



## **City of Cloverdale: Neighborhood Improvement Grant Program Guidelines**

### **Program Description**

Do you have a great idea for your street, block, neighborhood, or the community as a whole? The City of Cloverdale may be able to help bring your idea to life through the Neighborhood Improvement Grant Program.

Grants of up to \$1,000 are available for projects that increase communication among neighbors, improve the physical condition of a neighborhood, enhance neighborhood pride and identity, or help build bridges between cultural groups. The Neighborhood Improvement Grant Program is the City's way of helping you create a successful project. By bringing people together for a neighborhood improvement project, you are helping to strengthen the Cloverdale community.

The purpose of this grant is to jump-start your new ideas for making your community a better place. It is intended to help residents improve communication, increase public safety, and enhance cultural understanding in neighborhoods.

### **Eligibility**

Neighborhood Grants are available for projects that bring neighbors together for a common benefit. Eligible projects must meet the following requirements:

- Provide an identifiable benefit or positive impact to a street, block, or neighborhood. It can either be a physical project or an activity that brings neighbors together. Grants are also available for expanding the scope or outreach of existing neighborhood projects.
- Project funding request has been limited to once per year.
- Activities involving Emergency Preparedness.
- Recycling Projects.
- Beautification Projects.
- Cultural Events.
- Have a specific timeline, clearly defined steps and outcomes, and a breakdown of the costs.
- Must include the active involvement of at least three neighboring households, defined by having separate addresses or separate building units.

### **Ineligibility**

Neighborhood Grants will not be granted if one or more of the following apply:

- Is political or religious in nature, including, but not limited to the support of a proposed initiative, ballot measure, or candidate.
- Does not include the active involvement of at least three neighboring households, defined by having separate addresses or separate building units
- Grant Funds are used for the purchase of alcohol

- Multiple funding requests submitted for same project, same location in same year

### **Example Projects**

Here are a few examples of projects that might be eligible for grants:

- Neighborhood emergency preparedness activities
- Recycling projects
- Cultural Events
- Community gardens, tree planting
- Volunteer projects, community clean-ups and beautification activities
- Organizing events that encourage neighbors to get to know each other (e.g. block parties)

### **Involvement**

An important aspect of community building is working together with others for a common benefit or improvement. The project must include the active involvement of at least three neighboring households- the more neighbors involved, the better the project!

### **Project Design**

We want to ensure that your project is successful and that any grant funds are efficiently used, the project should be well thought out and planned with specific timelines, defined steps, and a plan for ongoing maintenance, if needed.

Grant funds are provided to groups through a reimbursement process. Groups will be required to submit receipts or similar verifiable documentation of expenses before reimbursement can be made. Reimbursement checks are issued to the project team leader after the event/project is completed.

### **How to Apply**

Copies of applications are available in English and Spanish on the City's website [www.cloverdale.net](http://www.cloverdale.net) and at City Hall. Applications must be submitted by the stated deadline and approved prior to starting the project or event.

### **Awards Process**

Applicants awarded will be notified after the deadline has passed and applications are reviewed for approval by staff. Once funds are approved and made available, applicants may be required to enter into an agreement to the satisfaction of the City attorney, and the project must be completed within six (6) months. Upon project completion, the awarded applicant must submit pictures, itemized expenses, and a final report describing the project's success. The City reserves the right to withhold grant funds for any project that does not meet the intent of this program.

### **Contact:**

Irene Camacho-Werby, City Clerk  
124 N. Cloverdale Blvd., Cloverdale, CA. 95425 | Email: [iwerby@ci.cloverdale.ca.us](mailto:iwerby@ci.cloverdale.ca.us)



## Neighborhood Improvement Funding Program Application

Fiscal Year 2019/2020

**Application Deadline: Thursday, April 16, 2020, 5:00 pm**

Name of Neighborhood Project: \_\_\_\_\_

Please mark location of Improvement Project:  Park     Neighborhood     Community

Other (Please describe): \_\_\_\_\_

Team Leader (Neighbor #1): \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

To be eligible, a minimum of two other Cloverdale neighbors or residents must be actively involved:

Name of Cloverdale Neighbor/Resident (#2): \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Cloverdale Neighbor/Resident (#3): \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Please indicate below how your project benefits the neighborhood or community's needs:

- Increases communication among neighbors
- Improves the physical condition of a neighborhood, park or community
- Enhances neighborhood pride and identity
- Helps build bridges between cultural groups

## Answer the Following Questions:

1. Explain how your planning group was formed. How were members of your group invited to help plan your improvement project?
2. How will the volunteers, neighbors or residents be engaged or utilized?
3. How does the improvement project add value or benefit to the community, park, or neighborhood?
4. Who will be the intended recipients of your improvement project?
5. If applicable, please explain how the improvement project protects or supports the environment such as materials used, energy and/or water conservation?
6. Funding amount requested (\$1,000 or less): \_\_\_\_\_
  - 6.a Please indicate below how the funds will be used and how you arrived at the cost or funding amount (i.e. Materials, Printing, Rentals, Other):
7. Does the project require permits? (City staff can provide assistance.)
8. What is the project schedule?
9. How did you hear about this program?

Submit application and provide supplemental information (if needed), by e-mail to: [iverby@ci.cloverdale.ca.us](mailto:iverby@ci.cloverdale.ca.us), or submit by mail or in person to:

**Cloverdale City Hall**  
**Attn: Irene Camacho-Werby, City Clerk**  
**124 N. Cloverdale Blvd., Cloverdale, CA. 95425**

***Applications must be received by Thursday, April 16, 2020, before 5:00 p.m.***, in order to be considered. The City of Cloverdale reserves the right to reject any or all applications in a given funding cycle. Applications received after the deadline will not be considered for the current funding cycle listed.