



Select Neighborhood Action Program 2017

GRANT APPLICATION INSTRUCTIONS:

Please respond to all questions as completely as possible in the space provided. Attach cost estimates, letters, and other required documentation as described in the SNAP brochure and in this Grant Application. Documentation of neighborhood/community support for the project must be included. Examples of valid documentation include:

- 1) a copy of the minutes for a meeting where the project was approved,
- 2) individual letters of support by residents/members, and/or
- 3) use of "The Petition in Support of SNAP Project" in this application packet.

Note: The lined spaces at the top of the petition must be completed in order for the Petition to be valid.



If your group proposes a street signage project (including plans to install decorative signposts or other specialty signage such as historic district signage), you must complete and submit an "Application for Approval to Install Decorative Signposts" with your SNAP Grant application packet. If your group proposes a project to "adopt" city right-of-way, including medians, in order to install landscaping, you must submit a "Application for Approval to Adopt Right-of-Way for Landscaping Purposes" with your SNAP Grant application packet. SNAP Applications proposing either of these kinds of projects that are submitted without these additional forms WILL NOT be considered for funding.

Questions regarding the program may be directed to: 270.393.3674 or email: karen.foley@bgky.org. Pre-submission review of your application may be scheduled by appointment only through June 30. Appointments after that time cannot be guaranteed.

Use this page as your cover sheet. Completed applications must be postmarked or submitted to the Neighborhood Services Office at Neighborhood & Community Services, P.O. Box 430, 707 E. Main Avenue, Bowling Green, KY 42102-0430 no later than 4:00 p.m., Friday, July 14, 2017. No late applications will be considered for funding.

NEIGHBORHOOD ORGANIZATION	
CONTACT PERSON NAME	
ADDRESS ZIP CODE	
TELEPHONE (DAY) TELEPHONE (NIGHT)	
EMAIL ADDRESS	

The signatory declares that s/he assures that all of the information described on this form is true and accurate and that any SNAP funds received will be used solely as outlined in this application.

(Signature) Neighborhood/Community Representative	Date

FOR NEIGHBORHOOD SERVICES OFFICE USE ONLY

- | | | |
|--|---|---------------|
| <input type="checkbox"/> Application Received or Postmarked: _____ | <input type="checkbox"/> One Year Timeline | |
| <input type="checkbox"/> Within City Limits | <input type="checkbox"/> Matching Amount (Additional) | _____points |
| <input type="checkbox"/> Current Registration Form On File | <input type="checkbox"/> Training (Additional) | _____points |
| <input type="checkbox"/> Active | <input type="checkbox"/> First-Time Applicant | _____5_points |
| <input type="checkbox"/> Six Month Rule | <input type="checkbox"/> BG Reinvestment Area | _____5_points |
| <input type="checkbox"/> Amount \$500-\$7500 | | |

TOTAL POINTS AWARDED: _____



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NEIGHBORHOOD OR ORGANIZATION PROFILE

I. Qualifying Neighborhood Trainings: (Check all that apply, and indicate session(s) where requested.)

	Neighborhood University: Curb Appeal w/Operation PRIDE, Feb. 21, 2017
	Neighborhood University: All About SNAP Grants, May 9, 2017
	Neighborhood University: Understanding Bowling Green's Neighborhood Ordinances May 22, 2017
	Neighborhood University: Zoning 101, May 30, 2017
	Neighborhood University: Diversity in the Neighborhood June 2017
	BGCAN Rally of the Neighborhoods— *Circle session(s): Fall Rally: Sept. 27, 2016 Winter Rally: Feb. 27, 2017 Spring Rally: April 27, 2017
	Over Fifty Citizen's Academy: March 2-8, 2017 (counts as 5 training sessions)
	The Academy for New Americans 2017 (counts as 5 training sessions)
	Citizens Police Academy— Fall 2016 or Spring 2017 at BGPD Headquarters (counts as 5 training sessions)
	Landscaping Design & Tree Installation: April 11, 2017 via BG-WC Community Education
	Regional Neighborhood Network Conference in Champaign-Urbana, IL: Sept. 29-Oct. 1, 2016 (counts as 3 training sessions)
	Other Trainings or Participations (Please name)
List Names of Attendee(s):	

II. Please indicate the most recent year your group received SNAP funds and for what project:

YEAR (S)	PROJECT TYPE
	None: Never Received SNAP Funds

III Financial capacity: (Check if the following applies to your organization.)

	We have a bank account and will make purchases directly.
	We will use another organization as our fiscal agent.
	We may have the City pay bills for us exclusively or for some purchases.

IV. Neighborhood/community involvement in your proposed project(s):

	# households included within boundaries of neighborhood group or within target demographic for the project
	# of households involved in selection of this project proposal
	# of households expected to participate in the completion of the proposed project(s)
	# of households expected to participate in the maintenance of the proposed project(s)
	# of households with potential to benefit from the proposed project(s)

Please attach a copy of the minutes for the meeting at which the membership voted to select the project OR complete and attach the "Project Petition" form included in the application packet.

IV. Describe the nature, time, date, place and number in attendance at your organization's most recent event or activity:

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PROJECT SUMMARY

I. Check Type of Project(s) For Which Funding Is Sought:

	Neighborhood Organizing Flat: Block Party/Event \$500, No Match Required
	\$500 Standard Professional Services for Filing Incorporation or Non-Profit Status, No Match
	Neighborhood Organizing (Other Than Social Events)
	Organizational Development
	Organizational Triage & Trouble-Shooting
	Professional Services (Other Than Standard listed above)
	Neighborhood-School Partnerships
	Capital Purchases
	Beautification
If proposing only single project in shaded area above, complete sections I-IV of Project Summary only.	

II. Check if you are proposing one of the following types of projects:

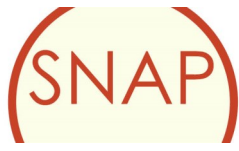
	Decorative signposts or other signs on City right-of-way (ROW)
	Landscaping project or installation of watering system on City right-of-way (ROW)
	Landscaping project on property <i>other</i> than City right-of-way (ROW)
Projects in shaded area require submission of additional forms: either 1) "Application for Approval to Install Decorative Signposts" or 2) "Application for Approval to Adopt Right-of-Way for Landscaping Purposes"	

III. List Project(s) Proposed & Amount Requests for Each

1.	\$
2.	\$

IV. List Matching Amounts (Value of Funds, Labor, Donations) & Sources

VALUE	SOURCE
TOTAL MATCHING FUNDS AVAILABLE: \$	



I. Describe the project and what you hope to achieve through its implementation:

II. Describe how other groups/organizations (if any) will be involved in your project:

III. Provide your planned timeline for completing the proposed project(s):

TARGET DATE	EVENT OR ACTIVITY

IV. Please list all locations where project activities will take place:

ACTIVITY	LOCATION(S)
Ex: Installation signpost	Intersections of Friendly Avenue & Smile Street, Harmony Way & Melody Ct, and 1st & A Streets

If parts of project will take place on private property (ex., neighborhood sign will be placed off ROW in a neighbor's yard), be sure to attach written permission and a letter of support from property owners.

V. Describe your group's plan for **short term** (within first year after project is completed) and **long term** (3-5 years or longer) maintenance of your project. Specify what kind of maintenance will be done, how frequently, and by whom.

Failure on the part of the neighborhood/organization to adequately maintain the project may result in its removal by the City and may jeopardize future SNAP grant eligibility.



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PROJECT BUDGET

I. List all expenses to be covered by SNAP. Include all materials, labor, and so on to be paid for with SNAP funds. Attach copies of estimates from at least two different sources, and list the vendor(s) you intend to use.

DESCRIPTION OF ITEM	QUANTITY: COST PER ITEM	SUPPLIER	COST
Ex: Maple trees Mulch	5/\$50 each 5/\$5 per bag	ABC Nursery ABC Nursery	\$250 \$25
TOTAL COST TO BE COVERED BY SNAP:			\$

II. List all expenses to be covered by the neighborhood (Match Point). Include volunteer labor (valued at \$15/hour), donations, and out-of-pocket expenses.

DESCRIPTION OF ITEM	QUANTITY: COST PER ITEM	SUPPLIER	VALUE
Ex: Volunteer Labor Crabapple trees	10 hours at \$10/hour 2/\$25 each	Neighborhood Group DONATED: ABC Nursery	\$100 \$50
TOTAL COST/VALUE TO BE COVERED BY APPLICANT GROUP:			\$



NEIGHBORHOOD/COMMUNITY ORGANIZATION REGISTRATION

NAME OF NEIGHBORHOOD ORGANIZATION	
WHAT STREETS ARE INCLUDED IN THIS NEIGHBORHOOD? (If international community group, list # of households, countries of origin, and/or languages)	
WHAT BEST CATEGORIZES YOUR GROUP'S ORGANIZATIONAL STRUCTURE? Volunteer neighborhood association or watch group, mandatory membership homeowners association, resident council, etc.	
CONTACT NAME #1	
ADDRESS FOR CONTACT #1	
DAY TELEPHONE FOR CONTACT #1	
EMAIL FOR CONTACT #1	
CONTACT NAME #2	
ADDRESS FOR CONTACT #2	
DAY TELEPHONE FOR CONTACT #2	
EMAIL FOR CONTACT #2	
IS YOUR NEIGHBORHOOD ORGANIZATION INCORPORATED?	
IS YOUR NEIGHBORHOOD ORGANIZATION TAX-EXEMPT? IF SO, PLEASE PROVIDE TAX ID NUMBER	
DOES YOUR NEIGHBORHOOD/GROUP HAVE A WEBSITE OR FACEBOOK PAGE? IF SO, PLEASE PROVIDE ADDRESS(ES)	
LIST EVENTS YOUR NEIGHBORHOOD/GROUP HAS EACH YEAR. THESE INCLUDE: CLEAN-UPS, PICNICS, TREE PLANTINGS, ETC.	
DOES YOUR NEIGHBORHOOD/GROUP PARTICIPATE IN NEIGHBORHOOD WATCH?	
DATE SUBMITTED	

Neighborhood organization registration must be updated annually with Neighborhood Services or whenever contact information for the group changes. Be sure your information is current.

REMINDER CHECKLIST

Have you submitted all of these required items?

	Cover page signed by neighborhood representative
	A copy of the minutes where your project was approved by your group OR
	A signed and fully completed "Project Petition"
	An updated neighborhood organization registration form
	Copies of cost estimates for materials and labor (at least two bids/estimates are requested)
	Letters of commitment from donors, if applicable
	Letters of commitment from partner organizations, if applicable
	Diagrams, maps or drawings that illustrate your planned project and/or locations of your planned project
If project is on private property:	
	letters of support and/or written permission from property owner(s)
If project is on City or other public Right-of-Way:	
	Application for Approval to Adopt Right-of-Way for Landscaping Purposes OR
	Application for Approval to Install Decorative Signposts OR
	Written documentation of support or commitment provided by City department or other public agency for the project
Don't Forget: You can have your application reviewed by the Neighborhood Services Office <i>prior</i> to your final submission of it, before June 30. Reviews will be conducted by appointment only. Call 270.393.3674 to schedule a review.	