



Neighborhood Enhancements Grant Program

Instructions for applicants-Please read carefully

Criteria for Application for Matching Grants for Neighborhood Enhancement Projects

The intent of this program is to make funds available for streetscape projects that improve the appearance and quality of life of individual neighborhoods within the City of Westminster. It is the belief of City Council that there is a desire on the part of many citizens to improve or beautify their neighborhood through their own efforts. The City of Westminster would like to encourage citizen participation in projects of this nature by providing matching funds available to qualified applicants.

The criteria for project qualification are as follows:

1. The scope of these projects shall be efforts by neighborhood groups, Homeowner Associations, or non profit groups seeking to improve and beautify their neighborhood.
2. The site must be within the City of Westminster. The site must also be owned by or under the long-term control of the applicant. If plant material is included in the design, irrigation must be available at the site. All projects must pertain to streetscape and/or landscape improvements. The use of plant material is not required. The site should be easily accessible to all Westminster residents.

Items that will not be considered are as follows, but not limited to: Signage for individual neighborhoods, lighting, fencing sections, playgrounds, or any individual homeowner property.

3. If the applicant uses the services of a landscape contractor, preference will be given to those contractors located within the City of Westminster.
4. All requests must be received no later than **4 p.m. on March 15, 2012**, at the Parks Recreation and Libraries Department. The Parks, Recreation and Libraries Advisory Board has the responsibility of reviewing each project and shall select those projects that they believe fit the streetscape criteria and available funding. Upon approval of City Council, funds that are available will be designated to the selected projects approximately late June of 2012. **Funds will be distributed only upon completion of the project.** Discussion of other payment options, such as other grants, volunteers or in-kind services may be included in the application. Please plan your project accordingly.
5. A W-9 will need to be filled out and returned to the City of Westminster prior to dispersing funds at the end of the project.
6. Each request shall be accompanied by a detailed site plan, purpose of plan, costs, implementation, and time frame for completion. All plans must be in compliance with all City Municipal Codes and Official Development Plan requirements. If the project is to be



accomplished in phases, each phase must provide estimated costs and time of completion along with a total for the entire project.

7. A short 15-minute presentation to the Parks, Recreation and Libraries Advisory Board (10 minutes to present and 5 minutes for questions) **may** be required by an HOA board member. The presentation should be kept simple and within the allotted time. The Board will contact all applicants with the date and presentation time if it is determined that further clarification of the project is needed.
8. All funds granted shall be non-transferable and must be used for the project as approved by the Parks, Recreation and Libraries Advisory Board. **Any changes, substitutions or delays** in the project plan **must be approved** in writing by this Board and be in compliance with all Municipal Codes and Official Development Plans of the City of Westminster. In the event that said project is not completed in a timely manner or changes or substitutions have been made without written approval, the Board will withhold funding until those issues have been addressed. In the event that the project is not completed by **December 31, 2012**, the City's matching funds shall be withdrawn and carried over into the next year and made available for other community projects.
9. Those applicants that are awarded a grant must complete their project with their own funds and/or volunteers. Only upon completion and acceptance by the Parks, Recreation and Libraries Advisory Board will the applicant be reimbursed for the grant amount. Each applicant must provide the City with a letter stating the project is completed along with photos and the requested awarded grant amount. The applicant must provide documentation that the entire amount of funding, both the applicant portion and the grant award, was utilized to complete the project.
10. The application form for matching funds should be completed in its entirety. Please submit ten complete application sets, along with a digital copy, to the City's Parks, Recreation and Libraries Department located in the lower level of City Hall at:

Parks, Recreation and Libraries
C/O Kathy Piper, RLA
4800 W. 92nd Avenue
Westminster; CO 80031
(303) 658-2227
kpiper@cityofwestminster.us

Deadline for application: **March 15, 2012 by 4 p.m.** Late applications will not be accepted under any circumstance. City Hall office hours are Monday through Thursday 7 a.m. to 6 p.m. City Hall is closed on Fridays.



Neighborhood Enhancement Program

Application Request - Please use additional paper to complete the application. Please provide a map and pictures of the proposed site.

1. Complete a project summary (not to exceed 100 words) describing the improvements to be made and the work to be completed. In the summary, please include the total estimated project cost. If the estimate is completed by a contractor, the estimate must be guaranteed for 90 days. Please highlight the amount you are requesting from the Neighborhood Enhancement Program.
2. List the address and include directions to the site identifying major cross streets. Provide a site map showing the location of the project and a scaled drawing showing the exact area and improvements to be made.
3. Provide a list of all materials to be used including, but not limited to, plant materials. Plant size must meet City requirements and specifications. (Tree size should be a minimum of 2 ½” caliper B&B. Shrubs will be 5-gallon and perennials will be 1-gallon size.) Provide written information regarding any non-living material, such as rock, mulch, landscape cloth, weed killer, boulders and artificial turf that will be used in the project.
4. List individual costs for of **all** materials used regardless of type of material used in the project.
5. Provide details on how the new project will be maintained including the name, address, and phone of person(s) who will be responsible for maintaining the completed project and budget for yearly maintenance.
6. Include the name, address, and phone of person(s) who will be responsible for overseeing the project and the person(s) constructing the proposed project.
7. List the approximate start and completion dates of the project. Please remember that funds will be withdrawn if the project and reimbursement is not completed by **December 31, 2012**.
8. Provide any additional or matching funding sources that are relevant to the proposed project. Give examples, and explain how they can be applied toward the group’s match.
9. Please indicate any donated materials and/or volunteer labor that may be used on the proposed project. Volunteer efforts are strongly encouraged on any community project.
10. All applications requesting a Neighborhood Enhancement Grant **must be signed by a board member of the requesting organization.**