



Neighborhood University Training Sessions:

"All About SNAP" Tuesday, May 9
 Session #1: 3:00-4:30 p.m.
 ~Or~
 Session #2: 6:00-7:30 p.m.

"Understanding Bowling Green's Neighborhood Ordinances"
 Monday, May 22; 6:00-8:00 p.m.

"Zoning 101"
 Tuesday, May 30; 6:00-8:00 p.m.

All sessions take place at NCS Community Room, 707 E. Main Avenue

Call 270.393.3674 or email karen.foley@bgky.org to reserve your spot!



Neighborhood Services Office
 P.O. Box 430
 707 E. Main Ave.
 Bowling Green, KY
 42102-0430

Phone: 270.393.3674
 Fax: 270.393.3077
 Email: karen.foley@bgky.org



www.bgky.org



Project Ideas

- Street Trees & Landscaping
- Neighborhood Facelifts
- Block Parties & Youth Activities
- Playground Equipment
- Historic Markers & Walking Trails
- Neighborhood Entrance Signs

SNAP
 Select Neighborhood Action Program 2017

A Service of the City of Bowling Green
 Department of Neighborhood & Community Services



Helping Neighbors Build Better Neighborhoods

Since 1999, Bowling Green residents have used SNAP Grant money to plant trees, landscape common areas and build neighborhood entry signs — not across town, but in their neighborhoods, where they enjoy them every day. Whether you want to host a block party to bring neighbors together or simply want a new swing set in your neighborhood park, SNAP can help you and your neighbors make it happen!

Who Can Apply?

Any neighborhood organization that meets eligibility and matching fund requirements.

What is a Neighborhood Organization?

For SNAP purposes, a neighborhood organization is defined as any one of the following:

- A neighborhood watch group;
 - A neighborhood association or other group of residents in a geographical area of single family and/or multi-family residences;
 - A homeowner or condo association; or
 - A tenant group or resident council in a multi-unit apartment complex or mobile home park.
- An organization or group made up primarily of foreign-born residents seeking to assist members of our various international communities along the spectrum of integration into community life. Groups fitting this criteria must be vetted by the International Communities Liaison.

Qualifying Neighborhood Training Sessions:

- Any Neighborhood University Class
- Citizens Police Academy
- Academy for New Americans
- Over 50 Citizen's Academy
- Any BGCAN Rally
- Regional Neighborhood Network Conference

Does My Neighborhood Qualify?

To be eligible to apply for a SNAP grant, your neighborhood must meet the following requirements:

- Your neighborhood must be located within the City limits of Bowling Green.
- Your neighborhood must register annually with the Neighborhood Services Office. Registration is included in the SNAP application packet.
- Your neighborhood must be active, meeting at least once per year.
- Your group must have been in existence for at least six months OR must have met at-large (neighborhood-wide) within six months prior to application.
- Your group must have been represented this year at a Qualifying Neighborhood Training Session. The session attended must have taken place no longer than one year prior to the application deadline.
- The boundaries of your neighborhood organizations must include at least 20 households to qualify for a full grant award. Neighborhoods with fewer than 20 households qualify for a fraction equal to their number of households. Example: A group with 10 households would be eligible for 10/20 (or one half) of \$5,000, a group with 17 households would be eligible for 17/20 of \$5,000, and so on.

* For international community groups, project proposals must demonstrate benefit to residents of the City of Bowling Green.

Note: Other non-profit organizations working within the BG Reinvestment Area may apply for SNAP for neighborhood organizing and community building purposes; however, the application must demonstrate existing relationships with neighbors in the area and show their input and support for the project proposal.



Project Categories

Neighborhood Beautification — a project that enhances the appearance of your overall neighborhood. This includes tree and flower plantings, cleanups, entranceway landscaping, community gardens and neighborhood signage.

Neighborhood Organizing — a project that increases membership in your neighborhood organization. This includes membership drives, meeting costs and special events or block parties to foster community building. Up to \$500 may be requested for a Neighborhood Organizing project with no match required. A request meeting this description is also exempted from the first time/repeat applicant rule.

Organizational Development — a project that furthers the development of an organization towards achieving greater organizational stability and sustainability. This includes: funds for technology/tools that will maximize the efficiency and impact of volunteers and other neighborhood projects, skills-building and training opportunities (like RNNC or other training approved by NCS) for leaders.

Organizational Triage & Trouble Shooting — a project where cash injection is needed to accomplish a long term resolution to a chronic need. This type of project is restricted to locations where mandatory membership associations have failed or are in jeopardy of failing to meet obligations as outlined by the developer, organizational bylaws, or recorded binding elements or restrictive covenants.

Capital Purchases — a project that needs the purchase of equipment or property. This includes land acquisition, playground equipment, bicycle racks and major supplies.

Neighborhoods & Schools Celebrating Partnerships — a project that benefits a school and the adjacent neighborhood. Involvement of both the school and your neighborhood in planning, implementation and maintenance must be substantiated. This includes youth and community programs that promote safety, culture or the environment that are beneficial to both the school and the neighborhood.

Professional Services — a project that needs specialized consultation, execution or oversight. This includes historical projects, some safety programs, and publications other than standard newsletters, resident directories or flyers. This may also include legal and accounting services related to incorporation and/or establishing nonprofit, tax-exempt status. No match is required for projects related to incorporation or establishing nonprofit status, but these are capped at no more than \$500.



Grant applications are accepted and reviewed each July. Applications should be submitted to the Neighborhood Services Office or postmarked no later than Friday, July 14, 2017.

Pre-submission reviews of your application may be scheduled by appointment only through Friday, June 30. Appointments from July cannot be guaranteed!

Guidelines for Choosing & Budgeting a Project

Early Completion — SNAP funds may not be used to reimburse your group for project work (except professional services) completed prior to March 1 of the calendar year in which the application is submitted. This work may be credited toward your required match amount.

Maintenance — SNAP funds may not be used for ongoing, routine maintenance of prior SNAP projects. Additionally, SNAP projects such as landscaped areas which are not maintained adequately as explained in the SNAP application are subject to removal by the City.

Cost Estimates — Your neighborhood is encouraged to obtain at least two cost estimates for materials and services to be funded by SNAP. Estimates may be for all inclusive material.

Properties — SNAP funds may not be used for improvements made to just one single family private property not generally accessible to the neighborhood at-large, or to any area of a facility for which admission fees or dues are required for general use, or to any structure wherein goods and services are exchanged for profit.



Participation by City & Service Agency Personnel

Landscaping — Applicants who propose a landscaping or tree planting project are encouraged to attend a landscaping training session offered by the Landscape Division. Design plans may be reviewed by a Landscape Division representative after submission of the grant application.

Choose your site carefully: if your project will be located on a median or other City right-of-way, your group will be required to submit an "Application for Approval to Adopt Right-of-Way for Landscaping Purposes" to the Public Works Operations Division. Your group will also be required to assume all maintenance, including mowing, associated with your site.

Street Signage — The City has the sole authority to install and maintain street signage. When street signage is proposed as part of a SNAP project, an "Application for Approval to Install Decorative Signposts" must be submitted to and approved by the Public Works Operations Division. All street signage must fully comply with the City's published Decorative Sign Policy.

Technical — City staff may be involved with some projects in an advisory capacity only. Technical support and advice by City personnel should not be calculated into any portion of your budget or be counted as volunteer labor. A City employee who volunteers as a member of his own neighborhood group may count his volunteer time toward the match amount for his group's SNAP project.



Required match for all applicants is 20%, which can be met through volunteer labor, cash or in-kind donations.

Funding Decisions

All SNAP applications will be reviewed by the Neighborhood Services Office. Grants are awarded based on the number of quality project proposals that can be funded with the monies available. Guidelines and funding ratios are subject to change, based on funding availability.

Critical Eligibility Elements

- All requirements listed under the "Does My Neighborhood Qualify?" section on page 1 of this brochure
- Grant request must be for a minimum of \$500, maximum award of \$7,500.
- One year timeline for project completion
- Must have met application deadline and submitted all applicable forms
- Must demonstrate a match >20%

Funding Considerations

- Application: detail, clarity, enclosure of required elements, content quality
- Neighborhood Participation: percentage of neighbors involved in planning and implementing the project
- Community Benefit: project will be used by a wide variety of people or enhances the neighborhood
- Project Quality: project is well-planned, realistic, creative, resourceful, and the budget is cost-effective

Extra Credit

- First-Time SNAP Applicant: If your neighborhood has not participated in SNAP since 2014, you qualify as a first time applicant.
- Neighborhood located within the BG Reinvestment Area
- Extra Training
- Extra Match

Grounds for Disqualification

Organizations and/or their cooperating partners that have demonstrated a reluctance or inability to fully comply with the terms of prior SNAP Grant agreements or to cooperate with City staff in support of other City initiatives may be disqualified from participating in SNAP without notice, at the discretion of the NCS Director.

