



LAKELAND NEIGHBORHOOD ASSOCIATION COALITION

“Love Where You Live”

City of Lakeland

Neighborhood Partnership Matching Grant Program 2022/23

The program for neighborhood associations to help them promote stronger and healthier neighborhoods.

GRANT REVIEW COMMITTEE

Teresa Maio, Grant Manager

Jonathan Rodriguez, Grant Administrator

Amanda Aponte, Community & Economic Development

Carol Roberts, Community & Economic Development

Jorge Colon-Martinez, Community & Economic Development

Michael Smith, Housing

Kimberly Stopiak, Parks & Recreation

Jamin Smith, Communications

Sanyqua Marshall, Code Enforcement

For more information:

Call: (863) 834- 6011

Email: neighborhoodoutreach@lakelandgov.net

Fax: (863) 834-8432



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GUIDELINES

PURPOSE

The Neighborhood Partnership Matching Grant program is the continuous effort of the City of Lakeland to improve, strengthen and enhance neighborhoods. The program, created in 2000 and approved by the City Commission, encourages the citizens to revitalize and beautify their neighborhood.

The program is designed to:

- Encourage citizen involvement to enhance their neighborhood,
- Facilitate neighborhood self-improvement projects,
- Strengthen the partnership and communication between the City of Lakeland and its neighborhoods, and
- Promote stronger and healthier neighborhoods.

ELIGIBILITY

All formally registered neighborhood associations recognized by the City of Lakeland's Neighborhood Outreach Office for at least six months are eligible to apply for the grant. The association must have active participation with the Neighborhood Association Coalition.

Individuals, single businesses, city-wide organizations, social services, fraternal or religious groups, universities, political groups, and public agencies are not eligible for this program. Associations who failed to successfully carry out the projects in the preceding year are also not eligible. However eligible neighborhood associations are encouraged to form partnerships with non-eligible entities to plan and implement projects. The neighborhood associations must be the lead applicant and have the primary role in the partnership and be accountable for the results.

FUNDING

All Neighborhood Associations may apply for a partnership grant of up to \$2,500. In addition, neighborhood associations that have demonstrated the ability to facilitate a grant independent of City Staff by successful implementation and outcome of the projects from preceding year grant may apply for up to \$5,000.

If the neighborhood association receives cash sponsorship, the association must be responsible to receive and structure the expenses of the cash. The city is not responsible for collecting or handling it.

ELIGIBILITY REQUIREMENTS

- Neighborhood geographical boundaries must be within city limits of City of Lakeland.
- The project must provide a clear public benefit and emphasize the neighborhood.
- Must be an active member of the Neighborhood Association Coalition.
- **Must have at least one strong partner for their grant project.**
- **Must have an Employer Identification Number or City will be able to help assign one.**
- Must submit the NPGP complete application before the deadline.
- The grant application must be endorsed by the Neighborhood Association.
- Must be able to complete the project without the assistance of the City of Lakeland.

If the neighborhood associations are granted with the Neighborhood Partnership Grant, they must consider the following:

- Must obtain general liability insurance for any projects held within City properties as required by Risk Management.
- Must have special event insurance for events being organized within city property managed by the Department of Parks and Recreation.
- Spend allocated funds prior to September 30, 2023.
- Must report all other external sources of funds and its use for the proposed project.
- Execute a contract with the City prior to submitting any invoices.
- Invoices must be in by no later than 2:00 pm every Tuesday to receive the check.
- **Must have at least three team members in the Association to handle the grant project.**

PROJECT CATEGORIES

The Neighborhood Partnership Grant Project must foster the community partnerships and neighborhood empowerment through training, mentoring, community services, education/awareness, and initiatives. The grant projects are the physical improvement or beautification programs, projects that increases the effectiveness and improve neighborhood operations, reduce crime, youth program expenses, and resource conservation projects. This application cycle we are encouraging applicants to focus on a **single strong project**. Project may include but are not limited to:

Neighborhood Improvement/ Beautification	
• Landscaping and Beautification	• Community Gardens
• Street Adoption and Clean-Ups	• Identification Signs
• Small Playground Equipment	• Benches, Picnic tables, Trails
• Streetlights Installation	• Park Enhancement
• Curb Appeal Improvement	• Bike stations, racks, etc.

Organizational Development/ Training	
• Leadership Programs	• Board Training and Development
• Communication Strategies	• Meeting Signs

Crime and Public Safety	
• Neighborhood Watch Signs	• Fire Safety Programs
• Crime Prevention Program	• First Aid Certifications

Youth/Adult Partnership Programs/Sponsorship	
• After- School Academic Initiatives	• Tutoring
• Mentoring	• Youth Program Sponsorships/Supplies

Cultural Enrichment / Special Events	
• Music/Art Festival/Insurance	• 5K Walk/Run
• Historic Home Tours	• Civic Pride

Resource Conservation Projects	
• Recycling Campaigns	• Bike Racks
• Waste Reduction Initiatives	• Lake Cleanup Initiatives
• Waste Receptacles	• Energy Reduction Initiatives

INELIGIBLE PROJECT EXPENSES

The following are ineligible for the partnership grant funding:

- Personal Property Enhancements and Personal Events
- Food and beverages
- Alcoholic beverages
- Capital Equipment or Power tools (i.e. computers, copiers, scanner, etc.)
- Previously NPGP funded unsuccessful and incomplete projects
- Giveaways/ freebies
- Salaries (except for speaker honorariums and vendor invoices)
- Political campaigning
- Event specific shirts
- Inflatables (i.e. bounce houses, etc.)
- Projects that have been repeated for the previous three grant cycles
- Postage/ mailing supplies exceeding 10% of total grant award

Additionally, all individual project expenses will be subject to approval by the Neighborhood Outreach Office.

GRANT MATCH REQUIREMENT

- 25% match must be met through the volunteer hours' contribution after signing the contract. Volunteer labor will be valued at \$15/hr.
Example: 25% of \$5,000 matching grant would require \$1,250 or 125 volunteer hours or 25% of a \$2,500 matching grant would require \$625 or 62.5 volunteer hours.
- Can be 100% volunteer hours' contribution.
- Cash contribution
- In-kind donation of materials, services, labor, etc.

APPLICATION DEADLINE

All applications must be submitted by **September 23, 2022. NO LATER THAN 4 PM.** Applicants must submit their application by email. City staff can assist the applicants to complete the grant application, if needed. The office can be contacted at:

**Neighborhood Outreach Office
Community & Economic Development
City of Lakeland
228 South Massachusetts Avenue,
Lakeland, Florida 33801**

All applications will be emailed to neighborhoodoutreach@lakelandgov.net

PROJECT SELECTION AND NOTIFICATION

Applications submitted by the deadline will be reviewed by the Neighborhood Partnership Grant Administration Review Team. The successful applications will be further reviewed by the Grant Review Committee made up of city staff from multiple departments. Applications will be ranked based on the evaluation criteria. The grant recipients will receive an award letter and are asked to sign the agreement. All other applicants will also be notified of the decision.

PROJECT MONITORING

The selected projects will be monitored by the Neighborhood Outreach staff throughout the project completion period.

PROJECT COMPLETION

All projects are to be completed by September 30, 2023. The City of Lakeland encourages all the neighborhood associations to maximize the utilization of the grant fund and to be spent or encumbered by September 30, 2023. A **Project Completion Report is due on September 23, 2022** and is **required** to be considered for a grant for the following grant cycle.

NOTE: Until the project receives the approval from the Neighborhood Outreach Office, Community & Economic Development Department, the Department and City are not responsible for nor will it pay for any expenses or costs incurred by the applicant for the project.

EVALUATION CRITERIA

CRITERION	WEIGHT	EXPLANATION
SUPPORTS PROGRAM MISSION	15	Programs designed to fund the neighborhood improvement projects. (See eligible projects Pg. 2)
COST SHARING ABILITY	10	Letters of intent for in-kind donations such as supplies, equipment, space or professional services which describe their donations and state the market value.
BENEFIT TO NEIGHBORHOOD	15	Project(s) provides a public benefit to the neighborhood and directly involves the neighborhood residents in all phases. The project or activity takes place within the boundaries of the neighborhood, except when donated space is located outside the neighborhood.
PARTICIPATION AND COLLABORATION	20	Multiple volunteers have been recruited to carry out the project(s). Project involves broad-based neighborhood participation. At least one (1) grant partner has been identified.
PROJECT DESIGN	20	Well-planned, cost-effective, and ready for implementation; shows a clear and reasonable vision for sustaining the project and resulting improvements. Budget is a reasonable projection of expenses and revenue. Proposed activities are an innovative response to a recognized problem.
NAC COMPLIANCE	20	Applicants have attended at least 3 out of 4 neighborhood association coalition (NAC) quarterly meetings and have completed previous year's completion reports.