



NEIGHBORHOOD MATCHING GRANTS PROGRAM

POLICIES AND PROCEDURES

PROGRAM OVERVIEW

The Neighborhood Matching Grants program provides neighborhood organizations the opportunity to implement public projects that will be awarded a minimum of \$500 and a maximum of \$10,000* in City funds to be matched equally by a private source of funds, donated funds, volunteer labor valued at \$10/hour, and/or in-kind contributions.

* An additional \$5,000 (for a total not to exceed \$15,000) can be requested for projects where implementation includes at least 66% (2 to 1) of the volunteer labor being provided by youth, and youth are encouraged to take other leadership roles in the programs. (Youth representation must include at least 10 volunteers.)

ORGANIZATIONAL ELIGIBILITY CRITERIA

To participate in the program, the grant requestor must be one of the following:

- a non-profit organization
- neighborhood association or home owners association registered with the City's Neighborhood Network
- citizen on patrol group or crime watch group registered with the Arlington Police Department
- a youth organization

Participants should also have an IRS 501(c)3 or 501(c)4 non-profit status, or partner with an organization that does and that will serve as the fiscal agent for the project.

However, participants who wish to apply for a grant in the amount of \$500 to \$2,000 will only need to demonstrate that they are an established organization with a separate bank account for their respective neighborhood organization, as well as an EIN number issued from the IRS. If your neighborhood does not currently have an association, there is an opportunity to apply for 501(c)3 status. This is a one-time award with a maximum request amount of \$1,000.

PROJECT CRITERIA

Projects eligible for funds must meet a public purpose, benefit a neighborhood, and meet the match requirements. Examples of eligible projects include but are not limited to:

- beautification/landscaping
- neighborhood park improvements
- traffic calming
- crime reduction

If your project involves City departments, such as Parks and Recreation or Public Works, you should coordinate with them prior to submittal and document their input in your submittal. Landscaping and beautification projects must be in compliance with the City of Arlington's Smartscape Policy.

Generally, projects that only benefit an individual or restricted group of people, such as those inside a gated community are ineligible for grant funds. Other reasons for application disqualification include

- inability to demonstrate match for grant funds
- requests for educational/social services, salaries, or operating expenses
- requests to supplant current funding being received
- projects that conflict with City improvements or do not comply with local, state, or federal law

APPLICATION PROCESS

Associations are required to complete a Letter of Intent and submit it to the Community Development and Planning Department. An applicant may propose multiple projects to increase the likelihood of receiving funding. When submitting multiple projects, associations should prioritize them for the selection committee, as typically, only one project will be funded per grant cycle per association. Full grant applications will be accepted by letter of invitation.

Grant applications will be evaluated by a selection committee on the following:

- serves a public purpose
- builds neighborhood cooperation and involves a significant number of neighbors
- benefits an area of focus or is within the boundaries of the Building Equitable Communities (BEC) initiative
- has a detailed budget reflecting accurate project costs
- has a detailed and achievable timeline including a plan for long-term maintenance
- meets applicable codes and has identified necessary permits

For the Neighborhood Youth Matching Grant, evaluation will also consider how the association encourages youth to have additional roles in the process such as:

- identifying the neighborhood issue and assessing the community need
- developing the project idea
- completing the letter of intent and writing the grant proposal
- participating in more than the minimum (66%) of required volunteer time

MATCH REQUIREMENTS

Volunteer labor must comprise at least 25% of the applicant's match, though exceptions will be considered for projects requiring professional work exclusively. You will be required to obtain in-kind commitments prior to submitting a full grant application. You will also be required to demonstrate how the match will be met on the full grant application form and document that you fulfilled the match obligation once the project is complete. These are some of the types of records that will serve as documentation.

For the full grant application:

- Neighbor labor commitment form
- Donation commitment forms for donated/ discounted goods or professional services
- Bank Statements from the organization showing funds available
- Letter of commitment for cash donations

GRANT APPROVAL

Full grant proposals will be reviewed and evaluated by a selection committee of City staff, chaired by a Deputy City Manager. Their recommendation for award will be presented to the City Council for final approval. Associations will receive a letter of confirmation once their application has been approved by the City Council. Processing and approval of full grant applications should be completed within four weeks of submittal. The letter of confirmation will be followed by a contractual agreement that will need to be signed by the association and their fiscal agent. A check in the amount of the grant will be awarded to the fiscal agent; grantees will obtain funding and coordinate documentation of expenditures through their fiscal agent.

Should an association not invited to submit a full grant application want to appeal that decision, it may do so by submitting a letter of appeal to the selection committee chair. This request for reconsideration must provide additional information supporting justification as to how the project does in fact meet the criteria for which they were denied an invitation.

PROJECT IMPLEMENTATION

All work should be complete within 180 days of contract execution. If additional time is needed, based on unique project circumstances, submit a request in writing to your contact in Community Development and Planning. Projects requiring city permits will require associations to have those permits prior to beginning the project.

Grantees will be required to submit monthly reports documenting expenditures and project status information to their contact in the Community Development and Planning Department. The monthly reports shall be submitted by the 25th of each month on standard forms provided by the City.

PROJECT CLOSEOUT

Within 30 days of total project completion, the project will need to be closed out with the City. Failure to do this will result in future ineligibility to apply for Neighborhood Matching Grants by the association and fiscal agent. Close out documentation includes post-completion photographs of the project site, a final list of volunteers working on the project, account of the expenditure of the City's cash grant funds, and final documentation of match fulfillment.

Grant participants may request any funds remaining at the successful completion of their project to be used in a manner relating to the originally approved project. This request must be submitted in writing no later than 90 days after contract execution to their contact in the Community Development and Planning Department, who will ensure appropriateness before forwarding to the Deputy City Manager for approval. Additional project measures must be completed within the original project timeline unless otherwise stipulated. No requests for expenditures unrelated to the original project will be allowed. All project reporting, such as submission of invoices, receipts, etc. are required for this process as well.

Associations must ensure that any damages to adjacent personal property, features of rights of way, or any other locations, as a result of this project are repaired. Documentation of such repairs must be submitted to the City as part of the project closeout.