Neighborhood Improvement Program
FINAL APPLICATION

LONGMONT NGLA — Neighborhood Group Leaders Association — *Increase your quality of life, participate in a neighborhood group!*

CITY OF LONGMONT COLORADO — **LONGMONT COMMUNITY & NEIGHBORHOOD RESOURCES** *A Division of Community Services*

<u>Submission Deadline: January 12, 2023</u>: Include revised budget, map, and supplemental information

REFER TO THE NIP OVERVIEW AND GUIDELINES FOR ASSISTANCE COMPLETING THIS FORM
- ■ Use additional pages and attach additional information as necessary (a reference map must be included)
- ■ Final applications will be **publicly available** on the city website for NGLA review (not including contact sheet)

A: Grant Summary and Previous NIP Applications

(Sidebar: A: Summary & Previous Applications)

PROJECT TITLE: _____

COMMUNITY GROUP: _____ **Date:** _____

Grant #: _____   **Grant Request**: $_____   **Project Category**: _____

Project Location: _____
_____

Project category and Grant # are listed on the proposal response letter.

Previous NIP Applications and Awards

	2020	2021	2022
Application (Y/N)			
Grant Received	$	$	$

Leave blank
For office use only

B: Project Description:

(Sidebar: B: Project Description)

Briefly describe the purpose or goal of the project

_____
_____
_____

Provide a <u>brief</u> overview of your project, including revisions from the proposal.

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C: Project Proposal Summary:

Answer the following proposal questions and provide an explanation below if necessary

- Will this project impact public property/right-of-way (yes) or is it on private property (no)? Yes ☐   No ☐
- Is electricity needed? Yes ☐   No ☐
- Is this an irrigation project? Yes ☐   No ☐
- Are permits needed for this project? Yes ☐   No ☐
- Are any other City resources needed? Yes ☐   No ☐

Explanation (if necessary): _____
_____
_____
_____
_____
_____

C: Project Proposal Summary

D: Response to Staff Comments: ☐ **Check here if proposal was accepted without staff requirements**

Briefly summarize staff comments and how you have responded to each concern.

- **Summarize staff comments, concerns, and requirements from the proposal response letter (*not verbatim*):**
_____
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- **How have/will you address these concerns?** _____
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D: Response to Staff Comments and Concerns

EVALUATION CRITERIA
NGLA will primarily evaluate your application based on these five criteria

> ■ The highest possible score is **26** (+2 for volunteer neighborhoods). Projects with the highest average total score will be recommended for funding. Projects must receive a **minimum average score** of "2" in sections "E," "F," "G," and "H" and at least "5" in section "I" in order to qualify for funding.

E: Neighborhood Need: 15% = 0 to 4 points

Detail the neighborhood identified need, how it was identified, and why will the project improve the neighborhood?

- ■ **Evaluation: How compelling is this need,** *from not compelling (0) to extremely compelling (4)*?
- ■ **Questions to consider for evaluation:** Have residents identified a need for the project? Will it improve the neighborhood? Once this project is completed, what will it accomplish? How many people will this project impact? Will it enhance other aspects of the neighborhood by improving the quality of life? Is grant funding necessary to implement this project?

E: Neighborhood Need

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F: Neighborhood Participation: 15% = 0 to 4 points

Describe how community members participated in identifying the need and creating the solution. How many people were involved and what role did they play?

- ■ **Evaluation: How involved were community members,** *from not involved (0) to extremely involved (4)*?
- ■ **Questions to consider for evaluation:** How was the project chosen, who participated? Is it managed by an HOA board or residents? Do residents support the project? If so, how is that support documented? Did residents participate throughout various phases of the project?

F: Neighborhood Participation

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G: Sustainable Solution: 15% = 0 to 4 points

Describe how the solution will resolve the problem or need in a way that it will not arise again. How have future threats to the solution been considered?

- ■ **Evaluation: How sustainable is the solution,** *from poor (0) to very good and sustainable (4)?*
- ■ **Questions to consider for evaluation:** Is this a long term improvement that will last into the foreseeable future? Are additional costs, such as maintenance, going to be a long-term problem?

G: Sustainable Solution

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H: Neighborhood Contribution: 15% = 0 to 4 (+2) points

Describe the match your neighborhood will contribute to the project. Why is it relevant to the project? Eligible contributions include: *Volunteer Labor, Donated professional services, Donated materials and supplies, or Financial contributions*

Extra credit: Independent neighborhoods, that do not have an HOA, receive one extra point for achieving a contribution of 10% or greater and a second point if they achieve a match of 25% or greater (added to scores by CNR).

- ■ **Evaluation: How strong is the match compared to the total grant,** *from none (0) to very good (4)?*
- ■ **Questions to consider for evaluation:** Has a clear contribution from the neighborhood been identified? Is this a reasonable percentage of the total budget based on the type of project and neighborhood resources? Can the neighborhood meet this commitment?

H: Neighborhood Contribution (match)

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_____
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I: Public Benefit: 40% = 0 to 10 points

Projects must illustrate a public benefit. Clearly demonstrate the benefit to both the neighborhood and broader Longmont community?

- **Evaluation: Will this project benefit the community,** *from none/very poor (0) to excellent (10)*?
- **Questions to consider for evaluation:** The project must benefit the entire neighborhood. Will this project enhance sense of community, quality of life, neighborhood identity, safety of residents, or neighborhood sustainability? Should public funds be spent on this project? Will the project benefit reasonably extend to all neighborhood residents? Will the greater Longmont community also benefit?

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I: Public Benefit

J: Attach a map, site plan, and other supplemental materials

- **It is <u>not</u> necessary to include the original proposal.**
- **Do include water audits, pictures, design graphics, additional maps, letters of support, and other support materials <u>as necessary</u> to strengthen the case for your project at the end of the application**

J: Map & Supplemental Material

K: Revised Application Budget

Community Group: _____ **Date**: _____

- **How was the budget developed?** ☐ Residents or neighborhood committee research
  ☐ Price quotes from multiple contractors ☐ A price quote from one contractor ☐ City staff feedback

Materials *(whole numbers, simplify grant lines)*	NIP Request	Contribution *(Neighborhood)*
_____	$	$
_____	$	$
_____	$	$
_____	$	$
Labor and Services *(include the cost of all required permits and fees)*		
_____ _____hours @ $_____/hour	$	$
_____ _____hours @ $_____/hour	$	$
_____ _____hours @ $_____/hour	$	$
_____ _____hours @ $_____/hour	$	$
Community volunteer labor/planning: _____hours @ $_____/hour	**n/a**	$
Totals	NIP Request	Contribution *(Neighborhood)*
Total	$	$
TOTAL PROJECT COST *(NIP Request + Contribution)*	**$**	
PERCENT OF TOTAL	%	%
City Contribution *As approved, Don't include in project totals*	*Staff hours*	*Materials*
	$	$

Estimated Annual Maintenance: $ _____ | Budget Estimate Developed by: _____

Refer to NIP Guidelines for directions; Project approval/city staff requirements are calculated by staff

L: NIP Mandatory Contact Information Sheet

Grant applications are due to Community and Neighborhood Resources by January 12, 2023

- **THIS PAGE WILL <u>NOT</u> BE MADE PUBLIC**

<u>NIP Grant Applicants Must</u>:

- **Evaluate all other NIP applications, but refrain from evaluating your own application.**
- **Provide contact information below.**
- **Complete a short project presentation at the January 19, 2023 NGLA meeting.**
- **Approved projects will be required to attend a mandatory implementation workshop.**
- **Meet all deadlines and remain eligible based on all other NIP funding criteria.**
- **Please confirm the Project Manager (primary) and secondary people responsible for the grant application and implementation (listed below) are committed to see the project through to completion.**

PRIMARY PERSON RESPONSIBLE FOR THE GRANT APPLICATION and IMPLEMENTATION

☐ **Check here if this person is an NGLA representative?**

Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

SECONDARY PERSON RESPONSIBLE FOR APPLICATION and IMPLEMENTATION

☐ **Check here if this person is an NGLA representative?**

Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

PERSON RESPONSIBLE FOR THE REVIEW AND EVALUATION OF ALL OTHER NIP APPLICATIONS

Is this the primary or secondary contact (<u>*skip below*</u>)? ☐ **Primary** ☐ **Secondary**

Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

L: Mandatory Contact Sheet

L1: Project Manager

L2: Second Contact

L3: Ranking Contact