



City of Plano 2018 Neighborhood Engagement Mini-Grant Program

The Neighborhood Engagement Mini-Grant Program is intended to provide a resource to neighborhoods looking to build or strengthen neighborhood involvement in voluntary homeowners associations, voluntary neighborhood associations, and crime watch groups. The program will support new or established neighborhood groups with initiatives that improve collaboration among residents, build their leadership team, create new relationships, strengthen inclusiveness and/or increase their outreach to their community to improve the quality of their neighborhood.

The Mini-Grant Program will provide up to \$500 to awardees. Limit one application per year per neighborhood group.

Grant Cycle Deadlines

First business day of December and June

Eligible Applicants must meet the following criteria:

1. Neighborhood Group would need to have a checking account or work with a vendor through the City of Plano's P.O. process.
2. Neighborhood Group is a crime watch group, neighborhood association or voluntary HOA registered with the City of Plano
3. Neighborhood Group must be a voluntary organization

Grant may be used to support a wide range of neighborhood strengthening activities. Groups are encouraged to develop creative ways to improve neighborhoods within the area of neighborhood engagement/community-building. Generally, projects should build a stronger sense of community.

Examples of Eligible Neighborhood Projects

- Communications: start-up funds for specific neighborhood projects such as designing a neighborhood website, newsletters, door-to-door canvassing, etc.
- Outreach/Marketing: 'New Resident' packets, member yard signs, meeting information sign, etc.
- Neighborhood Identity: start-up funds for brochures, education of neighborhood history, oral history project, etc.

Ineligible Projects

- Physical improvements – neighborhood groups interested in physical improvement projects should apply to the [Neighborhood Vitality and Beautification Grant Program](#).
- Special events rentals – neighborhood groups interested in a block party should inquire about the free [Pop Up Party Trailer](#) reservation; neighborhood groups interested in a neighborhood cleanup should reserve the free [Community Cleanup Trailer](#).
- Food or drinks
- On-going program funding

Submissions

Idea Proposal

Applicants should submit the Idea Proposal, by no later than **November 15, 2018**, to the program coordinator to allow for review of project concept and determine eligibility for program. The Idea Proposal will allow staff to assist in identifying areas needing further development or research and ensure the proposal meets grant guidelines.

Application

After review, neighborhood groups will be invited to submit a full application by **December 3, 2018**.

Budget

Applicants should include a project budget that addresses all costs for carrying out the project. Budget should also provide details on neighborhood-volunteer labor to be expected on project.

Selection

The Selection Criteria section of the application will be considered during evaluation of applications. Please answer questions as best as possible. Projects should have a clear goal or objective. Neighborhood groups will be notified by December 14, 2018.

Timeline

Projects should be completed within 6 months.

Payments

Maximum grant amount is \$500. Funds will be provided in the form of reimbursement of expenses incurred. For groups needing assistance purchasing materials or services in advance, a city purchase order may be used. The City would then release funds directly to the company/vendor after the work has been completed or materials received. The City cannot pay in advance for goods and/or services and must follow the purchase order procedures.

Reporting

Within 30 days of completing the project, a Final Report must be submitted. The report must be a summary of project and should include photographs, if applicable.

Submit Idea Proposal and applications to the Neighborhood Services Department, BEST Neighborhoods Division in person, by mail, or email.

Neighborhood Services Department BEST Neighborhoods Division

7501-A Independence Parkway
Plano, TX 75025

Esmeraldad@plano.gov

972-208-8150

Neighborhood Engagement Mini-Grant Idea Proposal

Due: No later than November 15, 2018

| | | |
|--|---|--|
| Organization/Applicant Group _____ | Date _____ | |
| <input type="checkbox"/> Crime Watch | <input type="checkbox"/> Neighborhood Association | <input type="checkbox"/> Voluntary Homeowners' Association |
| Project Contact _____ | Title _____ | |
| Email _____ | Phone _____ | |
| Mailing Address _____ | | |
| Neighborhood or geographic area served _____ | | |

Brief Project Description and Objective(s). Describe the scope and intent of the proposed project. What will this project accomplish? _____

Impact. How will this project help build a stronger organization and community? _____

Estimated dates for start and completion of project _____ - _____

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