



***City of Altamonte Springs
Neighborhood Improvement
Grant Program***

The City of Altamonte Springs Neighborhood Improvement Grant Program

The City designed a grant program to assist neighborhood associations within the City who wish to enhance the aesthetic value of their neighborhood's entryway.

The Park Landscape Management and Operations (PLM&O) Division of the Department of Leisure Services and Maintenance Operations administers this program.

Any non-profit neighborhood association may apply for funds from the Neighborhood Improvement Program, provided they:

- Are located within the municipal boundaries of the City of Altamonte Springs
- Have a legally elected board of directors or officers
- Have been organized and incorporated at least one year before applying for grant funds
- Are willing to match grant funds through a combination of cash donations, volunteer time and in-kind donations of goods and services.

NOTE: *Individuals, businesses, fraternal and religious groups, universities, political groups and public agencies are exempt from participating in this program.*

Eligible Projects Must:

- Be approved by the City Commission prior to funds being granted or any work being completed
- Take place within the boundaries of the neighborhood
- Provide an overall benefit to the neighborhood
- Be unanimously endorsed by the neighborhood association board representing the area
- Involve neighborhood residents directly in all phases
- Be completed within 12 months of grant's awarding
- Not use grant funds in place of association's operating budget
- Not use grant funds to purchase annuals or perennials for landscape projects

Eligible Projects Are:

- Neighborhood entrance beautification
- Neighborhood identification

All projects must be designed and constructed in conformance with applicable building codes and City regulations and ordinances. Upon submittal, the Neighborhood Grant Committee consisting of the current Mayor, PLM&O Manager and Assistant to the City Manager will review the grant requests. The Committee will make their recommendations to the City Commission.

Questions about the program should be emailed to the Andy Capuano, PLM&O Manager at AJCapuano@altamonte.org.

This application is available at the City Clerk's office (225 Newburyport Ave.) and online at www.Altamonte.org/NeighborhoodGrant.

Participants in the City of Altamonte Springs Neighborhood Grant Program are required to:

- Meet all criteria for organizations and projects
- Submit a completed application to the PLM&O Office no later than 9 a.m. on September 1 of each year
- Submit monthly progress reports by the fifth of each month to the PLM&O Office

Grant funds are awarded to eligible organizations that are recommended for approval by the Neighborhood Grant Committee, and approved by the City Commission, in increments of \$250 up to a maximum of \$1,500.

Grant awards are effective in October. Recipients are notified via mail and email of the award.

Associations receiving grant funds are required to submit monthly status reports to the Committee through the office of the PLM&O Manager. These reports shall include a detailed expenditure summary, in-kind contribution status and cash donation total. Each project must be completed before October 1 of the following year. Eligible associations are permitted one (1) approved project per fiscal year.

Neighborhood associations must match grant funds dollar for dollar through a combination of the following:

- **Volunteer Hours**—a minimum of 25% and no more than 50% of the matching amount **must** be volunteer hours from the association receiving grant funds. Volunteer labor is valued at \$10 per hour for the purpose of calculating the match. (Example: 25% of a matching \$1000 grant is \$250/25 hours). Only volunteer hours accrued after the grant award can be used as part of the match. Volunteer hours shall be documented and presented to the City on the monthly progress report.
- **In-Kind Contributions**—supplies, equipment or professional services. The value of professional services shall be based upon the reasonable and customary value.
- **Cash Donations**—detailed revenue report
- **Non-Incorporated Neighborhood Groups**—The City Commission reserves the right to consider providing funding for neighborhood entrance beautification or identification to neighborhood groups that are **not** incorporated, provided they are willing to match grant funds dollar for dollar or match grant funds through volunteer time or in-kind donations of goods and services.

The City of Altamonte Springs Neighborhood Improvement Grant Program Application

Completed applications and progress reports must be mailed to:

City of Altamonte Springs
Attn: Neighborhood Improvement Grant Program (PLM&O)
225 Newburyport Ave.
Altamonte Springs, FL 32701

Or emailed to: AJCapuano@altamonte.org

Association Information

Association Name: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Day) _____ (Evening) _____

Date Association Incorporated: _____ How Many Members? _____

Membership Type: Voluntary Mandatory

Association Officers/Board of Directors

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Other Officers: _____

Project Information

Project Title: _____

Project Description: _____

Project Location(s): _____

Describe Existing Conditions (include photographs): _____

Describe How the Project Will Benefit the Neighborhood: _____

Project Budget

Project Title: _____

Revenues

Cash Contributions:

City Grant \$ _____

Other (Describe) _____

Total Cash Contributions \$ _____

In-Kind Contributions:

Volunteer Labor @ \$10/hr x ____ hrs \$ _____

Supplies/Materials _____

Other Services (Describe) _____

Total In-Kind Contributions \$ _____

Total Revenues \$ _____

Expenses

Cash Expenses:

Outside Labor \$ _____

Supplies/Materials _____

Other Services (Describe) _____

Total Cash Expenses \$ _____

In-Kind Contributions:

Volunteer Labor @ \$10/hr x ____ hrs \$ _____

Supplies/Materials (Describe) _____

Other Services (Describe) _____

Total In-Kind Contributions \$ _____

Total Expenses \$ _____

President/Director Signature: _____ Date: _____

Grant Project Status Report

Project Title: _____ Month of: _____

Association Name: _____

Contact Person: _____

Telephone: (Day) _____ (Evening) _____

| <u>Project Elements</u> | <u>Work Accomplished</u> | <u>% Completed</u> |
|-------------------------|--------------------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Problems Encountered: _____

Expenditures

Cash Expenses (Itemize/Attach Receipts)

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ |

Volunteer Hours

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ |

In-Kind Contributions (Equipment and Materials)

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ |

Total Expenditures \$ _____

President/Director Signature: _____ Date: _____