

Memo

To: NIP Qualifying NGLA Representatives
From: Wayne Tomac
Date: June 30, 2022
Subject: **2023 Neighborhood Improvement Program Grant: Project Proposal and Budget**

The Neighborhood Improvement Program (NIP) is a competitive neighborhood grant for registered NGLA neighborhoods meeting minimum criteria. Only a few projects are funded each year. The purpose of the NIP is to provide incentives and create opportunities for registered communities to creatively:

- Increase quality of life in neighborhoods through community driven improvement projects
- Foster social capital through collaborative community projects to identify, plan, and implement improvements
- Leverage and foster other forms of community capital¹ that empower neighbors as the primary facilitator of community improvement
- Facilitate sustainable neighborhood improvements that would not otherwise occur

All NIP applications are subject to expected authorization of \$50,000 in the 2023 city budget by the City Council later this year. We will inform you as soon as possible if the final budget affects the availability of funds for the NIP grant. Proposed projects must be within the city limits and your neighborhood must have substantially completed any current NIP grant projects before the final application is submitted in January 2023. If your neighborhood is interested in participating in the 2023 NIP, please read the enclosed 2023 NIP Overview and Guidelines carefully and contact us with any questions. There are no significant changes this year except the expected adoption of new grant management software for submission.

Eligibility and Requirements

A representative of the neighborhood group must attend at least seven NGLA meetings in 2022 and be registered for the full calendar year (prior to 4/1/2022) to maintain eligibility for a 2023 NIP grant. Please refer to the 2023 NIP funding eligibility on page G13 of the Overview and Guidelines to confirm your neighborhood's eligibility level. Currently eligible neighborhoods must continue to fulfill the requirements throughout the application process to remain eligible.

The project proposal and budget must be submitted to Community and Neighborhood Resources by **Wednesday, September 28, 2022**. Proposals should be well thought out, fully developed, and be as close to a "shovel ready" project as possible. This will make the remaining process much easier for your community. Staff will return comments and concerns as soon as possible and your neighborhood will respond to concerns, make revisions, and submit your final application with budget revisions by **January 12, 2023**. **You are encouraged to draft the final application at the same time as the proposal and update it as necessary based on staff comments.** Other grant requirements include a

¹ Community Capital includes: Human, Social, Cultural, Built, Natural, Economic, and Governance

short presentation at the January NGLA meeting, evaluation of other projects, and participation in an implementation workshop if your project is approved.

Funding Availability

Funding eligibility is determined by the number of households represented by your community group; neighborhoods of 50 or fewer households are eligible for up to \$3,000, 51 to 350 household neighborhoods are eligible for up to \$6,000, and larger neighborhoods are eligible for up to \$9,000.

Document Submission

Currently, all documents may be submitted via email, postal mail, or in person to the **City of Longmont, Community and Neighborhood Resources, 350 Kimbark, St., Longmont, CO 80501** or in digital form to n gla@longmontcolorado.gov.

However, the City expects to adopt new online software for grant applications and management this summer, that will likely result in a change to the digital submission prior to the September proposal deadline. As we work to adopt this new process we will provide direction and assistance for using the new process, so please inform us if you're considering submitting a NIP proposal so we can ensure you receive these updates. The substantive aspects of the proposal and grant, including specific questions, will not change, but the submission process will evolve. We expect many improvements from this change.

Proposal Workshop

If your neighborhood is considering applying now or in the future, **YOU ARE STRONGLY ENCOURAGED**, although not required, to have a representative participate in the **Neighborhood Improvement Program Proposal Workshop on July 13, 2022 from 6:30 pm – 8:30 pm**, in a virtual format. If your community has experience with prior NIP projects and is comfortable with the full application process, it may not be necessary to participate in the Proposal Workshop. You can register to receive the virtual meeting link at <https://bit.ly/LongmontNLS>. Meeting links will be sent via email.

The workshop will include a grant overview, description of changes, and a question and answer period. The last portion will be reserved for project specific questions. Prior applicants have stated that attendance at the workshop made the application process significantly easier and those projects have proven more successful in securing funding and ease of implementation.

Although not required, we ask that you inform us of your neighborhood's intent to submit a NIP proposal via email by August 17, so we can track your progress and offer help over the summer. Note that **we confirm receipt of all important documents**, if you don't receive acknowledgement within one or two business days we probably did not receive your submission. **Do not make assumptions**, contact Wayne with any questions at 303-651-8637 or wayne.tomac@longmontcolorado.gov, and submit documents to n gla@longmontcolorado.gov.

Good luck!

Please find the following items enclosed:

- 1) NIP Overview and Guidelines with neighborhood funding eligibility level
- 2) NIP Project Proposal and Budget Form
- 3) NIP Final Application