



## Neighborhood Engagement Mini-Grant Program Guidelines

**Neighborhood Services Department**  
**BEST Neighborhoods Division**  
7501-A Independence Parkway  
Plano, TX 75025  
Program Coordinator: Kala Krishnan  
kalak@plano.gov 972-208-8150

# 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, neighborhood associations, and crime watch groups **located in non-mandatory HOA neighborhoods**. The program supports new or established neighborhood groups with initiatives that improve collaboration among residents, build their leadership team, create new relationships, strengthen inclusiveness and/or increase outreach to neighbors to improve the quality of their neighborhood.

The maximum grant amount is \$500 per application. Neighborhood groups are limited to two applications per year.

## Grant Cycle Submissions & Deadlines

The program offers an open application cycle through the year. The process to apply includes the following:

1. Applicants must contact the Program Coordinator to discuss ideas before submitting the Idea Proposal.
2. The Program Coordinator will provide the Application forms once the Idea Proposal has been approved.
3. The Program Coordinator can be reached by phone at 972-208-8150, or by email at [kalak@plano.gov](mailto:kalak@plano.gov).

## Idea Proposal

The program coordinator will review the project concept in the Idea Proposal and determine eligibility for the program. The Idea Proposal allows staff to provide initial feedback and to assist applicant in identifying areas needing further development or research.

## Full Application

After review and approval of the Idea Proposal, neighborhood groups will be invited to submit a full application which will be provided by Program Coordinator.

***Please note, the Full Application is due 30 days after the approval date of the Idea Proposal.***

## Eligible Applicants must meet the following criteria:

1. Neighborhood Groups must have a checking account or request the vendor(s) working on the project to contact Kala Krishnan ([kalak@plano.gov](mailto:kalak@plano.gov)) for direction on the City of Plano's Purchase Order (P.O.) process for payment.
2. Voluntary homeowners associations, neighborhood associations, and crime watch groups located in non-mandatory HOA neighborhoods are eligible to apply. Any of the above located in neighborhoods with mandatory HOA fees are ineligible.
3. A maximum of 2 applications will be accepted within a neighborhood boundary per calendar year. Neighborhoods with multiple groups are strongly encouraged to work together.
4. Proposals must demonstrate how the project or initiative will improve collaboration among residents, build the leadership team, create new relationships, strengthen inclusiveness and/or increase outreach to neighbors to improve the quality of their neighborhood. Groups are encouraged to develop creative projects that improve engagement and community-building efforts within their neighborhood.
4. Projects must be a new neighborhood initiative. The program is not intended to provide funds for on-going efforts/initiatives.

## Eligible Neighborhood Project Examples

- **Communications:** start-up funds for designing a neighborhood website, newsletters, door-to-door canvassing, etc.
- **Outreach/Marketing:** ‘New Resident’ welcome packets, neighborhood group member signage (yard, door/window decal), meeting information signage, etc.
- **Neighborhood Identity:** start-up funds for brochures, information on 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– 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](#). For information on other special event request, please visit [www.plano.gov/881/Special-Events-Permits](http://www.plano.gov/881/Special-Events-Permits).
- Food or drinks.
- Funding for existing neighborhood initiatives/project.

## Application Information

### Budget

Applicants must include a detailed project budget that addresses the total project cost. The budget should also include details on neighborhood-volunteer labor to be expected on the project.

### Selection

Applications will be evaluated by the Selection Criteria section of the application. Please answer questions as best as possible. Projects should have a clear goal(s) or objective(s) and indicate a clear connection between project goals and the program’s purpose. Neighborhood groups will be notified two-three weeks after the full application is submitted.

## Timeline

Projects should be completed within 6 months of the grant award date.

## Payments

Maximum grant amount is \$500. To process reimbursement of approved expenses incurred, neighborhood groups must submit a W-9, paid invoices/receipts and a completed Final Report Form (all provided by Program Coordinator). For groups needing assistance purchasing materials or services in advance, a city purchase order may be used. If a purchase order is used, after the work is completed or materials are received, the City will pay the company/vendor directly. The City cannot pay in advance for goods and/or services and must follow the City’s Purchasing Policy and applicable Purchasing Laws. ***Please note that the City of Plano does not reimburse on tax. The neighborhood group will have to bear the tax unless going through the City’s purchase order process.***

## Reporting

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

The Program Coordinator will contact the neighborhood group at 6 months and 1 year following project completion to discuss project outcomes and future goals.

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# 2019 Neighborhood Engagement Mini-Grant Idea Proposal

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? \_\_\_\_\_

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**Impact.** How will this project help build a stronger organization and community? \_\_\_\_\_

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**Estimated dates for start and completion of project** \_\_\_\_\_ - \_\_\_\_\_

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

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