

# Agenda

FY 2017 Neighborhood Project Funds

December 8, 2016, 5:30 pm

Jack Reidy Conference Room

140 W Pine Street

1. Introductions
2. Approval of minutes from November 14, 2016 and November 15, 2016
3. Committee review of small grant proposal for Upper Rattlesnake Trail reconstruction
4. Committee review of Grant Creek large grant request
5. How much involvement should we require of the neighborhood in which the grant will be used? What if the area where a project will be is in an inactive neighborhood, a neighborhood that has no grant writers, a neighborhood with little interest in the project?
6. Are we satisfied that the current process doesn't allow unqualified folks to lead/coordinate projects? Where in our process do we require some indication of competence?
7. Do we believe the application is as short and clear as possible? Does it reflect what we want the review committee to do? Does anything need changing?
8. Is there a procedure that will allow the grants to have a preliminary review for errors, omissions, etc. ahead of the committee's final decision? Should the grant writers have a chance to improve their grants before the final review? Can this be done so it doesn't nitpick and isn't a burden to the Office of Neighborhoods staff?
9. Announcements
10. Public comment on non-agenda items
11. Adjourn

# **Neighborhood Project Fund Grant Application**

## **FY 2017**

### **Scoring:**

## **Neighborhood Large Project Grant**

### **Scoring Process**

Each application received by the Office of Neighborhoods will be scored by the Neighborhood Project Fund Committee. There are two levels of scoring. The first level identifies if the application meets the stipulated eligibility requirements posted in the grant application. The second level assigns points to the applicants' responses based on answers to questions in the grant application, narrative section. The following sheet will help the committee rank the applications. If the application does not fulfill the first level of ranking, it will not be ranked in the second level or be considered for funding.

#### **Level One Ranking – Does the application meet the stipulated eligibility requirements?**

<b>Stipulated Eligibility Requirement</b>	<b>Yes/No</b>
1. Must fall under one of the three focus areas – Neighborhood Planning, Neighborhood Improvement, or Neighborhood Outreach. (Definitions can be found on Neighborhood Large Project Grant Cover Page)	Yes
2. Must meet all of the following requirements: a. Project takes place in the city limits and/or benefits city residents. b. Documentation that residents who surround the project area support the project.	Yes
3. Must not be asking for funds to be used for: a. Direct social services b. Ongoing general organizational support or overhead c. Direct grants, scholarships or loans for the benefit of a specific individual d. Loans or debt e. Annual appeals or fundraisers f. Emergency funding g. Event insurance or alcohol permits h. Business promotion	Not doing so.

## Level Two Ranking – How does the application score against established criteria?

	<b>Raw Score (0-3)</b>	<b>Weight Factor</b>	<b>Total Score</b>
<b>Project Description</b>		<b>1</b>	
<b>Community Need and Long Range Strategic Planning</b>		<b>5</b>	
<b>Citizen Support</b>		<b>4</b>	
<b>Financial Support</b>		<b>5</b>	
<b>Sustainability/Maintenance</b>		<b>4</b>	
<b>Project Schedule and Budget</b>		<b>2</b>	

**Raw Score:**    0—did not meet criteria/left blank  
                  1—poor  
                  2—average  
                  3—outstanding

### **PROJECT DESCRIPTION**

#### Project Summary and Documentation

Provide a one page project description that includes:

- A general overview of your project, including location(s).
- A description of your Neighborhood support and involvement in your project.
- A description of how the project would \*benefit the neighborhood and neighbors in which the project is located. \**Benefit denotes something that promotes or enhances the well-being of residents or is to the advantage of the neighborhood.*
- Attach documentation including maps, photographs, drawings, outlines, or overviews to support your project and your vision for the project.

Is the project on private property?  yes     no    If yes, will the public be granted permanent access?  yes     no     n/a    If yes, how will this be accomplished?

*The project will be built within the permanent easement for the Grant Creek Trail.*

If requests for equipment (i.e. shovels, tools, projectors, tables, chairs etc.) are being made please explain how you will ensure that neighborhood can access this equipment in the future.

## COMMUNITY NEED, LONG RANGE STRATEGIC PLANNING/CURRENT PROJECTS

A description of the \*neighborhood/community need for the project and how it was determined (i.e. neighborhood input, survey of neighborhood needs, support from a neighborhood plan, etc.).

*\*Neighborhood/community need denotes the number of people who can utilize the project once it's done.*

Grants applications that further a project that is already a City Council and/or Park Board priority are encouraged, especially if the project is current (in the case of parks related grants). Grant proposals that are clearly identified in adopted master plans, neighborhood plans, and in staff work plans, are also encouraged. You may find more information at the links, below.

- Parks and Rec—Planning for Missoula's Future <http://www.ci.missoula.mt.us/index.aspx?NID=174>
- Open Space Plan <http://www.ci.missoula.mt.us/index.aspx?NID=185>
- Active Transportation Plan and Long Range Transportation (non-motorized) plans:  
<http://www.ci.missoula.mt.us/index.aspx?NID=1446>
- Department budgets:  
<http://www.ci.missoula.mt.us/index.aspx?NID=1473>
- Misc.  
<http://www.ci.missoula.mt.us/Index.aspx?NID=1258>

## CITIZEN SUPPORT

- 1) Attach current letters of support from partners, residents and sponsors.
- 2) Provide Neighborhood Council or Association meeting agenda(s), minutes, votes, attendance sheets and any other documentation of the support for the project.
- 3) Provide documentation of support from citizens in the immediate area of project. Include any surveys that have been done stating the need for and degree of your project.
- 4) Attach commitment letters from volunteers and indicate the amount on your budget.

NOTE: Please do not include letters from City Staff or elected officials.

## FINANCIAL SUPPORT

- 1) List all City, County, State, or private organizations that are involved in your project. If an organization is committing matching, in-kind donations, volunteer labor, or other funds to the project, provide documentation of these commitments through a commitment letter and indicate the amount in your budget.

## SUSTAINABILITY / MAINTENANCE

Is there an ongoing or future need for maintenance funding for this project after the Neighborhood Project funding expires?

YES

- If YES, please list potential and anticipated needs, and document any commitments for future labor and/or funding from agencies, groups, etc. Future maintenance needs must be addressed and coordinated by the applicant.

*The city Parks and Recreation Department maintains the Grant Creek Trail within the city limits and is negotiating a maintenance agreement with Missoula County to maintain this newly constructed half-mile extension of the existing trail.*

**Note:** *The need for ongoing maintenance may disqualify projects.*

## PROJECT SCHEDULE & BUDGET

### 1) ATTACH PROJECT SCHEDULE

Use the template provided. Applications not using the template may be deemed ineligible.

- Attach an outline of your implementation schedule; provide key tasks and projected completion dates.
- List people responsible for each task.
- Attach letters of commitment from volunteers (including names, addresses and telephone numbers).
- Projects must be completed within a reasonable amount of time.
- Projects should give recognition to contributions through this grant, if applicable.

### 2) ATTACH PROJECT BUDGET

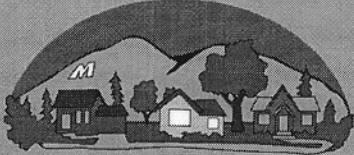
Use the template provided. Applications not using the template may be deemed ineligible.

- If volunteer labor will be used on the project, list the number of hours and the number of volunteers on the budget sheet, in-kind section. For volunteer labor to be given full consideration, a dated letter of commitment from each volunteer must be attached, along with a current list of volunteers with the commitment date next to each name. Use the following to calculate volunteer/in-kind labor:

- Total number of estimated volunteer hours \_\_\_\_\_, multiplied by \$19.64 per hour, equals \$\_\_\_\_\_ (dollar value of Montana volunteer labor committed to the project—source: [Independent Sector](#)); please attach documentation of the value of those contributions and add to the budget sheet.

- Will the Neighborhood Project Funds leverage the investment of other funds or resources (i.e. matching funds, private donations, other grants, City funds or contributions from other entities)? If so please list the funds on the budget sheet.
- Attach evidence of additional funding commitments. Please work with Neighborhood Liaison to identify additional sources of funding.
- To the extent practical, purchase contracts for supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus construction, repair and maintenance in excess of \$1,000 require at least 3 quotations, by telephone or in writing (preferred) which must be noted and retained as documentation for at least 2 years by the respective department or office making such purchases (Office of Neighborhoods). Such purchases will be awarded to the responsible vendor offering the lowest and best quotation.
- **Note:** *Are any permits required for your project? If so, name the required permits and describe how you have met/plan to meet the permit requirements. Also include a detailed description of the permit(s) required and a time estimate to acquire the permit. Include any costs associated with permit requirements in your budget.*

# MISSOULA NEIGHBORHOODS



## Neighborhood Project Fund Cover Page

Applicants are encouraged to contact Jane Kelly, Neighborhood Coordinator, at (406) 552-6081 or [jkelly@ci.missoula.mt.us](mailto:jkelly@ci.missoula.mt.us), with questions about the application. Applications are due no later than 5:00 pm, October 25, 2016. Applications must be submitted as hard copies to: *Office of Neighborhoods, 435 Ryman St., Missoula, MT 59802*. Please attach additional pages as needed.

**Project Title:** Grant Creek Trail Bench, Mutt-Mitt Station, Bear-Resistant Trash Bin

**Name of Applicant:** Grant Creek Trails Association

**Address of Applicant:** P.O. Box 16358, Missoula, MT 59808

**Project Coordinator (responsible for overseeing project and grant reports):** Bert Lindler

**Phone Number:** 406 317-1183

**E-mail Address:** [blindler@montana.com](mailto:blindler@montana.com)

**Project Summary:** A bench will be installed on a concrete pad between the paved Grant Creek Trail and Grant Creek Road in the newly constructed section of the Grant Creek Trail between Old Grant Creek Road and Rankin Road in Missoula County (see attached map showing Bench 2). Not far away, a mutt-mitt station and bear-resistant trash container will be installed on a concrete pad (Bench Site).

Thanks to an earlier Neighborhood Project grant, benches, mutt-mitt stations, and bear-resistant trash containers have already been installed on the two-mile section of the Grant Creek Trail within the city limits. These amenities are helping trail users to enjoy the trail while keeping the trail largely free of litter and dog waste.

While the new bench, mutt-mitt station, and bear-resistant trash container will be in the county, this section of trail is an extension of the city section of the trail; the permanent easement for this section of trail is held by the city; and the city is working with the county on a maintenance agreement. Furthermore, many of the trail users will be city residents.

**Total Project Cost:** \$2,450

**Neighborhood Project Funds Requested:** \$2,200  
(Not to exceed \$3000)

**Signature:**

**Printed Name/ Title:**

**Date:** 10/22/2016

# Project Schedule Template

A	B	C	D	E	F	G
1	<b>Neighborhood Project Budget Worksheet</b>					
2	<b>Total Neighborhood Project Funds not to exceed \$3,000</b>					
3	(Please fill in all applicable spaces)					
4						
5	<b>EXPENSES</b>					
6						
7	<b>Section 1</b>					
8						
9	<b>Administrative Expenditures</b>	<b>Source of Funds:</b> Neighborhood Project Funds				
10	<b>Administrative Expenses</b>	Salary & Wages	\$	\$	\$	\$
11		Employee Benefits	\$	\$	\$	\$
12		Professional Contracted Services	\$	\$	\$	\$
13		Office Supplies	\$	\$	\$	\$
14		Postage/Printing	\$	\$	\$	\$
15		Utilities	\$	\$	\$	\$
16		Travel/Training	\$	\$	\$	\$
17		Rent	\$	\$	\$	\$
18		Insurance costs, permits	\$	\$	\$	\$
19						
20	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -
21						
22	<b>Section 2</b>					
23						
24	<b>Project Expenditures</b>	<b>Source of Funds:</b> Neighborhood Project Funds		<b>Grant Creek Trails:</b>	<b>Source of Funds:</b>	<b>Source of Funds:</b>
25	<b>Detail specific project costs including: supplies, site work, design, and other costs</b>	\$	\$	\$	\$	\$
26		Mutt Mitt Station		\$250	\$	\$250
27		Bench	400\$	\$	\$	\$400
28		Bear-Resistant Bin	1,000\$	\$	\$	\$1,000
29		Concrete Pad	800\$	\$	\$	\$800
30			\$	\$	\$	\$
31			\$	\$	\$	\$
32			\$	\$	\$	\$
33			\$	\$	\$	\$
34			\$	\$	\$	\$
35						
36						
37						
38	<b>Total</b>	2,200\$	-	\$250	\$ -	\$2,450
39					<b>Grand Total</b>	
40					<b>Add Sections 1&amp;2</b>	\$ -
41	<b>IN KIND DONATIONS</b>					
42						
43	<b>Section 2</b>	<b>Source of Funds:</b> Neighborhood Project Funds		<b>Source of Funds:</b>	<b>Source of Funds:</b>	<b>Source of Funds:</b>
44						
45	<b>Project Expenditures</b>					
46	<b>Detail specific in-kind donations including: supplies, site work, design, labor and other free services</b>	\$	\$	\$	\$	\$
47		\$	\$	\$	\$	\$
48		\$	\$	\$	\$	\$
49		\$	\$	\$	\$	\$
50		\$	\$	\$	\$	\$
51		\$	\$	\$	\$	\$
52		\$	\$	\$	\$	\$
53		\$	\$	\$	\$	\$
54		\$	\$	\$	\$	\$
55		\$	\$	\$	\$	\$
56		\$	\$	\$	\$	\$
57						
58	<b>Total</b>	\$2,200	-	\$250	\$ -	\$2,450
59					<b>Grand Total</b>	
60						



## GRANT CREEK TRAIL

This map shows the route of the Grant Creek Trail. The sections in red and various shades of blue are in the city and were completed during 2015 and 2016. The first half of the section in green is in the county and was completed during 2016. The bench, mutt-mitt station and bear-resistant container funded by this grant would be in the green section of trail completed this summer (see Google Earth map below).



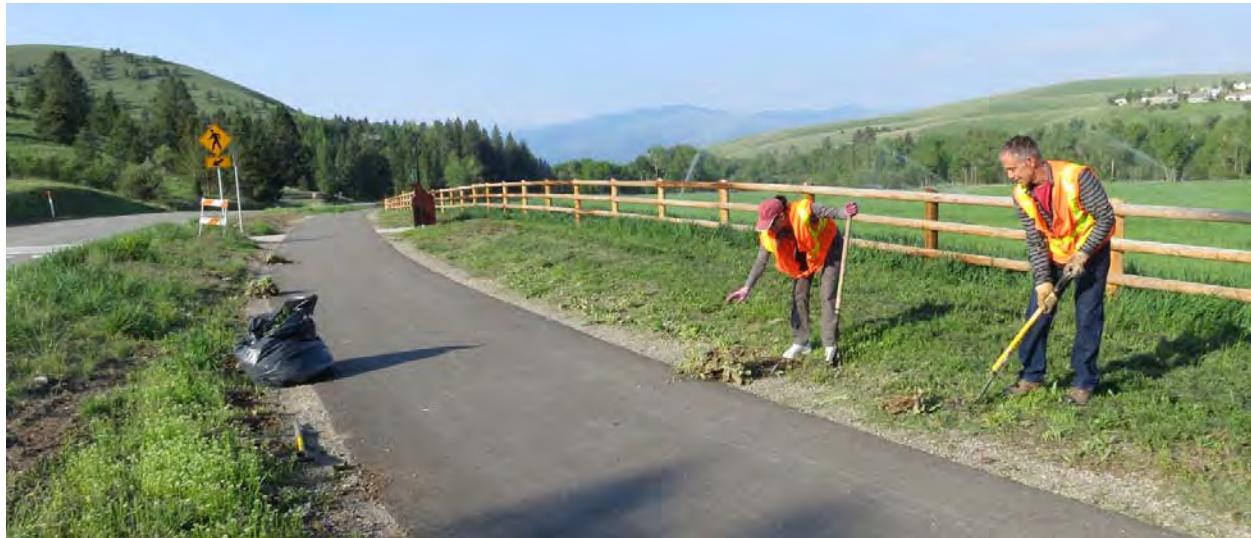
This Google Earth image shows the tentative location of a bench (Bench 2) and a mutt-mitt station with a bear-resistant trash container on the section of the Grant Creek Trail constructed in the summer of 2016.



One possible site for a bench or a mutt-mitt station with a bear-resistant trash container.

Community support for the Grant Creek Trail has been shown in the decade-long effort to construct the trail, in the \$180,000 of private funds that matched the federal grant that paid for much of the first two miles of the trail, and in ongoing volunteer efforts to maintain weeds along the trail.

During the spring of 2016, volunteers spent 51 hours digging 92 contractor garbage bags of mullein, henbane, houndstongue, and assorted other weeds in areas disturbed during construction of the trail.



The Grant Creek Trails Association will organize a similar project during the spring of 2017.

Regarding project need:

- The 2012 Missoula Long Range Transportation Plan Update recognizes the Grant Creek Trail Project as a Committed Nonmotorized Project. The City portion of the trail is complete and the County portion of the trail is identified in the Plan as a future Missoula County Community Transportation Enhancement project.
- The Grant Creek Trail is recognized in the Missoula FY 2013-2017 Transportation Improvement Program as a County Transportation Alternatives Program project, waiting for funding.
- The Grant Creek Trail is included in the 2011 Missoula Active Transportation Plan – Missoula's current nonmotorized transportation plan.
- Eighty percent of the respondents supported the Grant Creek Trail in a 2006 questionnaire mailed by the Grant Creek Neighborhood Council to all residences in Grant Creek..

2523 Klondike Court  
Missoula, MT 59808  
October 20, 2016

To Whom It May Concern,

During its October 20 meeting, the Grant Creek Neighborhood Council's leadership team voted to support the Grant Creek Trail Association's grant request for funds for a bench, mutt-mitt station, and bear-resistant trash container along the newly paved section of the Grant Creek Trail between Old Grant Creek Road and Rankin Road.

Grant Creekers have enjoyed the existing section of the Grant Creek Trail for the past year. The benches, mutt-mitt stations, and bear-resistant trash containers have made the trail more pleasant for users and have helped keep it clean.

The new section of the Grant Creek Trail is in Missoula County, but the permanent trail easements are held by the city and the city is negotiating with the county regarding maintenance of the new section of trail. Residents in both the city and county have supported the trail financially and enjoy using it without regard to where the city ends and the county begins.

Thanks,



Bert Lindler

**Grant Creek Neighborhood Council Leadership Team**  
**October 20, 11:30 a.m. to 12:30 p.m.**  
**Montana Club, North Reserve**

Attending: John Langstaff, Kim Birck, Ron Larsen, Dennis Muth, Bert Lindler, Jane Kelly

Minutes of the August 22 leadership team meeting were approved as distributed by email.

Ron Larsen moved and Dennis Muth seconded a motion that the Grant Creek Neighborhood Council leadership team send a letter of support for the Grant Creek Trail Association's grant application seeking funds for a bench, a mutt-mitt station and a bear-resistant trash container for the newly paved section of the Great Creek Trail between the city-county line and Mellot Lane. With only city residents voting (the motion involved a recommendation to spend city funds), the motion was approved unanimously.

Dennis Muth moved and Kim Birck seconded a motion that the Grant Creek Neighborhood Council leadership team unanimously approve a letter of support for the Grant Creek Trail Association's application for funds from the Missoula County Parks and Trails Bond that would be used to extend the Grant Creek Trail from Mellot Lane to Snowbowl Road. The motion was unanimously approved.

The team set a general membership meeting with election of Leadership Team members for 7 p.m. December 1 in the Grant Creek Inn. Residents will be notified of the meeting by postcard. Jane Kelly will have the city IT staff prepare a list of addresses within the council area, which has been expanded to include the neighborhood next to Wheeler Park with the Harry Potter street names.

The city council has scheduled a public hearing for Nov. 14 on Costco's request to build a new store on West Broadway.

Minutes taken by Bert Lindler

5771 Prospect Drive  
Missoula, MT 59808  
October 20, 2016

Community Forum Member:

The directors of the Prospect Meadows Homeowners Association express our support for the Grant Creek Trail Association's Neighborhood Project request for a bench, mutt-mitt station, and bear-resistant trash container for the newly constructed section of the Grant Creek Trail.

Our association donated a permanent easement for the trail and we've been pleased to be able to use the trail over the past year.

The benches, mutt-mitt stations, and bear-resistant trash containers on the existing trail have helped make the trail more pleasant to us and have reduced the trash and dog poop that might otherwise have created problems.

Although the new section of the trail is in the county, it's just two miles from our neighborhood and I'm confident many of our homeowners will be using the new bench, mutt-mitt station, and bear-resistant trash container.

Thanks for your consideration,



Scott Nicolarsen  
Prospect Meadows Homeowners Association Board of Directors

# PROSPECT HOMEOWNERS' ASSOCIATION

*"a planned community  
where covenants protect our way of life"*

Oct. 17, 2014

To Whom It May Concern:

The directors of the Prospect Homeowners Association support the Grant Creek Trail Association's Neighborhood Project request for a bench, mutt-mitt station, and bear-resistant trash container for the newly constructed section of the Grant Creek Trail.

Our association is one of four homeowner associations that donated a permanent easement for the trail.

Our homeowners are using the benches, mutt-mitt stations, and bear-resistant trash containers on the existing trail. We hope to see similar amenities on the newly constructed portion of trail from the city-county line to Mellot Lane.

The new section of the trail is in the county, but our homeowners -city residents--are looking forward to using it.

Thanks,

Dennis Muth Pres.  
2709 Old Quarry Rd  
Missouri

Grantland-Colorado Gulch Homeowners Association  
8455 St. Vrain Way  
Missoula, MT 59808  
October 20, 2016

To Whom It May Concern:

The Grantland-Colorado Gulch Homeowners Association has been a strong advocate for the Grant Creek Trail for nearly 10 years. Our association donated \$2,000 for construction of the trail in the city and individual homeowners donated additional sums.

Many of our neighbors now actively use the city portion of the trail and are pleased by the benches, mutt-mitt stations, and bear-resistant trash containers along the trail.

We support the Grant Creek Trail Association's request for a Neighborhood Project grant to install a bench, mutt-mitt station, and bear-resistant trash container on the newly constructed portion of the Grant Creek Trail near our homes.

Thank you,

Brett Staninger, President

A handwritten signature in black ink, appearing to read "Brett Staninger".

Friends of Grant Creek, Inc.

11853 Bench Road

Missoula, MT 59080

October 17, 2016

To Whom it May Concern,

As officers of the Friends of Grant Creek, Inc., we are writing in support of the Grant Creek Trails Association's grant application for a bench, mutt-mitt station, and bear-resistant trash container for the portion of the Grant Creek Trail constructed this summer in the county.

We use the trail and appreciate having benches, mutt-mitt stations, and bear-resistant trash containers along the existing section of trail in the city.

Although we are county residents, we were among those who contributed funds that the Grant Creek Trails Association used to match the federal grant allowing the city to construct its two miles of trail.

Thank you very much,

Emily Lauchnor, President

Kim Birck, Secretary/Treasurer

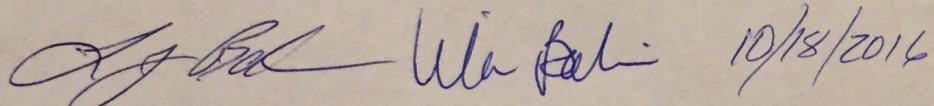
8625 Jacot Lane  
Missoula, MT 59808  
October 20, 2016

Community Forum Member:

We own a home and live along the newly constructed portion of the Grant Creek Trail. As a continuation of the city portion of the Grant Creek Trail, we consider the new portion and its amenities to be a great benefit to city and county residents.

Although we are county residents, we are among the many folks who contributed to the \$180,000 the Grant Creek Trails Association provided to match federal grants that allowed construction of the city portion of the Grant Creek Trail.

We're excited to see the newly constructed portion of the trail and look forward to having a bench, mutt-mitt station, and bear-resistant trash container along this section of trail.

A handwritten signature in blue ink, appearing to read "Lou & Lila Bahin".

Lou & Lila Bahin

10/18/2016

**Grantland 1-10 Neighborhood Association**

**9280 Keegan Trail**

**Missoula, MT 59808**

**October 17, 2016**

To Whom It May Concern,

As the acting president of the homeowners association serving the 51 lots in the Grantland 1-10 subdivisions, I would like to express my and my neighbors' support for the Grant Creek Trail Association's Neighborhood Project request for a bench, mutt-mitt station, and bear-resistant trash container.

Although we are county residents, we are among the many folks who contributed to the \$180,000 the Grant Creek Trails Association provided to match federal grants that allowed construction of the city portion of the Grant Creek Trail.

We're excited to see the newly constructed portion of the trail and look forward to having a bench, mutt-mitt station, and bear-resistant trash container along this section of trail.

Thank you,

Kim Erway Birck, for the Grantland 1-10 Neighborhood Association

## MISSOULA NEIGHBORHOODS



## *Neighborhood Small Project Grant Funds Application*

Small projects must:

- Be located or expend funds within City limits and benefit City residents
- Be sponsored by a Neighborhood Council Leadership Team and documented by the minutes of the meeting, or the Community Forum Leadership Team.
- Market or give recognition to the Community Forum and/or Neighborhood Council(s) in some way.

Please note:

- Requests for grants are not to exceed \$500.00 and can be used for individual projects or combined with other matching funds.
- Your organization does not need to be a tax exempt 501 (c) (3) organization to receive funds.
- The deadline is the last Thursday of the month in order to be considered the following month.
- Please feel free to use additional sheets if needed.
- Pictures and/or visual aids are encouraged, if applicable.
- For more information please contact the Jane Kelly, Neighborhood Coordinator at the Office of Neighborhoods: or 552-6081.

Project Title:

Power line Pathway--Tamarack to the Creek

Name of Applicant:

Robin Carey

City of Missoula, Montana  
City Clerk's Office

**RECEIVED**

DEC 01 2016

AM  
PM

*Initial*

Address of Applicant:

3525 Duncan Drive/ Missoula/  
59802

Project coordinator (responsible for overseeing project and reports): **Robin Carey co-ordinating with Morgan Valiant of Parks & Rec.**

Phone: 543-1024

Email: [rbc1214@bresnan.net](mailto:rbc1214@bresnan.net)/[MValliant@ci.missoula.mt.us](mailto:MValliant@ci.missoula.mt.us)

Detailed description of project:

**Grade and lay down crushed rock on the Power Line Corridor Trail just west of RattleSnake Drive beginning at Fox Hollow Road across from Tamarack intersection and proceeding down to a connection with the Creek Trail.**

**Grading will include some erosion-control measures on the steep grade on the west end of that section.**

Amount of money requested: \$500.00

Will this project require maintenance? If so, please give details on maintenance and how it will be funded: Very little mainentance. What is required will be provided by City of Missoula Parks and Recreation

How will project benefit Missoula citizens? Broaden bike/pedestrian connections. Allows easier access to the Creek Trail for all bikers and hikers, particularly those residents on the east side of Rattlesnake Drive. Also this path will allow alternative routes to both the wilderness trailhead and Duncan Drive across the creek thereby reducing bicycle traffic on Rattlesnake Drive both north and south of Tamarack.

**Provide timeline as shown below:**

Date	Task	Responsible Party
	<b>Grade</b>	<b>Parks &amp; Rec</b>
<b>Spring</b>		
<b>Spring/</b> <b>2017</b>	<b>Lay crushed rock</b>	<b>Parks &amp; Rec</b>

**Do you have support of Neighborhood Council(s) or the Community Forum Leadership Team?**

yes  no If so, which one(s) Upper Rattlesnake Leadership Team (See minutes of meeting on Nov 28, 2016)

**Exempt status-is your organization tax exempt under section 501 (c) (3)?**  yes  no

If yes, please provide your tax exempt number from your Internal Revenue Service

determination letter:  Is your group a government entity?

yes      no.

Is the project on private property?      yes  no  If yes, will the public be granted

permanent access? yes no n/a If yes, how will this be accomplished? \_\_\_\_\_

If the grant is awarded, how will you give recognition to the Community Forum and Neighborhood Councils? General Meeting Announcement and Press Release from Parks & Rec in advance calling for volunteers to help with labor \_\_\_\_\_

**TRAIL IS INCLUDED IN THE MASTER PLAN FOR MISSOULA AREA BIKE/PED TRAILS AS DETAILED IN THE PUBLIC DOCUMENT TITLED "MISSOULA CONSERVATION LANDS MANAGEMENT PLAN". THIS MASTER PLAN IS REVIEWED ANNUALLY AND WAS ADOPTED ONLY AFTER A PUBLIC COMMENT PROCESS DURING WHICH ADJACENT LANDOWNERS HAD AN OPPORTUNITY FOR INPUT.**

Provide an itemized list of expenses and specify source(s) of funds. Please provide vendor quotes if applicable.

		Source of Funds: Neighborhood Project Funds	Source of funds: Volunteer	Source of funds:	Total
Administrative Expenditures					
Administrative Expenses	Salary & Wages	\$	\$	\$	\$
	Employee Benefits	\$	\$	\$	\$
	Professional Contracted Services	\$	\$	\$	\$
	Office Supplies	\$	\$	\$	\$
	Postage/Printing	\$	\$	\$	\$
	Utilities	\$	\$	\$	\$
	Travel/Training	\$	\$	\$	\$
	Rent	\$	\$	\$	\$
	Insurance costs, permits	\$	\$	\$	\$

Total	\$	\$	\$	\$
Section 2	Source of Funds: Neighborhood Project Funds	Source of funds: Volunteer	Source of funds: Parks & Rec	Total
Project Expenditures				
<b>Crushed Rock</b>	\$ 500	\$	\$	\$ 500
<b>Crushed Rock</b>	\$ 700 URNC Budget	\$	\$	\$ 700
<b>Volunteer labor estimate of 60 hours x 19.64</b>	\$	\$ 1,178	\$	\$ 1,178
<b>Parks &amp; Rec Labor &amp; Equipment</b>	\$	\$	\$ 1,500	\$ 1,500
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
			<b>Grand Total</b>	<b>3,878</b>
				<b>\$</b>

Note: Volunteer contribution can be calculated by multiplying the number of hours X \$19.64 per hour.  
Value of Volunteer Time

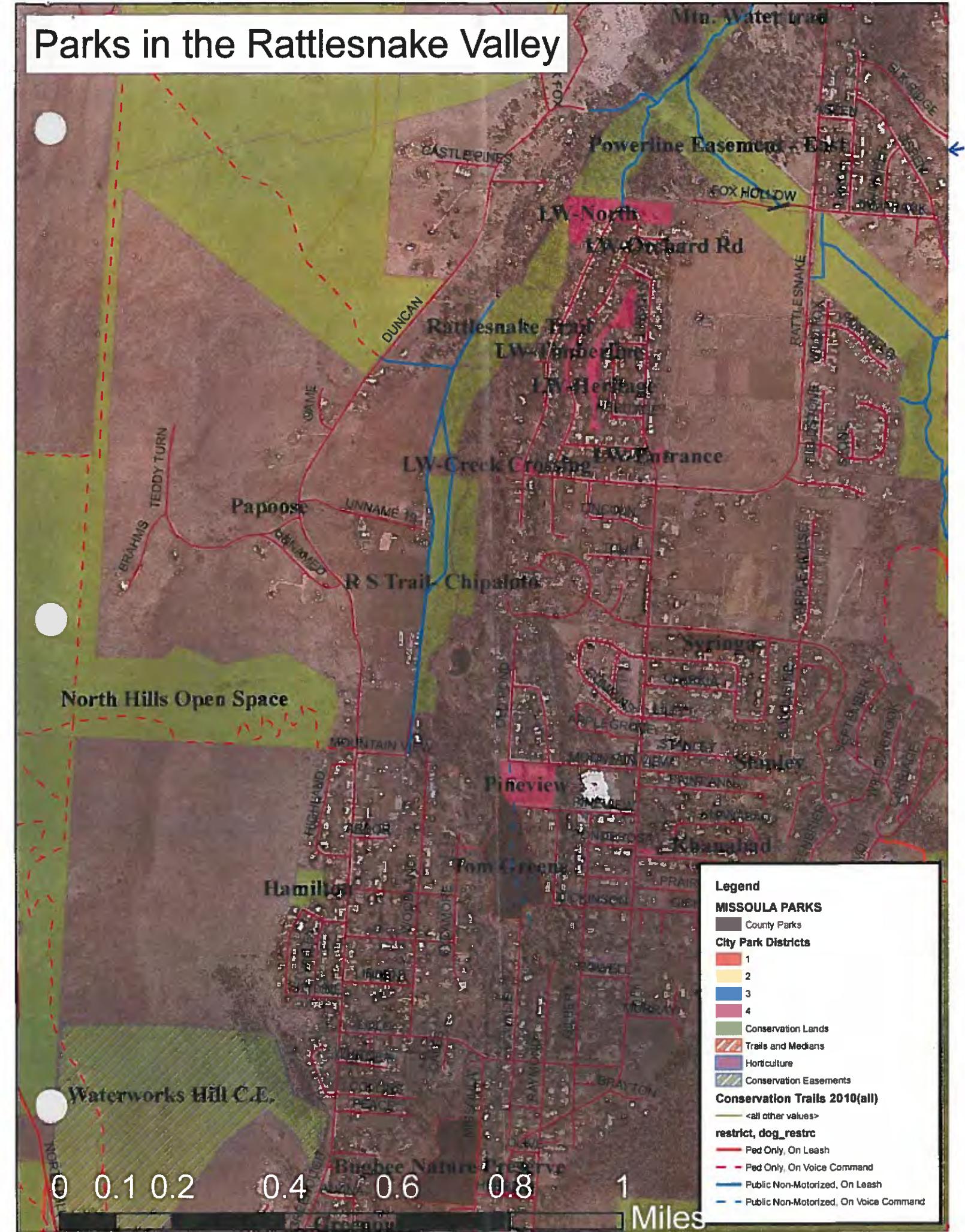
Signature Robin A. Carey

Date: Dec 1, 2016

office use only:

approved	rejected	Amount \$	CF approval
date:	notes:		

# Parks in the Rattlesnake Valley



# Neighborhood Project Fund Committee 2017

## Large Grant Scoring Sheet

### Scoring Process

Each application received by the Office of Neighborhoods will be scored by the Neighborhood Project Fund Committee. There are two levels of scoring. The first level identifies if the application meets the stipulated eligibility requirements posted in the grant application. The second level assigns points to the applicants' responses based on answers to questions in the grant application, narrative section. If the application does not fulfill the first level criteria, it will not be considered for funding.

#### LEVEL ONE RANKING

– Does the application meet the stipulated eligibility requirements?

**Review the following criteria for EACH grant to determine Level One Ranking (Yes/No).**

1. Must fall under one of the three focus areas –
  - a. **Neighborhood Planning** (projects that seek to guide the future direction of a neighborhood)
  - b. **Neighborhood Improvement** (projects that seek to improve the physical dynamics of a neighborhood)
  - c. **Neighborhood Outreach** (projects that strengthen neighborhood participation and build opportunities for neighborhood interaction, communication and problem-solving).
2. Must meet all of the following requirements:
  - a. Project takes place in the city limits and/or benefits city residents.
  - b. Documentation that residents who surround the project area support the project.
3. Must not be asking for funds to be used for:
  - a. Direct social services
  - b. Ongoing general organizational support or overhead
  - c. Direct grants, scholarships or loans for the benefit of a specific individual
  - d. Loans or debt
  - e. Annual appeals or fundraisers
  - f. Emergency funding
  - g. Event insurance or alcohol permits
  - h. Business promotion

#### LEVEL TWO RANKING

– How does the application score against established criteria?

**Review the following criteria for EACH grant to determine a RAW SCORE (0-3) for each of the following:**

1. Project Description	4. Financial Support
2. Community Need and Long Range Strategic Planning	5. Sustainability/Maintenance
3. Citizen Support	6. Project Schedule and Budget

**Raw Score: 0—did not meet criteria/left blank    1—poor    2—average    3—outstanding**

## 2017 Large Grant Score Sheet

**Project:** Grant Creek Trail Bench, mitt station, trash bin

**Level One Ranking:**  YES  NO

**Level Two Ranking:** – How does the application score against established criteria?

	Raw Score (0-3)	Weight Factor	Total Score
<b>Project Description</b>		1	
<b>Community Need and Long Range Strategic Planning</b>		5	
<b>Citizen Support</b>		4	
<b>Financial Support</b>		5	
<b>Sustainability/Maintenance</b>		4	
<b>Project Schedule and Budget</b>		2	

Raw Score: 0—did not meet criteria/left blank    1—poor    2—average    3—outstanding