

FY 2021



PROGRAM BOOKLET



Palm Beach County
Board of County Commissioners



PALM BEACH COUNTY
OFFICE OF COMMUNITY REVITALIZATION



Applications Due By: 5 PM, Tuesday, March 31, 2020

How Can A Neighborhood Association or Group Apply

Contact Chrystal Mathews, NEAT Grants Program Manager, at (561) 233-5565 or by email at cmathews@pbcgov.org for more information or to discuss your project ideas. Staff assistance is available as organizations plan their project and gather resources. Interested community members are required to attend a Mandatory Pre-Application Conference and to contact the OCR for feedback on their project idea or draft application. We're here to help!

After reviewing the Program Booklet and talking with staff, fill out an Application Form and submit it by Tuesday, March 31, 2020.

TABLE OF CONTENTS

PROGRAM INFORMATION

| | |
|--|----|
| PROGRAM PURPOSE | 1 |
| GRANT AMOUNT | 1 |
| WHO MAY APPLY | 1 |
| PARTNERSHIPS | 1 |
| CCRT AREAS MAP | 2 |
| GENERAL REQUIREMENTS | 3 |
| MINIMUM ELIGIBILITY REQUIREMENTS | 3 |
| Eligible Projects | 3 |
| Ineligible Projects | 5 |
| Funding Restrictions | 5 |
| Matching Requirements | 5 |
| Mandatory Pre-Application Conference | 6 |
| LETTER OF INTENT | 6 |
| SPECIAL REQUIREMENTS | 7 |
| INSURANCE REQUIREMENTS | 8 |
| APPLICATION DEADLINE & SUBMISSION | 10 |
| SELECTION PROCESS | 10 |
| GRANT TIMELINE | 12 |
| RESPONSIBILITIES OF GRANT RECIPIENTS | 12 |
| GRANT WRITERS' SUPPORT | 12 |

GRANT APPLICATION

| | |
|--|----|
| APPLICATION CHECKLIST | 15 |
| COVER PAGE | 16 |
| NARRATIVE | 18 |
| PROJECT SCHEDULE | 24 |
| PROJECT MAINTENANCE | 25 |
| MATCH PLEDGE FORM | 27 |
| BUDGET | 30 |
| SUPPORT DOCUMENTS | 31 |
| Attachment A – Donation Letter | 32 |
| Attachment B - Partnership Letter | 33 |
| Attachment C - Release and Hold Harmless Agreement | 34 |
| Attachment D – Other Support Documentation | 35 |
| Attachment E – Letter of Intent | 36 |

OTHER USEFUL INFORMATION

| | |
|-------------------------------------|----|
| GRANT GLOSSARY | 37 |
| STEPS IN DEVELOPING A PROJECT | 38 |
| QUESTIONS TO ASK VENDORS | 39 |

HAVE QUESTIONS?

Please contact:

Chrystal Mathews

NEAT Grants Program Manager

PBC Office of Community Revitalization

2300 N Jog Rd., West Palm Beach, FL 33411

(561) 233-5565

cmathews@pbcgov.org

PROGRAM INFORMATION

PROGRAM PURPOSE

The Office of Community Revitalization's Neighborhood Engagement and Transformation (NEAT) Grants Program provides funding to neighborhood based groups and/or organizations for projects that improve the quality of life in their communities. By offering financial assistance, training, and technical support, the NEAT Grants Program enables residents to develop small collaborative grassroots community projects, and see their ideas through to completion. Grants may be used for a wide variety of activities and projects, and resident groups are encouraged to think in new ways about what will work in their communities and with whom they might partner. NEAT grants are intended to build the skills and capacity of project leaders to transform their neighborhoods.

Through a competitive application process, the County awards grants to qualifying applicants for specific projects or programs that can be implemented within a one-year time frame and provide a clear public benefit to Palm Beach County neighborhoods.

GRANT AMOUNT

Grant funding is available for projects seeking an award of up to a **maximum of \$10,000**. Projects require a community contribution of at least the amount of the grant request.

WHO MAY APPLY

NEAT Grants are available and may be awarded for projects located within **unincorporated Palm Beach County and the Lake Region municipalities of Belle Glade, South Bay and Pahokee**. Priority funding will be given to projects that are proposed for designated Countywide Community Revitalization Team (CCRT) areas (Enter your address on this link -> http://www.pbcgov.org/ccrt_map to find out if you live in a CCRT area). A map depicting all eligible areas under this program is provided on the following page.

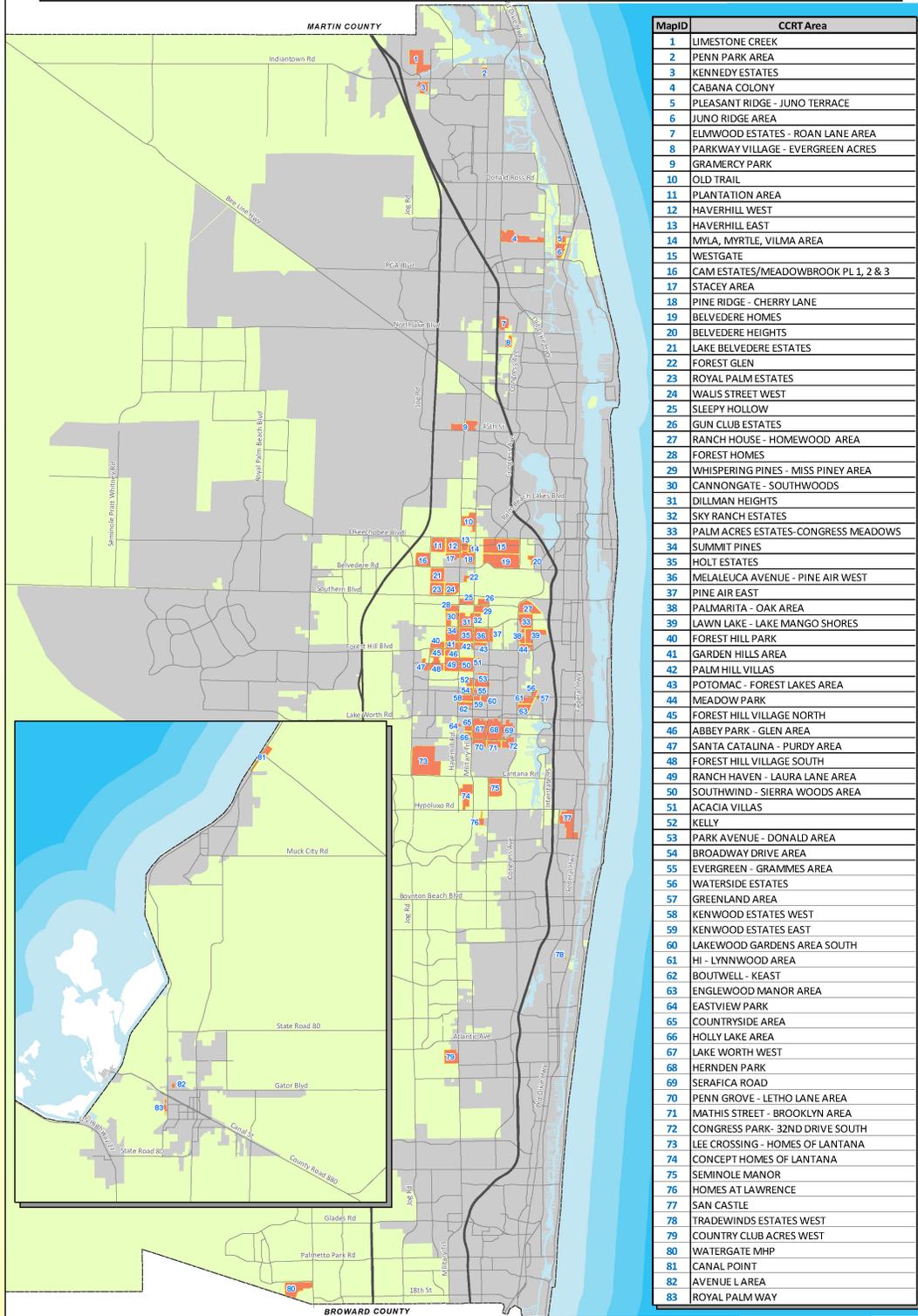
Applications will be accepted from informal or formal community groups, nonprofit organizations, and non-mandatory homeowners associations. Mandatory homeowners associations are only eligible if located within a designated CCRT area. There are no limits on the number of applications a community group or organization may submit. However, this is a competitive grant program, and only a limited number of grants will be awarded each calendar year. Palm Beach County reserves the right to limit the number of awards submitted by organizations from the same geographic area and/or operating under the same group or association in order to ensure funds are distributed fairly and equitably.

PARTNERSHIPS

Partnerships are encouraged but not required. To qualify as a partnership, the partnering organization must contribute to the project in a substantial and meaningful way. This could include providing critical resources, services, or technical expertise, or collaboratively executing the project. For each organization identified as a partner, **the applicant must submit a formal letter of support from the partnering organization that outlines their specific role in the project.**

PROGRAM INFORMATION

Palm Beach County Neat Grant Program Eligible Areas

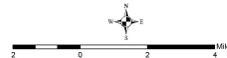


Date: 4/19/19
 Contact: PBC Planning Division
 Filename: N:\Division Projects\CCRT\2019

NEAT Grant Program: Eligible Areas

- CCRT Areas
- Unincorporated PBC

Note: Map is not official, for presentation purposes only.



Planning, Zoning
& Building
2300 N. Jog Rd
West Palm Beach, FL 33411
Phone (561) 253-3300



PROGRAM INFORMATION

GENERAL REQUIREMENTS

1. Applicants must demonstrate that their project meets the minimum eligibility criteria outlined within this section, with the goal of providing a benefit to the community. Within this criteria and grant requirements, the County welcomes creative project ideas that will help achieve neighborhood and community goals, build community pride, leverage volunteer efforts, and create partnerships.
2. Securing any necessary permits and paying for associated permit fees are the responsibility of the applicants.
3. Applicants must enter into a grant agreement with Palm Beach County as a condition of the grant award. The contract will outline the applicant's responsibilities during project implementation.
4. Projects' maintenance is the sole responsibility of the applicant. Failure to maintain project areas might result in denial of future grant funding. Projects are subject to audit which includes staff site visits.
5. Groups that are interested in applying for a grant are required to review their project with the NEAT Grants Program Manager prior to application submittal, and are strongly encouraged to contact the Manager early in the process to discuss initial ideas and overall grant requirements.
6. Applicants must submit no fewer than 2 and no more than 5 color photographs showing the physical location of their proposed project, and a legible and clear sketch, map and/or site plan, showing both the layout of the proposed project and how it relates to the neighborhood and surrounding community.
7. Applicants requesting funds for 501(c)(3) tax designation must be incorporated with the State of Florida and listed on sunbiz.org prior to application submission.

MINIMUM ELIGIBILITY REQUIREMENTS

Eligible Projects

1. Proposed projects must directly involve and engage the community as active participants and must address needs or improve the quality of life in one of the following categories. A list of project ideas is provided under each category. Applicants are not limited to these projects, but are encouraged to review the list for inspiration.
 - **Neighborhood Beautification**
 - Community cleanups
 - Landscaping improvements
 - Pressure washing and exterior painting
 - Murals

PROGRAM INFORMATION

- **Neighborhood Identification**
 - Community banners
 - Unified address plaques and numbers
 - Uniformed mailboxes
 - Uniform trash cans
- **Neighborhood Organizing and Sustainability**
 - Obtaining 501(c)(3) designation from the IRS (for groups already incorporated with the state)
 - Community organizing events
- **Neighborhood Outreach and Capacity Building**
 - Bulletin boards
 - Yard Signs (yard or volunteer of the month, meeting date, etc.)
 - Community newsletters
 - Neighborhood based events and celebrations
- **Public Safety and Crime Prevention**
 - Crime watch and crime prevention projects
- **Community Gardens**
 - Community gardens
 - Butterfly gardens
 - Community cookbook
- **Neighborhood Green Projects**
 - Community tool library
 - Recycling projects
 - Lake and canal improvements
 - Pet/waste receptacles
- **Emergency Preparedness**
 - Creation of a neighborhood directory
 - Neighborhood preparedness tool kit
- **Other**
 - Little free libraries/pantries
 - Minor playground improvements
 - Benches, gazebos, pavilions

2. **Qualifying projects must:**

- Provide a clear public benefit to the community it serves;
- Have neighborhood/community support;
- Be permitted by County and/or local government regulations;
- Have the required government consent or permit if proposed on public property;
- Have owner's consent if proposed on private property;
- Be designed for no/very low maintenance;
- Must be completed within 9 months; and
- Must match dollar for dollar the total grant amount requested with volunteer time, in-kind donations of goods and services, and/or financial contributions.

PROGRAM INFORMATION

Ineligible Projects

- Ongoing general organizational support such as rent, utilities, or staff;
- Direct grants, scholarships or loans for the benefit of specific individuals;
- Health fairs or Health and Human services related events or items;
- Fundraising activities, community events, parties and/or festivals;
- Request for uniforms; and/or
- Projects, programs or resources that are already offered for free in Palm Beach County.

Funding Restrictions

Funds cannot be used for:

- Projects that have another source of County funding and/or process (e.g., sidewalks, streetlights, speed humps and other traffic calming devices, etc.);
- Projects which are in conflict with existing County projects or departmental policies;
- Projects on public property without government consent;
- Projects on private property without owners' consent;
- Projects that don't serve a public purpose;
- Projects benefiting a property owner or agency;
- Requests for salaries or operating expenses; and
- Projects that do not provide the required match.

Matching Requirements

The amount of the applicant's contribution to the project must at least equal the total amount of grant funds requested from the County. A combination of cash, volunteer labor and/or in-kind donations of goods or services directly related to the implementation of the proposed project can be used as match. All contributions must be documented using the Match Pledge Form included in the grant application packet. The contributions must also be documented on the budget table which is part of the grant application.

- Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match.
- The match may not include resources or funding from other County departments.
- All match funds must be assigned to a particular line item in the project budget, and be directly related to the project's implementation.
- The applicant must provide documentation (receipts, etc.) for the match funds expended during the project and include it in the final report.
- Applications not meeting the above matching requirements will be subject to disqualification.

PROGRAM INFORMATION

- Project maintenance for two years after the grant is awarded can count toward the applicant match.

| Match Component | Definition | Requirements |
|----------------------------------|--|--|
| Cash | Cash contributions or donations, proceeds from neighborhood fundraisers, or other cash the applicant will contribute to the project to partially cover the cost of supplies, materials and/or services. | Provide bank statements or a letter from a bank or fiscal sponsor, if applicable to document the funds. |
| In-kind Contributions | Estimated “fair market value” of supplies, equipment and materials, space or professional services donated. | Donors must document the value of their contributions on official letterhead or through the use of the Donation Letter provided. |
| Volunteer Labor | Volunteer labor from volunteers who reside in the defined boundaries of the applying neighborhood for the implementation of the project, valued at \$25 per hour. Maintenance for a two (2) year period after the grant is awarded can also be counted as part of the match. | Unlimited |
| Private Grants and other sources | Grants that have been awarded to the applicant and that are directly related to the implementation of the proposed project | Unlimited |

Mandatory Pre-Application Conference

There will be a mandatory Pre-Application Conference held at the Palm Beach County Vista Center, Room 1E 58/59, 2300 N. Jog Road, West Palm Beach, Florida 33411, on February 12, 2020 at 6:00 p.m. to 8:00 p.m., for all applicants submitting grant applications. Confirmation of attendance must be received no later than February 7, 2020, at 5:00 p.m. to have your name on the confirmed list. Walk-in registrations will be accepted.

Please reserve and confirm attendance by registering online at <https://2021ocrneatgrant.eventbrite.com>. Please let the grant manager know if you do not receive a timely confirmation of your registration.

The NEAT Grant Guidelines and all associated documents will be available on the OCR website at <http://discover.pbcgov.org/ocr/Pages/NEAT-Program.aspx> or the Office of Community Revitalization located at 2300 N Jog Rd., Suite 2E-50, West Palm Beach, Florida 33411; Monday through Friday, 8:00 a.m. to 5:00 p.m.

Letter of Intent

After attending the Mandatory Pre-Application Conference, interested participants are required to submit a Letter of Intent (Attachment E) no later than **5:00 p.m. on February 25, 2020**. All Letters of Intent should be emailed to cmathews@pbcgov.org. Late submittals will not be accepted and will result in NEAT Grant disqualification.

PROGRAM INFORMATION

SPECIAL REQUIREMENTS

Read the following information carefully. This list will provide guidance regarding any special requirements for your proposed project:

Necessary Permits

In unincorporated Palm Beach County, a “building permit” is required for any man-made structure being built, installed, or permanently affixed to the ground whether on private property or in the (public) County Right-of-Way. Examples of a structure would include, but not be limited to: neighborhood signs, fences, walls, fountains, gazebos, pavilions, sheds, etc.

Note: Contractors must be licensed and registered in Palm Beach County to perform all construction work.

All approved projects under this grant program must be constructed in accordance with all applicable federal, state and local laws. All projects built on property owned by a person or entity other than the grant applicant shall require written permission and releases from the property owner, whether public or private. Approved projects shall also require written permission and applicable permits from appropriate public agencies (i.e., Florida Dept. of Transportation, Palm Beach County Traffic Engineering, Parks and Recreation, Land Development, etc.). Any necessary permits from applicable County/City Departments will be the sole responsibility of the applicants. To ensure the above list is satisfied, the applicant must contact the applicable County/City permitting agencies (i.e. Zoning Division, Engineering Services, Building, etc.) for compliance with permitting standards and expectations. The following contact information is provided for your convenience:

Land Development contact persons: Joanne Keller, P.E. Director of Land Development at (561) 684-4090
jkeller@pbcgov.org

Palm Beach County Sheriff's Office contact person: Sergeant James Hightower – (561) 670-8210
HightowerJ@pbso.org

Parks and Recreation contact person: Casey Pranckun, Landscape Architect – (561) 963-6785
CPranckun@pbcgov.org

Planning, Zoning and Building contact person: Ramsay Bulkeley, Executive Director - (561) 233-5227
Rbulkeley@pbcgov.org

Purchasing Department contact person: Angela Sims, Purchasing Administrative Project Coordinator - (561) 616-6846
ASims@pbcgov.org

Risk Management contact person: Jackie Binns, Property and Casualty Insurance Claims Manager – (561) 233-5422
JBinns@pbcgov.org

Emergency Management contact person: Shane Ratliff, Emergency Program Coordinator – (561) 712-6481
sratlif1@pbcgov.org

PROGRAM INFORMATION

It is the applicant's responsibility to obtain information on documents and/or any permits that may be required for project implementation. **THE APPLICANT WILL BE RESPONSIBLE FOR ANY UNANTICIPATED PERMITTING FEES!**

Vendor Quotes

All applicants shall be required to provide a minimum of three (3) vendor quotes (contractors, consultants, suppliers of plant materials, etc) for their proposed project. Be sure that all quotes are identical in work and products.

Applicants will be required to verify the quotes upon approval of their projects. It is the responsibility of the applicants to approach required vendors and provide written documentation indicating their commitment to the proposed project scope.

All modifications to approved vendor quotes should be submitted in writing to the Office of Community Revitalization for review and approval.

Vendor Registration

Upon grant approval, applicants will be required to register as a vendor with Palm Beach County in order to be reimbursed for expenditures. To register click on the below link:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

If you have questions or have problems registering, you may contact a specialist who will guide you through the process at (561) 616-6800.

Insurance Requirements

As part of the formal Contract/ Agreement executed with Palm Beach County, all approved NEAT Grants' recipients will be required to provide proof of insurance (a Certificate of Liability) to cover the project development, unless prior approval from Palm Beach County Risk Management Department has been given to waive the insurance requirement on the proposed project. The minimum insurance requirements are as follows:

- A Commercial General Liability policy issued in the name of the applicant with limits of at least \$500,000 per occurrence.
- The policy must include an additional insured endorsement in favor of "Palm Beach County Board of County Commissioners"
- The Certificate of Insurance must be issued to Palm Beach County Board of County Commissioners, c/o OCR Director, OCR 2300 North Jog Road, West Palm Beach, FL 33411.
- A minimum 10-day notice of cancellation must be included.

PROGRAM INFORMATION

Insurance Requirements

Grouped by the type of entity that will sign the contract, if awarded

Corporations:

Proof of insurance meeting the minimum requirements is required at the time of application for all corporations, including non-profit corporations and 501(C)(3)s.

Individuals, community members (not including HOAs), and residents:

To be determined on a case-by-case basis.

HOAs & Community Associations:

Working on HOA or Community property:

No proof of insurance is required for work upon/within community areas

Working on private property and/or County's Right-of-Way:

Proof of insurance meeting the minimum requirements is required for work proposed on any private or within the county's right-of-way

School Districts, municipalities, and other public entities:

No proof of insurance is required; however, the contract will include a mutual indemnification consistent with FS 768.28.

| TYPE OF COVERAGE | MINIMUM REQUIRED LIMITS |
|---|---------------------------|
| Commercial General Liability* | \$500,000 each occurrence |
| Workers' Compensation | Statutory |
| Automobile Liability (if you provide transportation in your vehicle) | \$500,000 each accident |

**Commercial General Liability policy must be endorsed with: "Palm Beach County Board of County Commissioners" as an Additional Insured, if you are awarded.*

Professional Service Providers and Volunteers

Professional service providers:

All contractors you will hire to do work using grant funds must be insured.

If you are awarded, you are required to ask your contractor to endorse:

- 1) Yourself, or your entity,
- 2) "Palm Beach County Board of County Commissioners" as Additional Insureds on the contractor's commercial general liability policy.

Volunteers, community-members, residents, & other participants:

Each one must sign the Release and Hold Harmless Agreement on page 34 of this application.

PROGRAM INFORMATION

APPLICATION DEADLINE & SUBMISSION

In order to be considered for funding, all grant applications must be received by **5PM on Tuesday, March 31, 2020**. Applications may be mailed or hand delivered to the Office of Community Revitalization (OCR) and must be received by the deadline. Applications received after the deadline will not be accepted. **All applications shall be in sealed envelopes clearly marked on the outside “2021 NEAT Grants Program,”** and delivered per the guidelines cited within this booklet. Each application shall be marked on the outside of the envelope with the date and time of receipt by OCR staff.

Please provide one (1) unbound original (binder clipped, no staples) and a single pdf of the grant application. If the pdf file is too large, you can use a software to reduce its size prior to submission like the one offered at www.smallpdf.com. You may otherwise provide a jumpdrive of the pdf along with your unbound application.

Mail: PBC OCR
Attn: Chrystal Mathews
2300 N Jog Rd., Suite 2E-50
West Palm Beach, FL 33411

Drop Off: PBC OCR
2300 N Jog Rd.
West Palm Beach, FL 33411
Mon-Fri 8 AM – 5PM

Email the pdf file to: cmathews@pbcgov.org

**SUBMISSION OF BOTH ONE (1)
UNBOUNDED ORIGINAL
APPLICATION AND A PDF FILE
IS REQUIRED.
EMAIL PDF FILE TO:
cmathews@pbcgov.org**

The OCR recommends that applicants submit their application at least a few days early to ensure there is time to respond if notified that their application is incomplete. **For the application checklist, see page 15.** If you have questions about the application or submission process, please contact Chrystal Mathews, NEAT Grants Program Manager, at (561) 233-5565 or via email at cmathews@pbcgov.org.

SELECTION PROCESS

1. Grants will be awarded through a competitive process. Grant applications submitted by the deadline will be reviewed by OCR staff to ensure that Minimum Eligibility Requirements have been met. Applications not meeting minimum eligibility requirements will be disqualified and not considered for funding.
2. The remaining applications will be submitted to the NEAT Grants Program Review Committee for evaluation. The committee is made up of representatives from the Planning, Zoning and Building Department; Engineering; Land Development; Risk Management; Purchasing; Parks and Recreation; Emergency Management; Public Affairs; County Attorney’s Office; and the Palm Beach Sheriff’s Office. Applicants may be contacted during the review process to correct any deficiencies in their submittal and/or provide additional information.

The NEAT Grants Program Review Committee will:

- Evaluate each application;
- Comment on the feasibility of each project;
- Identify potential conflicts or issues of concern with project implementation;

PROGRAM INFORMATION

- Provide comments on any contingencies that would need to be placed on a particular project if recommended for approval; and
 - Score and rank all qualifying applications based on their alignment with the grant program’s purpose, the ranking criteria and funding availability.
3. Members of the NEAT Grants Program Review Committee will rate how well each project meets the listed criteria. The committee serves in an advisory capacity and makes a recommendation to the Director of the Office of Community Revitalization for final review and submittal to the Palm Beach County Board of County Commissioners (BCC) for funding approval. A formal agreement with grantees will be executed.
 4. The advisory committee has the discretion to recommend full or partial funding for any or all of the project applications submitted.
 5. All funding recommendations are subject to BCC approval and successful contract negotiations.
 6. Projects approved by the BCC, but later determined to be ineligible for implementation, shall be terminated and grant funding will not be provided for the particular project.

The following criteria will be used by the NEAT Grants Program Review Committee to rank the applications (Maximum Points = 100):

| CRITERIA | Priority WEIGHT | EXPLANATION OF CRITERIA |
|--|-----------------|--|
| Completeness of Application | 5 | Applicant completed all sections according to the specifications of the application and has included all the required documents. |
| Tangible Neighborhood Benefit | 35 | The project results in an observable, physical improvement to the neighborhood or a measurable change in sense of local community or neighborhood identity. The project provides a continuing benefit. The project reflects a priority need of the neighborhood in which it is proposed or as identified in a plan or survey developed in collaboration with the County or Lake Region municipalities. |
| Neighborhood and Community Involvement | 25 | The project involves and fosters collaboration between neighbors and other neighborhood groups, community organizations and government agencies. The project demonstrates broad neighborhood support. |
| Project Readiness | 15 | The application is complete and consistent with grant guidelines. The project is clearly defined and feasible. The project budget is based on documented and verifiable costs and specifications. The project is well planned and ready to proceed almost immediately. The applicant provides a detailed maintenance plan including: the steps to be undertaken, a schedule, a budget, frequency of maintenance and volunteer hours to be committed. |
| Bonus Points | 5 | Cash match is greater than 50% of requested funds. |
| Bonus Points | 15 | Project is located within a designated CCRT area. |

PROGRAM INFORMATION

GRANT TIMELINE

Applications must be received by **5 PM on March 31, 2020**. Applicants will be notified of grant recommendations by May 29, 2020. Applicants for projects recommended for funding will be required to meet with the NEAT Grants Program Manager to review and sign a grant agreement. Grantees must complete their projects, expend all grant funds, and submit their final reports no later than one month prior to the grant expiration date.



RESPONSIBILITIES OF GRANT RECIPIENTS

If awarded a grant, recipients are expected to:

1. Sign an agreement with Palm Beach County before proceeding with their project;
2. Attend an orientation session prior to receiving funds;
3. Clearly acknowledge support from the OCR's NEAT Grants Program in their programs and all related promotional material including publications and websites;
4. Obtain all necessary permits and approvals;
5. Ensure that volunteers fill out a Release and Hold Harmless Agreement;
6. Complete their projects and spend all grant funds no later than one month prior to the project expiration date;
7. Maintain records within the contract period; and
8. Submit a final grant report that will include a 2-3 page narrative, budget summary, and images of the project. The final report must be submitted within 30 days of the completion of the project and no later than the grant expiration date.

GRANT WRITERS' SUPPORT

You may contact the OCR at any time if you have questions. You can reach Chrystal Mathews, NEAT Grants Program Manager, at 561-233-5565 or cmathews@pbcgov.org.

Applicants are required to attend the Pre-Application Conference on February 12, 2020. The conference will include an overview of project criteria and eligibility requirements, tips for writing successful grant applications, and opportunities for attendees to ask questions and get feedback on project ideas. To RSVP for the conference please visit <https://2021ocrneatgrant.eventbrite.com>

2021 Neighborhood Engagement and Transformation Grant Program

DEADLINE

Application deadline: Tuesday, March 31, 2020 no later than 5:00 pm.

Deadline is firm and late applications will not be accepted.

INSTRUCTIONS

1. Before filling out a project application:

- Read and follow the **NEAT Grants Program Booklet**.
- Discuss your project idea with Chrystal Mathews, NEAT Grants Program Manager, before submitting an application. Call (561) 233-5565 or email cmathews@pbcgov.org.

2. The application provided must be used. Please print or type the application. Incomplete applications will not be considered for funding.

3. Do not staple the application materials together. Do not bind or enclose in any folder. Attachments must be 8.5 x 11. Single-sided copies are preferred. Do not include loose photos, flyers or oversized documents.

4. Submittal of Application

- Submit one (1) original, unbounded application packet and attachments either by mail or hand delivered to:

Mail: PBC OCR

Attn: Chrystal Mathews

2300 N Jog Rd., Suite 2E-50

West Palm Beach, FL 33411

Drop Off: PBC OCR

2300 N Jog Rd.

West Palm Beach, FL 33411

Mon-Fri 8 AM – 5 PM

- Submit one pdf file of the entire application packet by email to cmathews@pbcgov.org. If the pdf file is too large, you can use software to reduce its size prior to submission like the one offered at www.smallpdf.com. You may otherwise provide a jumpdrive of the pdf along with your unbound application.

GRANT APPLICATION

APPLICATION CHECKLIST

A complete grant application must include the following components. Please use this checklist prior to submitting your grant application.

| APPLICATION COMPONENTS | | ✓ |
|------------------------|--|---|
| 1. | Cover Page | |
| 2. | Narrative | |
| 3. | Property Owners' Consent Form | |
| 4. | Neighborhood Support Form | |
| 5. | Project Schedule | |
| 6. | Project Maintenance | |
| 7. | Match Pledge Form | |
| 8. | Budget | |
| 9. | Nonprofit Organization | |
| 10. | Copy of Certificate of Incorporation (If applicable) | |
| 11. | Proof of 50% or more match of the total project cost cash contributions | |
| 12. | Proof of cash availability (bank statements and/or donation letter), if applicable | |
| 13. | Proof of liability insurance (minimum policy value of \$500,000) | |
| 14. | Three (3) Vendor Quotes | |
| 15. | Street/plat map showing location of the project | |
| 16. | Layout/sketch for the project | |
| 17. | 2-5 Original color pictures of proposed project site (digital pictures preferred) | |
| 18. | Donation Letters (if applicable): | |
| 19. | Release and Hold Harmless Agreement (if applicable): | |
| 20. | Partnership Letters (if applicable): | |

COVER PAGE

The cover page is the first page of your application and will provide a reference and summary for reviewers. Below is a description of the main items included in the cover page.

- **Project Name:** A brief descriptive title for your proposed project.
- **Project Category:** Indicate the category of your project (see list on pages 3 and 4 of this booklet).
- **Project Address or Location:** State the exact address of the proposed project and indicate whether it is located within one of the designated Countywide Community Revitalization Team (CCRT) areas. The map can be found on Page 2 of this booklet.
- **Project Summary:** The project summary should be described in less than 50 words and provide a short, stand-alone description of the project. Think of this as a brief explanation that could appear in a press release or other publicity document.
- **Partner Organizations:** The names of any organizations officially partnering on the proposed project. Partnerships are optional - if there are no partnerships, write 'N/A'.
- **Applicant Name:** The lead organization or group responsible for submitting the application, coordinating the project, and meeting all grant requirements.
- **Project Coordinator:** The name of the primary contact person for the application and grant administration.
- **Mailing Address:** The contact person's mailing address.
- **Day Phone:** The contact person's telephone number.
- **Email:** The contact person's email address.
- **Requested Funding Amount:** The total dollar amount being requested (up to \$10,000).
- **Total neighborhood match:** The total dollar amount contributed to the project (at least the same amount of grant funds being requested).
- **Total Project Cost:** The total cost of the project.
- **Federal Tax Identification #:** The applicant organization's Federal Tax Identification number, if applicable.

GRANT APPLICATION

COVER PAGE

Project Name:

Project Category:

Project Address or Location:

Is the proposed project located within a Countywide Community Revitalization Team (CCRT) Area? (If yes, indicate which area) ___ Yes ___ No

CCRT Area:

Project Summary: Briefly describe the project in 50 words or less:

Partner Organization(s):

Applicant Information

Applicant Name:

Project Coordinator:

Mailing Address:

Cell Phone:

Email:

Project Funding Request

Requested Funding Amount:

\$

Total Neighborhood Match (must be equivalent to request, at minimum):

\$

Total Project Cost:

\$

Supplemental Information

Is the applicant a Nonprofit 501 (C) 3 Organization?
(If yes, attach a current copy of the IRS Affirmation or Determination letter) ___ Yes ___ No

Is the applicant organization incorporated with the State of Florida? (If yes, attach copy of the Certificate of Incorporation)
___ Yes ___ No

Federal Tax Identification #

Applicant Certification

The signatory below declares that s/he is legally authorized to sign on behalf of the neighborhood group/organization s/he represents. S/he further declares that the information contained with this application is correct, assures that neighborhood residents are in support of the proposed project, and assures that any funds received will be used only for the purposes set forth herein.

Name:

Signature:

Date:

B. List the specific items you are requesting to be funded through this grant:

Location and Land Ownership

C. Project Address or Location:

Parcel Control Number(s) (PCN):

Name of subdivision and/or neighborhood:

Is the proposed project located on public property? (If yes, a permit may be required).

Yes No Applicant is required to obtain necessary permits and authorization to use the property for the intended use.

Is the proposed project located on private property? (If yes, complete Consent Form provided on the following page)

Yes No

Neighborhood Benefit

D. Please explain how the project will benefit the neighborhood and how it will promote long term community goals:

Neighborhood and Community Involvement

- Demonstrate broad participation and support of neighborhood residents with your project. Applicants are required to complete the “Neighborhood Support Form” on the following page.
- Provide examples of how residents participated in selecting and planning your project. How will residents be involved in the implementation of the project?
- Are you working with other public, private or non-profit organizations on this project? If so, describe who and how.

NEIGHBORHOOD AND COMMUNITY INVOLVEMENT

Describe how neighborhood input for this project was obtained and how neighborhood residents will be involved in the implementation of your project:

Describe what other organizations you are planning to work with to carry out the project and how:

Project Readiness

- Is the project clearly defined and feasible?
- Is the project well planned and ready to proceed almost immediately?
- Can it be completed in 9 months?
- Do you have a detailed maintenance plan?
- Have all the necessary volunteers been recruited?
- Have you identified any permits and/or insurance requirements and know how you plan to address them?
- Is the project budget based on documented and verifiable costs and specifications?
- Who will handle the project accounting? If other than applicant, please identify and provide contact information.

| PROJECT READINESS |
|--|
| <p>Please describe your project's readiness:</p> |

PROJECT SCHEDULE

- Projects should be completed within one year of the signed agreement with Palm Beach County, and no later than the grant expiration date.
- Use the “Project Schedule” form on the following page to list in chronological order the specific steps you will take or activities that will be undertaken to carry out this project. Please make copies of this page if needed.
- Identify who will be primarily responsible for each step or activity.
- Estimate when the step or activity will be started and completed.

PROJECT MAINTENANCE

It is not the intent of this program to increase maintenance activities for County or Municipal Staff. As such, the applicant will be required to provide the maintenance, including but not limited to routine watering, weeding, mulching, trimming, mowing, and pruning of plant material, and the routine cleaning, repairing, painting, and refinishing of sign equipment, or structures. The project will be expected to be maintained for at least the term provided within the Agreement. **Project maintenance for two (2) years can count toward the applicant match. Maintenance beyond two years is required, but does not count toward the match.**

1. Describe how the project will be maintained over the term of the contract and after implementation.
2. Provide a maintenance schedule showing the specific duties that will be performed to maintain the project.
 - Identify who will be primarily responsible for each duty or activity.
 - Indicate the number of volunteers committed to perform the maintenance of the project.
3. Describe your backup plan in the event the volunteers fail to perform required maintenance duties.

| Project Maintenance Plan | | |
|---|--------------------|-----------------|
| Describe how the project will be maintained over the term of the contract and after implementation: | | |
| Maintenance Schedule | | |
| Duty or Activity | Person Responsible | # of Volunteers |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Backup Maintenance Plan

NEIGHBORHOOD MATCH PLEDGE

1. Applicants are required to complete the “Neighborhood Match Pledge Form” provided on the following page to document the neighborhood match toward the project. Use the form to collect pledges and then to account for the actual contribution.
2. The amount of the applicant’s contribution to the project must at least equal the total amount of grant funds requested from the County. A combination of cash, volunteer labor and/or in-kind donations of goods or services directly related to the implementation of the proposed project can be used as match. All contributions must be documented using the form provided. The contributions must also be documented on the budget table which is part of the grant application.
3. The project budget must include an amount of cash, in-kind donations, or volunteer time equal to or greater than the grant request. The match may not include resources or funding from other County departments.
4. Donated materials or supplies are valued at their retail price. If you have money in the bank for the project, include a bank statement or a letter from the fiscal sponsor to document the funds.
5. Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match. All volunteer labor is valued at \$25 per hour. The donors of professional services must also document the value of their contributions on official letterhead. Professional services are valued at their customary retail value.

BUDGET

The following is intended to serve as a guide for preparing the project budget. It includes information on identifying and clarifying overall project costs and instructions for preparing the required budget documentation. The budget should be clear, appropriate and sufficient to complete the project. Costs should clearly support the proposed tasks and be consistent with the project narrative.

To complete the budget, identify ALL costs associated with the project and list them under the appropriate category. The budget form, provided on the following page, is divided into 4 major headings:

- Budget Items Description & Expenses(A)
- Requested Grant Funds (B)
- Neighborhood Match (C)
- Total Project Cost (D)

All proposed purchased and donations must be documented on the budget. Written documentation must be provided to support the neighborhood match.

A. Budget Item Description and Expenses: Provide a brief description of each item needed to complete the proposed project, the quantity of each item, the unit cost, any other charges associated with a particular item, if applicable, and the total cost of each line item. Please note that Palm Beach County does not pay for sales tax and this expense, therefore, is not eligible for reimbursement under this grant.

- **Supplies and Materials:** List all items needed to build and complete the project. You must provide three vendor quotes for each item listed on the budget.
- **Services:** List any expenses associated with technical assistance from professionals or other services that may be required for project implementation. Support documentation must be provided on letterhead from the service provider.
- **Other:** List any costs that are not specific to any of the above categories.

B. Requested Grant Funds: Amount of money requested for each line item from the NEAT Grants program.

C. Neighborhood Match: The amount of the applicant's contribution to the project must at least equal the total amount of grant funds requested from the County. A combination of cash, volunteer labor and/or in-kind donations of goods or services directly related to the implementation of the proposed project can be used as match.

- **In-Kind Contributions:** Estimate the value of any **in-kind donations** and/or **Volunteer Hours**. In-kind donations may include project materials, technical assistance from professionals, other donated services and labor, and general volunteer hours.

Donated equipment, materials and supplies should be valued at the retail market rate these items would cost if purchased. For discounted materials made available at a reduced rate by a retailer, the difference between the retail and discount price may be counted as an in-kind donation.

GRANT APPLICATION

Donated services or labor should be valued at the rate these individuals would have been paid for their services. General volunteer hours should be valued at \$25/hr.

- **Cash Donations, Private Grants and Other Sources:** List any additional dollars supporting this project. This could include private grants from other organizations or direct financial support (cash donations) from your organization/neighborhood group or other sources.

SUPPORT DOCUMENTS

This section of the application includes all the attachments that must be submitted with your application in the order listed below.

Attachment A: Donation Letter - Use this letter to document donated cash, materials and/ or professional services.

Attachment B: Partnership Letter – Use this letter of support from any partner organizations explaining how they will actively participate in the project.

Attachment C: Release and Hold Harmless Agreement- Use this form to document any volunteer who performs any services connected with the project.

Attachment D: Other Support Documentation - Attach and clearly label the following items as applicable to your project and application:

1. Nonprofit Organization: Include a copy of a current IRS determination letter indicating 501c3 tax exempt status
2. Copy of Certificate of Incorporation
3. Proof of 50% or more match of the total project cost
4. Proof of cash availability (bank statements and/or donation letter)
5. Proof of liability insurance (minimum policy value of \$500,000)
6. Three (3) Vendor Quotes
7. Street/plat map showing location of the project
8. Layout/sketch for the project
9. 2-5 Original color pictures of proposed project site (digital pictures preferred)

Attachment E: Letter of Intent – Use this document to provide a brief description of your project. Do not include the letter of Intent with your application.

Attachment A: Donation Letter

This letter confirms that the below listed organization/business/individual supports and agrees to donate on behalf of the implementation of _____ proposed project.
(Applicant Name)

| |
|------------------------------|
| Name of Organization: |
| Address: |
| Email: |
| Telephone: |
| FEIN: |

Donations:

| | |
|--|------------------------------------|
| The donation will consist of the following: | |
| Cash: \$ | |
| Materials/Equipment: (Indicated the amount and value of the items being donated): | |
| Estimated dollar amount: \$ | |
| Professional Services: | |
| Estimated market value dollar amount: \$ | Estimated rate per hour: \$ |
| Total number of hours donated: \$ | |

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|

Attachment B: Partnership Letter

Please submit a letter of support from any partner organizations, on the organization’s letterhead, explaining how they will actively participate in the project. A Partnership letter Example is provided below.

<Date>

Dear NEAT Grants Program Review Committee,

[Partner Organization’s Name] is very pleased to support the [your Organization’s Name] application for a Neighborhood Engagement and Transformation (NEAT) Grant through the Office of Community Revitalization and to confirm our commitment to partner with the organization to implement [your project’s name] project.

The project will [explain what the project will achieve or need it will address]. We strongly support this project and grant application because [please explain why you support the project and application, how it aligns with the mission of your organization, and describe any ongoing relationships with the applicant if applicable].

[Partner Organization’s Name] has agreed to work with [your Organization’s Name] once the grant is approved, and will contribute to the project by providing the following: [describe the specific role and commitment to the proposed project ie. Personnel, financial resources, in-kind contributions, etc].

We look forward to the opportunity the NEAT Grants Program funding will provide to implement the proposed project and working with [your organization’s name] in its implementation. Thank you for your consideration and please feel free to contact me or my staff regarding [Partner Organization’s Name] involvement in this effort.

Sincerely,

[Signature of Partnering Organization’s Authorized Representative]

<Printed Name of Organization’s Authorized Representative>

<Title>

<Organization Name>

Attachment C: Release and Hold Harmless Agreement

This Release and Hold Harmless Agreement (“Agreement”) is made this _____ day of _____, _____, by _____ (“Volunteer”) for the benefit of Palm Beach County, Florida, (“County”).

WHEREAS, County has awarded a Neighborhood Engagement and Transformation (NEAT) Grant (“Grant”) to _____ allow the _____ to improve the neighborhood, which requires Volunteer assistance.

NOW, THEREFORE, in order to fulfill the obligations under this Grant, the Volunteer agrees as follows:

1. Volunteer does hereby waive, release, relinquish, satisfy, quit claim and forever discharge the County, or any of its officers, agents, and/or employees from and against any and all actions, claims, liabilities, losses, and demands that he/she ever had, now has, or may have against the County, or any of its officers, agents, and/or employees as a result of or in connection with satisfying the obligations of the Grant.

2. Volunteer shall protect, defend, reimburse, indemnify and hold County, its agents, officers and/or employees harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including, but not limited to, attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of his/her performance of the terms of this Grant or due to the acts or omissions of the Volunteer.

I have read this Agreement fully and understand its content and sign it of my own free will. I further certify that I am eighteen (18) years of age or older or the parent/legal guardian of a minor participant.

Name: _____ Date: _____

Signature: _____

If under age 18:

Name of parent/legal guardian: _____ Date: _____

Signature of parent/legal guardian: _____

Attachment D: Other Support Documentation

(Attach all support documents after this page)

Attachment E: LETTER OF INTENT

(THIS DOCUMENT MUST BE SUBMITTED BY FEBRUARY 25, 2020 IN ORDER TO APPLY)

| LETTER OF INTENT | |
|---|---|
| Project Name: | |
| Project Category: | |
| Project Address or Location: | |
| Is the proposed project located within a Countywide Community Revitalization Team (CCRT) Area? (If yes, indicate which area) ___ Yes ___ No | |
| CCRT Area: | |
| Project Summary: Briefly describe the project in 50 words or less: | |
| Partner Organization(s): | |
| Applicant Information | |
| Applicant Name: | |
| Project Coordinator: | |
| Mailing Address: | |
| Cell Phone: | Email: |
| Project Funding Request | |
| Requested Funding Amount: | \$ |
| Total Neighborhood Match (must be equivalent to request, at minimum): | \$ |
| Total Project Cost: | \$ |
| Supplemental Information | |
| Is the applicant a Nonprofit 501 (C) 3 Organization? (If yes, attach a current copy of the IRS Affirmation or Determination letter) ___ Yes ___ No Federal Tax Identification # | Is the applicant organization incorporated with the State of Florida? (If yes, attach copy of the Certificate of Incorporation) ___ Yes ___ No |

OTHER USEFUL INFORMATION

GRANT GLOSSARY

Authorized Signature: The signature of the person who is legally authorized to sign on behalf of your organization.

Budget estimate: Projected expenses for proposed project, including: materials, supplies, services, and applicant match (i.e. volunteer hours, in-kind donations, cash, etc).

Deadline: Time beyond which applications will not be considered.

Donation: Goods or services given to the association and/or applicant with a measurable value.

Final Report: A summary of your project's outcomes.

Grant Expiration Date: The day on which funding cycle ends.

In-Kind: A value placed on a donation that may be counted toward match (i.e. donation of landscape material sold at retail for \$100.00 would count as a \$100.00 match).

Maintenance: Ongoing care of proposed project by the applicant.

Materials: Items needed to complete your project.

Narrative: The portion of the application in which you describe who, what, when, where, why and how.

Requested Grant Funds: Amount of money requested from the NEAT Grant Program to implement your project.

Neighborhood Match: Value of community's contribution towards the project.

Operating expenses: Expenditures that a business/organization incurs to engage in any activities not directly associated with the service provided.

Public benefit: Positive effects of a project or program upon the community/city-at-large.

Public property: Any County/City-owned land (i.e. recreation centers, parks, public rights-of- ways, etc) or land and facilities controlled by a governmental agency.

Right-of-way: Any street, avenue, boulevard, highway, sidewalk or alley or similar place dedicated for vehicular and/or pedestrian use, which is controlled by the City, County, State or Federal government.

STEPS IN DEVELOPING A PROJECT

1. Brainstorm project ideas- After carefully reviewing the grant application materials, think about the needs and goals of your association, your neighborhood, or the community. Make a list of potential project ideas.
2. Check in with the grant program manager- At this point, check in with the grant program manager to discuss your ideas, whether they likely meet the criteria of the grant program, and to identify additional review and coordination that may be needed by other County departments or agencies.
3. Obtain support for this idea from your neighbors and your neighborhood association board, if applicable- Present the idea and determine if there is support from the neighborhood association and neighborhood residents before moving forward. This support must be documented in your application submittal.
4. Define the project scope. Think through the project goals and necessary follow-through. Make a timeline and list of activities needed to accomplish your project. Consider if there are members of your neighborhood group who can assist with relevant professional experience. County or City staff may also be able to offer advice, direct you to resources, or put you in touch with other community members who can advise you.
5. Determine resources needed. Develop a list of all the resources and funding needed at each step of the process. As you consult with County or City staff, you are likely to learn of some additional items that may be needed.
6. Talk with the NEAT Grant Program Manager to discuss the project. **A discussion with the NEAT Grants Program Manager is a pre-requisite to submitting an application.** Staff can advise on the project's scope, provide resources, and help to ensure the application will be complete. Other County/City departments or agencies may be involved depending on the project.
7. Obtain Quotes. The applicant should obtain three quotes from different vendors/contractors for goods to be purchased or service work to be completed.
8. Submit application. Applications are due March 31, 2020 so plan accordingly to allow enough time to both complete the application and compile all the support documents that must be submitted as part of your application.

OTHER USEFUL INFORMATION

Below are a few helpful questions/suggestions to assist you in securing quotes from vendors.

Questions to ask vendors:

1. Have you previously worked with Palm Beach County Government? Are you a registered County Vendor?
2. Are you a licensed contractor in Palm Beach County?
3. Do you accept Palm Beach County Government purchase orders?
4. Will you keep the cost of items provided within a quote even if project implementation doesn't take place until months after the quotes have been provided?
5. Will permit cost, site design, engineering, surveys and any other fees be included in the quote?
6. Can you complete the entire project?
7. Can you provide all the insurance requirements required by Palm Beach County? How quickly can you begin work once you receive the purchase order?
8. Is there a person we can use as a main contact for the business? Can you prepare a site plan if needed for permits?
9. Do you require down payments? **STOP: Palm Beach County will only pay once work is completed. Deposits made by organizations will not be reimbursed.**
10. **The County usually takes 2-4 weeks to pay invoices, are you willing to wait for payment?**