



## City of Winter Park 2011 – 2012 Neighborhood Enhancement Matching Grant Program

*The City of Winter Park Neighborhood Council (WPNC) and the Neighborhood Enhancement Matching Grant Program was established by the City Commission in 1998 in order to support the efforts of neighborhood organizations to improve the quality of life in Winter Park residential neighborhoods.*

Eligible grant applicants include neighborhood, homeowner and condominium associations that meet certain qualifications.

### **Requirements for Grant Applications:**

- ❖ Associations must be located within the City of Winter Park.
- ❖ Associations must be organized at least three months prior to the grant application deadline and be able to supply the city with by-laws and minutes dating from that time. The information given must indicate that the organization represents its members and has democratically elected officers.
- ❖ Associations must have the majority of their members living within the neighborhood boundaries.
- ❖ Associations must provide information that, at a minimum, the executive committee/board as well as a majority of an association has voted to support the project and grant application. This can be shown through meeting minutes, petitions, etc.
- ❖ Eligible projects should have the neighborhood residents involved in all feasible phases and include a match in dollars, goods, or in-kind services including volunteer hours.
- ❖ Proposed projects must be able to be completed within 10 months of the grant award. Projects uncompleted after ten months are subject to review, and may be cancelled if progress cannot be demonstrated.
- ❖ Eligible projects must include a dollar match (\$4,000 needs to be donated or at least pledged in order to receive a \$4,000 grant). Most of the match should come from actual cash, however a small portion of the match may include volunteer labor (maximum of 40 hours) valued at \$8.00 per hour, donated professional services which will be valued at the market rate, and/or donated goods and services. Written pledges must be in hand by the grant review date. Thirty days after grant approval by the City Commission, all pledged funds must be collected.
- ❖ Three written professional estimates should be provided for each project element.

### **Eligible Neighborhood Enhancement Grant Projects:**

- ❖ Neighborhood entrance, beautification and enhancement projects.
- ❖ Neighborhood studies and master planning.
- ❖ Playgrounds, tot lots and minor park improvements.
- ❖ Eligible projects should take place within the boundaries of the neighborhood and provide a communal benefit to the neighborhood.
- ❖ Creative projects that improve or enhance the quality of life for neighborhood residents.

### **Project Exclusions:**

- ❖ Physical improvements such as streetlights, sidewalks and street bricking that can be made through an established City assessment program cannot be funded through the Neighborhood Enhancement Matching Grant program.
- ❖ No traffic calming projects can be funded.
- ❖ Individuals, businesses, social service, fraternal and religious organizations, educational institutions, political groups and public agencies are not eligible. However, eligible associations may form partnerships with these groups to plan, fund and implement projects. Associations may receive donations, in-kind services or goods from these groups as all or a portion of their required matching donation.

### **Additional Criteria for Mandatory Associations**

Physical improvement projects may only be installed on public property or common property owned by the association. Improvements are limited to adding new facilities or expanding existing facilities, and may not be used for repairs or maintenance which should be considered a fiscal responsibility of the association. If an applicant is a mandatory association, a copy of the current and previous year's operating budget must be included with the application.

Gated communities and condominium associations may use grant funds for entranceway improvements abutting major public streets. Such projects shall provide a public benefit such as beautification. Citizen/resident participation will be required. Improvements are limited to adding new facilities or expanding existing facilities, and may not be used for repairs or maintenance which should be considered a fiscal responsibility of the association. If an applicant is a condominium association a copy of the current and previous year's operating budget must be included with the application.

### **Selection Criteria:**

Grant applications will be reviewed and ranked by staff according to how appropriately the projects address specific issues. Staff will present their grant recommendations to the City Commission for approval.

Additional recognition is given to projects that address a blighted condition or original need, and neighborhood groups based on "grassroots" voluntary participation.

The Neighborhood Enhancement Matching Grant Program is competitive and the City Commission reserves the right to select grant recipients and may select none or any number of grant awards, and may select all or part of a proposed grant project for funding. Individual association's grant awards will not exceed \$4,000.

### **Before You Begin:**

If you feel that you have a good idea that would benefit your neighborhood, the following are some suggestions for getting started.

- ❖ Contact your association's officers and gain their support before you begin any part of the process. If there isn't an organized association, start one.
- ❖ Hold a neighborhood meeting to find out how your idea is received, and if your neighbors are willing to support and participate in the project.
- ❖ Make a list of ideas, questions and concerns that are brought up by your neighbors and address them.
- ❖ Make certain everyone is aware of and supports what has been agreed on in the meeting. Neighborhood consensus is very important.
- ❖ Contact Lindsey Hayes in the Planning Department for a preliminary review of your grant proposal in advance of the deadline.
- ❖ Allow sufficient time to research, plan and prepare the project and grant application.

### **How to Apply:**

Interested neighborhood associations must complete and submit an application to the City of Winter Park Planning Department at 401 Park Avenue, South, Winter Park, Florida 32789 by 5:00 p.m. Monday, December 5, 2011. Applications and instructions are available from the Planning Department. If there are any questions, or to request an application, please contact Lindsey Hayes, Planning Department, at (407) 599-3498 or via email at [Lhayes@cityofwinterpark.org](mailto:Lhayes@cityofwinterpark.org).

**City of Winter Park  
Neighborhood Enhancement matching Grant Program  
2011 Application**

**Applicant:** \_\_\_\_\_  
(Neighborhood Association Name)

**Project Title:** \_\_\_\_\_ **Grant Award Requested \$** \_\_\_\_\_

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**1) APPLICANT INFORMATION:**

Project Contact: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

A) Define Neighborhood Boundaries:

B) When was Association formed: \_\_\_\_\_

C) Number of households in Association: \_\_\_\_\_

D) Does Association have elected leaders? \_\_\_\_\_

E) How often are elections held? \_\_\_\_\_

F) State frequency of meetings: \_\_\_\_\_

G) Is the Association a mandatory Homeowner's Association recorded with a subdivision or condominium association? \_\_\_\_\_

H) Is the Association a voluntary organization? \_\_\_\_\_

I) Applicant's Grant History: Has the applicant received previous grant assistance from the City of Winter Park? If yes, specify the year, project name and amount of the award.

YEAR \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

AWARD \_\_\_\_\_

J) List Officers and Major Committees:  
(or attach a list)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**2) PROJECT INFORMATION:**

Grant Amount Requested: \_\_\_\_\_ Proposed Match: \_\_\_\_\_

Project Location: \_\_\_\_\_

Property Ownership: \_\_\_\_\_

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A) Describe the project for which funding is requested. Include details of each element of the project such as type and number of plants, irrigation, construction, electrical work, etc.

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B) List who will be responsible for each project element (i.e. Consultant, city staff, contractors, volunteers) and their telephone numbers. If city staff involvement is proposed, please obtain written agreement from the appropriate city department.

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C) What is the anticipated annual cost of maintenance of the completed project if applicable and what is the source (i.e. association dues) of maintenance funding? Grant funds may not be used for routine maintenance or repairs.

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D) In the space provided below, give a brief description of the benefit this project will provide for neighborhood residents and for the City of Winter Park.



## Attachment Checklist

**Please read carefully, each applicable item is mandatory for grant consideration. Any missing attachment can cause your application to be denied. Be sure the applicant name and project title is on each individual sheet.**

\_\_\_\_\_ **Attachment A:** Estimate copies (three estimates for each project element).

\_\_\_\_\_ **Attachment B:** Supporting documentation of association organization indicating when the association was formed. Association must have been organized for a minimum of three months before grant deadline.

\_\_\_\_\_ **Attachment C:** Letters/petitions in support of the project from a majority of the individual association members and signed neighborhood donation and volunteer hour pledge sheets. Include letters documenting in-kind material or services.

\_\_\_\_\_ **Attachment D:** Written permission of property owner(s) of the project site with original signature(s) if applicable. This includes private property, permission to use DOT right-of-way, City right-of-way or park property.

\_\_\_\_\_ **Attachment E:** List of project committee members, addresses and telephone numbers. (Minimum of three committee members).

\_\_\_\_\_ **Attachment F:** Photographs of existing conditions, scaled site plans, elevations, sketch plans and/or drawings.

\_\_\_\_\_ **Attachment G\*:** Copy of current and previous year's operating budget.  
*\*Mandatory Homeowner and condominium associations only.*

***Please do not bind your application packet because multiple copies will be made for review. Retain a copy of the application for your association's records.***

Please submit your application with original signatures to:

Attention: Lindsey Hayes, AICP, Senior Planner  
City of Winter Park  
Planning Department  
401 Park Avenue, South  
Winter Park, Florida 32789

If there are any questions about eligibility, project proposals, completing the application form, or participating on the Neighborhood Council, please contact Lindsey Hayes, Planning Department, 401 Park Avenue South, Winter Park, FL 32789 (407) 599-3498 or via email at [Lhayes@cityofwinterpark.org](mailto:Lhayes@cityofwinterpark.org).

