2024 Neighborhood Improvement Grant Program
Agenda

• Welcome
• Program Information
• Things to Keep in Mind
• Project Ideas
• Application Review
• City Resources
• Questions
NEIGHBORHOOD IMPROVEMENT GRANT GOALS, FUNDING, TIMELINE, AND AWARD CRITERIA
Grant Goals

The goals of this program include:

1. Improving the physical condition of a neighborhood
2. Enhancing neighborhood pride and identity
3. Increasing communication and community building among neighbors
4. Encouraging “place-making” by bringing assets into the neighborhood that encourage gathering and positive experiences
Grant Funding

- Program Budget: $60,000
- Maximum Per Project: $5,000
- You can allocate your own funds, or apply for other grants to complete larger projects.
Grant Timeline

✓ Attend a Neighborhood Improvement Grant information meeting.

2. **On or before March 22^{nd}, 2024** – Meeting with a Community Engagement Coordinator to discuss your grant project and get referral contacts.

3. **March and April** – Discuss your project with department referrals.

4. **April 19^{th} at 5:00 PM** – Deadline to submit your application.

5. **Late April and Early May** – Selection committee will meet and review applications to determine which will be funded.

6. **Mid-May** – All groups will be notified via their Primary Project Coordinator, by mail or email, of the status of their application. Successful applicants will be required to meet with their coordinator again to sign grant agreements post award.

7. **May to October** – Applicants with approved funding will work with their Community Engagement Coordinator to proceed through related city processes with all funds to be spent.

8. **October 31^{st}, 2024** – *All projects must be completed.*
How will grants be selected?

A staff committee will review and score each application with the top scoring applications from across the city receiving funding.

<table>
<thead>
<tr>
<th>Award Criteria</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>1. Community Impact</td>
<td>30</td>
</tr>
<tr>
<td>2. Sweat Equity, Neighborhood Match, and Community Participation</td>
<td>25</td>
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<tr>
<td>3. Connecting neighbors and fostering a strong sense of community</td>
<td>20</td>
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<tr>
<td>4. Shows Broad Community Support</td>
<td>15</td>
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<tr>
<td>5. Project Details (site information, timeline, budget, maintenance plan)</td>
<td>5</td>
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<tr>
<td>6. Previous Improvement Grant Award</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>100</strong></td>
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</tbody>
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How will grants be selected?

Criteria Breakdown

1. **Community Impact** – A top scoring application will clearly demonstrate the positive impact the project will have on the neighborhood or community as a whole. It will show how the project specifically implements the goals of the program.

2. **Sweat Equity, Neighborhood Match, and Community Participation** – To receive a top score, applications will maximize the use of community participation, sweat equity, and neighborhood & other funding matches. The best applications will provide volunteer lists or commitments from the community and documentation related to other funding sources or commitments. In addition these applications can show how these components factor into the overall project budget. For budgetary purposes, general volunteer assistance or sweat equity can be calculated at the current standard of $25 per hour. **Please note that this grant does not reimburse for volunteer hours**; the provided rate is just for calculating sweat equity and in-kind donations.

3. **Connecting neighbors and fostering a strong sense of community** – A top scoring application will clearly explain how this project fosters strong, lasting social connections between neighbors. The highest scoring projects provide on-going engagement opportunities between neighbors and can clearly show sustainability to that end.
How will grants be selected?
Criteria Breakdown

4. **Shows Broad Community Support** – The highest scoring applications will readily show full support from any community stakeholders that may be impacted by or have a vested interest in the project or project area. This could include neighbors, local businesses, HOAs, neighborhood groups, or even other government entities. These applications will include letters, petitions, meeting minutes, volunteer commitments, etc. showing support for the project.

5. **Project Details (maintenance plan/project sustainability, site information, timeline, budget, etc.)** – The best applications will provide a clear explanation of a thorough maintenance plan or how sustainability is built into the project. They will also provide all the requested documentation/attachments digitally per the application. The project timeline will show realistic, detailed deadlines and the project budget will include quotes, estimates, etc. from vendors or contractors. For grant requests that are part of a larger project, the portions that the Improvement Grant is expected to fund will be clearly identified.

6. **Previous Improvement Grant Award** – In order to incentivize new groups to apply, up to 5 points may be provided if your group has NOT been awarded a Neighborhood Improvement Grant in recent years. That is, the more recently your group has been awarded one of these grants in previous years, the fewer points you’ll receive in this category.
GRANT REQUIREMENTS
Who is eligible to apply?

- Any voluntary neighborhood group, HOA or any group of 3 or more neighbors can apply for funding. If your neighborhood is not yet registered with the city of Aurora’s Neighborhood Registration Program, registration will be required upon application.
- All groups must be within the city limits of Aurora.
- Religious or political organizations are not eligible to apply.
What qualifies for funding? Up to $5,000 per project!

Can be funded

- Projects that bring neighbors together to have fun and get to know each other.
- Any project that helps clean up or beautify the community.

Cannot be funded

- Projects that are not visible to the public or that don’t have community impact
- Projects that do not comply with city code.
- Projects on private property for the sole benefit of the property owner.
- No food, drink or party materials.
Why apply?

- Up to $5,000 in funding per project
- City fees are waived for any city-required permits, licenses or modifications to planning documents.
- Assistance from city experts.
Some things to keep in mind!

- **Property Ownership Approval**
  - Approval from the property owner must be included in the application.
  - HOAs can include meeting minutes with the motion for approval, or a letter of support from the board.
  - Voluntary groups must include a letter of support from the owner and preferably the owner will be on the application.
  - If the City owns or maintains the property, you need permission from the department responsible for the area.
Some things to keep in mind!

• Easements and Right of Ways
  – If your project is in an easement or right of way, a revocable license is required.
  – A revocable license specifies what improvement is being made, the location and documents the maintenance responsibility.
  – If your project isn’t funded but you want to move forward, you will still need a revocable license and will have to pay the fee.
Some things to keep in mind!

- **Neighborhood Support and Awareness**
  - Build support and awareness for your project, so that neighbors are informed and have the opportunity to express their concerns or support, or participate in your project.
  - Include in the application how you informed neighbors about the project.
  - Applications can include a support petition, neighborhood newsletters or bulletin board posts.
Some things to keep in mind!

- **Maintenance Needs**
  - Every project will have on-going maintenance or sustainability needs
  - Make sure you address how maintenance will be handled over time.
  - Who will be responsible for maintenance costs?
Some things to keep in mind!

• Meet with your referrals! **This is a requirement.** When you meet with your Community Engagement Coordinator, we will refer you to other departments because they have information that will be of use to you.

• Successful applications will address the feedback you receive from your referrals.

• Referral contacts will not assist in brainstorming project ideas. Please schedule time to meet with them only **after** you’ve solidified your project ideas & goals, and gathered current, relevant documentation.
Some things to keep in mind!

- Traffic Impacts
  - If your project requires a sidewalk or lane of traffic to close, you must provide a traffic control plan for review and approval before any work is started. Our Traffic Division of Public Works can help you determine if your project would require the closure of a lane or sidewalk.
  - The cost of any traffic control plans, cones, barricades or other traffic control devices should be included in your budget and accounted for in your timeline.
Some things to keep in mind!

- **Landscaping Related Projects**
  - City code requires automatic irrigation systems for new landscaping areas.
  - Water Conservation has a lot of online classes that can help you design and think about new ways to lower your watering requirements.
  - Sharp objects or spikey plants may not be planted near sidewalks.
  - Large boulders may not be placed in the right of way!
Some things to keep in mind!

Before & After Photos – Unclear Photos, Dissimilar Angles

No!
Some things to keep in mind!

Before & After Photos – Similar Angles, Clear Photos

Yes!
Some things to keep in mind!

Budget – What Portion is the City Covering?

No!
Some things to keep in mind!

Budget – Clearly Identify Which Components You Expect Grant Funds For

Section 5: Project Budget

Project Cost Estimate: Please itemize the estimated costs of the entire project, not just the portion for which you are requesting funding. Include in this itemization all materials, equipment costs and labor. Use additional sheets as needed. Please clearly identify the portions of the project budget you expect the city to fund.

<table>
<thead>
<tr>
<th>ITEM AND QUANTITY</th>
<th>COST ESTIMATE</th>
<th>SOURCE OF ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Gallons Exterior Paint</td>
<td>$10,000</td>
<td>Scott’s Painting Company Quote</td>
</tr>
<tr>
<td>200 Gallons Interior Paint</td>
<td>$9,000</td>
<td>Scott’s Painting Company Quote</td>
</tr>
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<td>$</td>
<td></td>
</tr>
<tr>
<td>1. Total Material Costs:</td>
<td>$19,000</td>
<td></td>
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<tr>
<td>1a. Material Costs Requested from the City</td>
<td>$10,000</td>
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**Equipment**

<table>
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<tr>
<th>None</th>
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</tbody>
</table>

| 2. Total Equipment Costs: | $0 |
| 2a. Equipment Costs Requested from the City | $0 |
| Professional Labor Charge | (Professional labor may include expenses for barricade set-up/tear down, traffic control plan, licensed electrician, etc.) |
| 40 Hours, Exterior Labor | $3,400 | Scott’s Painting Company Quote |
| 60 Hours, Interior Labor | $2,100 | Scott’s Painting Company Quote |
|                         | $         |                   |
| 3. Total Professional Labor: | $3,500 |
| 3a. Labor Costs Requested from the City | $1,400 |
| TOTAL ESTIMATED COST OF PROJECT | $22,500 |
| Add lines 1, 2, & 3 for Total Cost Estimate |
| Total Amount Requested from the city: | $21,400 |
| Minimum amount of grant money required to complete project: | $5,000 |

Yes!
Popular Projects

- Clean Up Events
- Community Message Boards
- Community Benches
- Community Place Making
  - Ex: Community Murals, Sculptures or Art Wraps
- Little Free Libraries
- Community Building Event
  - Ex: Flower pot/basket distribution
- Neighborhood Improvement Days
  - Neighborhood gathers for small improvements to neighbor’s homes
THE APPLICATION
Fill out the application!

- Available online at [www.auroragov.org/neighborhoodgrants](http://www.auroragov.org/neighborhoodgrants)
- The application is due on **April 19th, by 5:00PM**!
- All applications must be submitted online
Fill out the application!

All applications will include the following:

- Complete contact information
- A clear description of the project including address or specific location
- A complete sketch or aerial map of the project showing where improvements will be made
- Digital, color photos of the area to be improved
- Property ownership information for the site
- Documentation showing approval for the project from property/easement owner(s)
- Any other signed forms related to the completion of the project (revocable licenses, etc.)
- A detailed project timeline
- A well-researched budget
- Explanation of how the project will positively impact the neighborhood
- A thorough maintenance plan
- List of names and addresses of volunteers committing to work on your project
Community Engagement Coordinators

• For this grant process, a Community Engagement Coordinator will be assigned to your group. To connect your Coordinator for this program, please contact engageCEC@auroragov.org.

• Be sure to meet with your coordinator on or before March 22\textsuperscript{nd}, 2024
To retrieve property ownership information, visit the website of your county’s property assessor

- Adams County - https://gisapp.adcogov.org/PropertySearch
- Douglas County - https://www.douglas.co.us/assessor/#/
CITY RESOURCES
Referral Contacts

- Referral contacts can discuss feasibility and options based on your project goals, but are not available for brainstorming project ideas.
- Have a firm concept of your project goals, including current, related project documentation (plans, etc.), before reaching out.
Referral Contact List

• **Traffic Department:** Steven Gomez
  Traffic will help you determine if any lane closures would be needed

• **Water Conservation:** Tim York
  Water Conservation can offer assistance with conservation classes, rebates, plant selection and design.
Referral Contact List

• **Real Property: Su Wever**
  Land development review can help you determine if there are any easements, right of ways and other site specific information.

• **Planning: Liz Fuselier**
  Planning will assist you in determining if any amendments need to be made for your site plans or help you access other documents on file with the City.
Referral Contact List

- **Parks, Recreation, and Open Space (PROS):** Rian French
  PROS can help determine what parameters must be followed for projects involving city parks or open space.

- **Permitting:** Dora Shols
  Permitting can help determine what permits may be required for your project
Questions?