Boundaries.

The information listed above is not intended to be an exclusive list of eligible or non-eligible projects. Only native, or native friendly plants will be considered for projects requesting landscaping. All projects listed as eligible are still subject to review and may be denied based on context, funding, or city staff discretion. Organizations requesting grant funds must participate in the project from concept to completion. Non-participation or lapse in participation throughout project progress could prohibit an organization from being eligible for future Neighborhood Grant Program funding and suspension of the project.

\*Improvements to institutional or commercial properties may be considered if substantial proof of public benefit can be obtained. Any cost related to permitting and easements must be included in the grant award amount. Applicant must submit a signed property owner authorization form.

# Frequently Asked Questions

- **How many NGP awards can an organization receive?**

An organization may apply and may receive grant funding multiple times each fiscal year, *but* an organization may not receive **more** than \$3,000 in one fiscal year for **any** one or multiple grant applications.

- **How many grant awards can a neighborhood or community receive?**

NGP is awarded to the organization, not the community, so a community may receive multiple grants depending on the community or neighborhood the organization intends to apply the grant award toward.

- **What if the project cost is more than the maximum \$3,000 NGP award?**

The applicant may be required to show proof of additional funds for the cost of the project. The applicant is solely responsible for any project cost above the grant award.

- **What happens if grant funding is liquidated within the initial grant cycle?**

Once grant funds are liquidated, applications for NGP will no longer be accepted. New grant funds must be allocated and adopted by the City Commission each budget year.

- **How many grants will be awarded or funded each cycle/quarter?**

Grant awards will continue to be awarded to approved applicants each quarter until funds are liquidated. If all grant funds are utilized during the initial quarter, applications will not be accepted until the next fiscal year when new grant funds are approved.

- **What if I submit the application after the 15th of the month?**

Any applications received prior to or after the Grant Application Acceptance Period will not be accepted and will need to be resubmitted during the appropriate acceptance period.

- **Who is responsible for applying for any necessary permits?**

The applicant or hired vendor must apply for any necessary permits or easements.

- **When will applications be accepted?**

Applications are accepted between the 1st and the 15th of January, April, July, and October each calendar year. These dates are known as the Grant Application Acceptance Period.

- **When will grants be awarded?**

Grants will be awarded within the quarter that the application is received and approved. For example: If a grant application is received in October, an applicant will be advised if the application is approved or not, and the award will be granted **before** December 31st, the end of the quarter.

- **How long do I have to spend the grant award?**

Grant awards must be utilized within the same fiscal year that they were approved. Failure to complete the project **and** request the reimbursement within the award fiscal year will result in the grant award being terminated.

- **Can I submit an application in January, even if my project/event is later in the year?**

Yes, you can apply during any grant application acceptance period, but funds must be expended in the same fiscal year.



# Definitions

**Formal Organization-** Are organization systems with well-defined authority structures with rules, or bylaws, and identified goals. This organization may be registered with a state agency (ex: Florida Division of Corporations) and have a tax identification number. A formal organization typically has a President or Chairperson that oversees an executive board or committee that meets regularly.

**Informal Organization-** Is an organization that typically engages through interpersonal relationships, and its members don't typically hold specific roles or have a consistent, established pattern of conducting business. An informal organization may identify as a book club, interest group, or social club.

**Familial Oriented Organization-** An organization that is solely (or predominantly) managed and formed to include executive board members or lay members that are related through blood or marriage.

**Public Benefit-** A benefit that accrues to the public at large, rather than to an individual or small group of people or private enterprise. A positive impact on society or the environment as a whole. Public benefit is reflective of the City's Vision Plan to include livability, authenticity, character, and vitality.

**Fiscal Year-** The one-year period used for financial reporting and budgeting. The City of St. Augustine Fiscal year begins on October 1st and ends on September 30th, annually.

**Calendar Year-** The time period of 365 days (366 days during leap year) beginning January 1st and ending December 31st.

**Grant Application Acceptance Period-** The timeframe in which grant applications are accepted and considered for funding. NGP applications are accepted on the 1st through the 15th day of January, April, July, and October of each fiscal year.

**Neighborhood Grant Program Award Committee (NGPAC)-** A committee comprised of three (3) to five (5) City of St. Augustine staff who independently review the applications received each grant cycle and provide scores based on the adopted criteria, grant guidelines, and supporting documents received with the application.

# Neighborhood Grant Application

The next pages contain the NGP application and all documents necessary to apply for grant funding. Complete all applicable documents with attachments and return by the grant submission deadline. The application can be submitted in person or via mail at City of St. Augustine, Neighborhood Services Division, 75 King Street, St. Augustine, FL 32084, Lobby B, 4th Floor. Applications may also be submitted by email. Please scan and send the completed application with attachments to [NGP@citystaug.com](mailto:NGP@citystaug.com). In the subject line state “NGP Application Submission”. Please be advised that any notarized form must have an original signature and cannot be scanned or sent electronically.

Applications are accepted from the  
1st through the 15th day of  
**January, April, July, and October *only*.**  
Applications submitted after these deadlines will not be  
accepted and will need to be resubmitted  
during the next grant cycle



## NEIGHBORHOOD GRANT PROGRAM APPLICATION

Neighborhood Association/ Organization Name:		Tax ID:
Authorized Agent Name:		
Mailing Address:		
Phone Number:		
Email:		
Project Title:		
Location of Project or Nearest Intersection:		
Name of Neighborhood:		
Requested Award Amount: (\$3000 maximum request)	\$	
Total Project Estimated Cost:	\$	

### Grant Award Category (select one)

☐

Beautification, Placemaking, or  
Revitalization

☐

Enrichment Initiative or  
Program

☐

Community Events

### Project Description

Please specify the details of the project, how funds will be used, timeline, and how the project will benefit the community.  
Please add additional pages, if necessary.

### Check Yes or No

Are you within the city limits?

Has your organization been awarded an NGP grant in the current fiscal year?

Do you have an active project team?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## Application Submission and Conflict of Interest Statement

It is prohibited for any applicant, contact person, or project affiliate to receive financial benefit from the Neighborhood Grant Program (NGP). Grants are subject to audit by the City of St. Augustine Neighborhood Services Division Manager and the City of St. Augustine Finance Department. Any evidence of violation, misrepresentation of the details of the grant request, or conflict of interest will result in the loss of grant and/or repayment of disbursed funds to the City of St. Augustine. I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for the grant on behalf of the applicant organization. I attest that I, or no person affiliated with this grant request will receive any financial benefit from the NGP funds disbursement. By signing below, I hereby acknowledge that I have read and understand the NGP Guidelines and Application Booklet, and I take responsibility for the receipt of grant funds. I will ensure the grant project is executed as outlined in this application packet, and the NGP Guidelines and Application Booklet. I understand I must submit a grant progress/completion report form within ninety days of project completion.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

## Additional Grant/Project Team Members

Print Name	Role/Title	Phone Number	Signature

### Internal City Staff Use

Grant Cycle QT/FY: \_\_\_\_/\_\_\_\_ Approved: Yes\_\_\_\_No\_\_\_\_ Grant Award Amount: \$\_\_\_\_\_

Staff Notes:



## Authorized Agent Form

\_\_\_\_\_ is hereby authorized to act on behalf of  
(name of agent)

\_\_\_\_\_. The authorized agent may  
(name of organization)

submit an application for the Neighborhood Grant Program and operate with a decision-making authority on behalf of the aforementioned organization. Proof of organization affiliation and "ownership" is attached.

By: \_\_\_\_\_  
Signature of Organization Owner or E-Board Chair/President

\_\_\_\_\_  
Print Name

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State of Florida  
County of St. Johns

Sworn to and subscribed before me by means of \_\_\_physical presence or \_\_\_online notarization.  
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_Personally Known to me -OR- \_\_\_Produced Identification  
Type of Identification produced: \_\_\_\_\_



## Property Owner Authorization Form

Please attach proof of property ownership

I, \_\_\_\_\_, owner of property located at \_\_\_\_\_, authorize \_\_\_\_\_

to apply for a grant and complete the Neighborhood Grant Project (NGP) within the specified boundaries of my property. I am aware of the project scope, and I understand and agree to the NGP guidelines. By signing this authorization I hereby agree to the project establishment on my property and understand that the City of St. Augustine ("City") is held harmless and indemnified from any responsibility to maintain or improve the project including but not limited to providing materials or labor on my property.

\_\_\_\_\_  
Property Owner Print Name

\_\_\_\_\_  
Property Owner Signature

State of Florida  
County of St. Johns

Sworn to and subscribed before me by means of \_\_\_physical presence or \_\_\_online notarization.  
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_Personally Known to me -OR- \_\_\_Produced Identification

Type of Identification produced: \_\_\_\_\_





## NGP Project Progress and Completion Report Form

Please attached project photos to this report and/or email them to [jperkins@citystaug.com](mailto:jperkins@citystaug.com)

Project Title:		
Recipient Organization Name:		
Project Completion Date: (if an event list event date)		Reporting Date:
<b>Report Details</b>		
Vendor/Contractor Used:		
Project Cost: (attach invoice/receipts)		
Approx. Public Impact:		
<b>Project Performance Narrative</b>		

This report is accurate and has been completed to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Submitting Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Application Checklist

- ☐ Completed and signed application
- ☐ Signed Conflict of Interest statement
- ☐ Attached organization meeting minutes\*
- ☐ Attached organization structure documentation (Division of Corporations Detail Page) \*
- ☐ Attached project quote and timeline
- ☐ Attached notarized authorized agent form\*
- ☐ Attach notarized property owner authorization form\*
- ☐ Proof that organization has been active for at least 365 days

**\*Only submit if the form applies to your grant application**

# Acknowledgements | Contact Information

Mayor Nancy Sikes-Kline

Vice Mayor Roxanne Horvath

Commissioner Barbara Blonder

Commissioner Cynthia Garris

Commissioner Jim Springfield

David Birchim, AICP, City Manager

Reuben C. Franklin, P.E., Assistant City Manager

Meredith Breidenstein, CPA, Assistant City Manager

## **Neighborhood Services and Community Redevelopment Agency Division**

Jaime D. Perkins, MPA, PMP, FRA-RA  
Division Manager

75 King Street, St. Augustine, FL, 32084  
Lobby B, 4th Floor

904.209.4201  
jperkins@citystaug.com  
CityStAug.com