



Bristol Neighborhood Small Grant Competition

NEIGHBORHOOD GRANT PROGRAM



2018

**ADMINISTERED BY THE
COMMUNITY DEVELOPMENT DEPARTMENT
OF THE CITY OF BRISTOL, TENNESSEE**



THE CITY OF BRISTOL, TENNESSEE
 104 8th Street
 P.O. Box 1189
 Bristol, Tennessee 37621-1189



The Neighborhood Grant Program provides opportunities for residents to partner with the City of Bristol, Tennessee, to implement neighborhood enhancements that improve neighborhood identity, build community pride, and encourage projects that benefit the public at large.

Strong neighborhoods are the foundation of a successful community. The City recognizes that cultivating desirable neighborhoods helps increase the quality of life and long-term viability of our community. Community/neighborhood based organizations are invited to apply for funding initiatives that develop strategies for their neighborhoods, improve the relationships between citizens and government, and promote comprehensive approaches to community development. A formal neighborhood association is not a requirement of application; however, a proposal must demonstrate neighborhood support.

This grant program is administered through the Community Development Department and in partnership with the City’s Community Development Advisory Committee (CDAC) where \$5,000 has been dedicated to assist with neighborhood projects within the City Limits of Bristol, Tennessee. If multiple applications are received for projects less than the full budgeted amount, multiple grants may be awarded. The attached guidelines provide the information you need to get your application started. Please review the guidelines for project recommendations/eligibility requirements and the complete application process. **Each applicant is required to attend a Bristol Exchange Session.** During this session, attendees will hear a presentation from the City Manager in regards to the upcoming fiscal year budget and have the opportunity to ask questions. *Please note that dates are subject to change if necessary.*

Neighborhood Grant Program 2018-2019								
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	October 18 - May 19	Jun-19
Proposal window opens	■	■						
Proposal window closes			■					
Submitted proposals reviewed by CDAC				■				
Letter notifying of decision & meeting date to receive award					■			
Grant awarded at City Council Meeting						■		
Project work & completion deadline							■	
Presentation to City Council								■



THE CITY OF BRISTOL, TENNESSEE
 Neighborhood Grant Program
Guidelines & Procedures



1. Eligible Applicants:
 - a. Required or voluntary residential neighborhood organizations
 - b. Individuals in a residential neighborhood with a strong desire for community involvement and enhancement
 - c. Organizations embedded in neighborhoods whose primary purpose is to serve that neighborhood (i.e. churches, neighborhood businesses, non-profit organizations, etc.)
2. Individuals/organizations that fall outside the realm of an “eligible applicant” may, and are encouraged to collaborate with an eligible applicant to boost their support.
3. Eligible applications must:
 - a. Include date and location of applicant’s attendance at a Bristol Exchange Session. The meetings are held during the month of May and rotate between the various elementary schools (for more information on this, visit www.bristoltn.org).
 - b. Conform to submission deadlines:
 - i. Applications must be submitted by the close of business on June 29, 2018.
 - c. Benefit and be free to the general public, especially those within the neighborhood boundaries as defined in this application.
 - d. Provide a visible improvement to the neighborhood.
 - e. Have an accountable neighborhood resident to serve as the authorized representative.
 - f. Have goals and outcomes which can be accomplished in a reasonable time frame.
 - g. Have documented neighborhood support. Documentation of support from five households within your neighborhood must be provided.
 - h. Provide information about how ongoing maintenance to support the project will be provided for.
 - i. If the project requires assistance from various City Departments, please indicate the level of assistance needed.
 - j. May not have received Neighborhood Grant funding within the past 5 years.
 - k. Provide a budget for the proposed project as well as any estimates that are needed to demonstrate final cost of a proposed project. *Please see note #11 concerning Competitive Quotes.*
4. Examples of eligible projects may include, but are not limited to:
 - a. Neighborhood Identification Gateway Signs/Plaques/Flags
 - b. Neighborhood Pocket Parks
 - c. Litter Abatement (neighborhood cleanups along the right-of-way)
 - d. Community Vegetable Gardens/Playgrounds
 - e. Beautification Projects
 - f. Community Benches and Bus Benches
 - g. Street trees
 - h. Public art
 - i. Sidewalk repair in conjunction with the Sidewalk Program
5. Examples of ineligible projects may include, but are not limited to:
 - a. Maintenance costs from previous grant awards
 - b. Maintenance costs that are generally associated with mandatory neighborhood organizations
 - c. Projects with no demonstrated neighborhood support
 - d. Fees, fines or penalties

- e. Political activities
6. Project Locations:
 - a. All projects to be located within the City Limits of Bristol, Tennessee. Projects must take place within the boundaries of the neighborhood that is stated in the application
 - b. Generally, a project must be on public property or city right-of-way. However; residents are encouraged to work with staff to assist with solutions that may involve private property
 7. More points are awarded if a match is provided. Matching can be in the form of donated supplies, labor, or equipment to name a few. If support will be provided in the form of a match, a letter demonstrating support will be required.
 8. Projects must comply with all applicable City Codes & Regulations.
 9. All eligible submittals will be reviewed by a review committee comprised of various City Staff. The review committee will score each submittal. The highest scoring application will be forwarded on to City Council to award the grant at their regular monthly meeting.
 10. Once Awarded
 - a. A grant contract must be signed.
 - b. Grant funds cannot be spent on food, parties, etc. (Grant money is intended for tangible materials critical to the project.)
 - c. Progress reports must be received in a timely manner (as specified in the grant contract) which will be dependent upon the type of project proposed.
 - d. Any changes to the scope of the project or time frames must be communicated with the Community Development Department and CDAC and approved by the review committee.
 - e. Provide revised quotes for all proposed work should there be any changes to the scope of the project. *Please see note #11 concerning Competitive Quotes.*
 - f. The purchase of materials or equipment may be handled by the City of Bristol, Tennessee. The disbursement of funds to the applicant shall be determined by the City based on the scope of the project.
 - g. Ensure that the project is completed by the time frame specified in the grant contract.
 - h. Present completed project to City Council.
 11. Competitive quotes are needed: If the grant funding will be used to pay for professional or vendor services, the application must include at least three (3) written quotes from eligible vendors, or an explanation of why the quotes are not available at the time of the application (i.e. there are not three vendors available to do the work). Applications submitted without quotes will be considered incomplete and deemed ineligible for funding.

A quote should include a description of the scope of work, list of labor and material costs and estimated timeline for completion. The quote must contain an acknowledgement that the vendor will comply with all applicable City Codes & Regulations, and if required for the project, will be responsible for obtaining all permits and inspections through the City of Bristol Code Enforcement Division.

The review committee will evaluate all quotes submitted and select the lowest responsible bidder to complete the work.

If a project exceeds the \$5,000 grant amount, the neighborhood must signify in writing of their ability to pay the amount that exceeds \$5,000.



THE CITY OF BRISTOL, TENNESSEE
Neighborhood Grant Program



Application

PART A: APPLICANT INFORMATION

Neighborhood Name: _____

The "neighborhood" does not have to be a formal neighborhood organization. This can be an area that a group of residents identifies with.

Neighborhood Location: _____

A map will need to be provided depicting the boundary of the identified "neighborhood." The Department of Community Development staff can assist in map preparation. Please call (423) 989-5514 if you need assistance.

Project Coordinator Name: _____

The "project coordinator" is the person responsible for the project and all communication and correspondence with the City.

Project Coordinator Address: _____

Project Coordinator Phone: _____ Project Coordinator E-mail: _____

Project Name: _____

Project Location: _____

Bristol Exchange Session Date and Location attended: _____

Total Budget: _____ Estimated Time of Completion: _____

PART B: PROJECT INFORMATION

1. Describe in detail your project. Explain why you are planning the project (purpose), what you expect to accomplish (objectives), and the parameters of the project (scope). How will the project help your neighborhood? How will the project be of benefit to the City of Bristol?

2. Describe how the financial assistance of the grant award will impact your neighborhood and allow a need to be addresses.

3. *What is your maintenance/replacement plan for the project?*

4. *How did your neighborhood determine to complete a neighborhood project? Describe the process used by your neighborhood to obtain community input and distribution of information to residents in your community.*

5. *If your project includes partnering with other organizations or companies, please specify and list their involvement. This may include donations, labor or other assistance. (Please attach a letter of support from organization/company.) Is City help requested as part of your project? If so, please specify.*

PART C: PROJECT BUDGET

Please attach a line-item budget for the project as well as estimates received for the scope of work covered by the project.

Total Project Cost: _____

Total Requested Amount: _____

PART D: PROJECT SCHEDULE

Please provide an outline of your organization’s action plan, or general steps you will take to complete this project within the grant’s timeline. Please show on the chart below approximately how long each task will take to complete, along with the person responsible for each task. Please use additional sheets if necessary.

Estimated Completion Date: _____

Major Tasks	Month												Person Responsible
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	

Any notes you wish to include on the project budget and/or schedule please include below.

PART E: NEIGHBORHOOD SUPPORT

At a minimum, you must have five (5) households who support your project. These households must be located within your neighborhood boundary provided as part of the application. Below please list the name and address of each supporter of your project, along with their signature. Please use additional sheets if necessary to show your neighborhood support.

1.) Name: _____

Address: _____

Signature: _____

2.) Name: _____

Address: _____

Signature: _____

3.) Name: _____

Address: _____

Signature: _____

4.) Name: _____

Address: _____

Signature: _____

5.) Name: _____

Address: _____

Signature: _____



THE CITY OF BRISTOL, TENNESSEE
 Neighborhood Grant Program
Scoring Criteria



The applications for the Neighborhood Grant Program are reviewed and ranked by a Committee comprised of City Staff from various Departments. A criteria form is used to score applications and rank them for funding. This is a competitive grant; therefore, it is essential to complete an application which addresses the grant award criteria listed below.

Project Goals/Objectives (10 points)

The project has a well thought out purpose and defined goals/objectives in which it aims to accomplish.

Need (25 points)

The need for financial assistance from the City has been explained. It has been shown how the project could not take place without the grant.

Public Benefit/Overall Impact (20 points)

The overall benefit to both the neighborhood and the City has been demonstrated. The project plans to make a visible and measureable improvement to the quality of life in the neighborhood. Explanation of how this project will build community engagement has been provided.

Maintenance (5 points)

A well thought-out maintenance plan has been submitted which is realistic and feasible.

Neighborhood Support (15 points)

The project was created utilizing neighborhood collaboration. Strong support for the project has been shown and documented.

Other Support (5 points)

The neighborhood has partnered with other organizations to provide additional resources so that the project does not rely solely on financial assistance from the City.

Planning/Timeline (10 points)

The project is well planned to insure completion within time guidelines. Required collaborations and pre-approvals have been performed.

Budget (10 points)

The project budget has been provided with backup information. The budget is realistic and can be followed.