



## **2021 Neighborhood Improvement Grant Application**

Neighborhood Improvement Grants support resident-initiated projects that improve our neighborhoods and the City as a whole. These projects will facilitate civic cooperation, neighbor engagement, and community building; create real physical improvements to benefit Missoulians; and engage in community planning or visioning, all at the neighborhood scale.

### **Timeline**

|            |   |
|------------|---|
| March 8    | Applications will be posted on the neighborhood website   |
| March 15   | Application Workshop 1                                    |
| April 5    | Application Workshop 2                                    |
| April 16   | Request City Cloud sharing link for electronic submission |
| April 30   | Application submission deadlines by 12 pm                 |
| May        | Application review and scoring                            |
| Late May   | Projects presented to and approved by the Community Forum |
| Early June | City Council approval process                             |
| Mid-June   | Award letters and grantee packages to awardees            |

### **Project Funding**

This grant fund totals \$20,000 annually and individual projects may request up to \$6000. This is a competitive grant process, the top scoring projects will be fully funded at their requested amounts, and not all requests will be fully funded.

### **Application and Ineligible Projects**

The application aims to create clarity about the project intention, scope, level of support, feasibility, and potential community impact. Please complete each section and provide requested attachments for review.



The project cannot use funds for:

1. Direct social services
2. Ongoing general organizational support or overhead
3. Direct grants, scholarships or loans for the benefit of a specific individual
4. Loans or debt
5. Annual appeals or fundraisers
6. Emergency funding
7. Event insurance or alcohol permits
8. Business promotion

### **Application Scoring**

Each application received by Missoula Neighborhoods will be scored by the Neighborhood Improvement Grant Committee. Applications will be scored using the following rubric.

| <b><u>Metric or Area</u></b>   | <b><u>Total Possible Score</u></b> | <b><u>Percentage of Score</u></b> |
|--|------------------------------------|-----------------------------------|
| Purpose and Planning: Clear Articulation of the project goals and the project organization | 10                                 | 10%                               |
| Community Impact: Physical Improvements  | 10                                 | 10%                               |
| Community Impact: Demonstrated Community Need  | 15                                 | 15%                               |
| Community Impact: Development of Civic Cooperation, Engagement, Outreach                   | 15                                 | 15%                               |
| Citizen Support & Participation  | 20                                 | 20%                               |
| Project Feasibility: Financial Organization and Support                                    | 10                                 | 10%                               |
| Project Feasibility: Sustainability and Maintenance  | 10                                 | 10%                               |
| Project Feasibility: Project Timeline  | 10                                 | 10%                               |

### **Application Submission**

The application is a fillable PDF and applicants are encouraged to include other attachments as is helpful. Please complete each section; missing responses may be considered ineligible. The completed application and attachments can be submitted in hard print copy or electronic copy.

If submitting a print application please mail your applications to:

Missoula Neighborhoods  
 435 Ryman  
 Missoula, MT 59802



If submitting electronic copies of the application and attachments please contact Missoula Neighborhoods staff for instructions and link for City of Missoula Cloud Sharing.

[woodrowc@ci.missoula.mt.us](mailto:woodrowc@ci.missoula.mt.us)  
[elamk@ci.missoula.mt.us](mailto:elamk@ci.missoula.mt.us)

### **Application Workshops**

Applicants are encouraged to participate in our workshop which will review the application documents, process, and scoring priorities. Missoula Neighborhoods staff are available to provide guidance and support as is reasonable throughout the application development window in March and April.

### **Cover Page**

|  |  |
|--|--|
| Project Title  |  |
| Neighborhood to be served (all projects must be within city limits and benefit city residents) |  |
| Name of Lead Project Coordinator   |  |
| Email of Lead Project Coordinator  |  |
| Phone of Lead Project Coordinator  |  |
| Address of Lead Project Coordinator  |  |
| Secondary Project Coordinator  |  |
| Secondary Project Coordinator Email  |  |
| Secondary Project Coordinator Phone  |  |
| Secondary Project Coordinator Address  |  |
| Total Project Budget   |  |
| Requested Grant Amount   |  |
| Anticipated Project Start Date   |  |
| Anticipated Completion Date  |  |

**Signature:**

**Print Name:**

**Date:**



## **Project Summary**

1. If the project has received previous funding by Missoula Neighborhoods please make clear the year(s), fund total(s), and provide a brief update on the status of the project.



2. Location; please describe the location, provide the address and as appropriate please attach a map of the site. Please include as attachments photographs, designs, drawings, or outlines to support the project and convey the vision for the project. If this project is to be on private property, please explain how the public will be granted access, and how that access is or will become permanent.



### **Community Impact**

3. How does this improvement project benefit the City of Missoula as a whole?

4. Does this project complete or further an existing project that has been identified as a priority by City Council, Park Board, Long Range Strategic Plans, existing neighborhood plans, or other adopted and current City Plans? If so, please describe those connections and include links or attachments to the relevant plans or related documents.



5. Please describe how this project will improve the physical dynamics of the neighborhood. Please note if this project is generally in the service of parks and open space, public or functional art, transportation calming or streetscapes, furthering accessibility, etc.

6. Please describe how this project strengthens citizen engagement, builds community, and/or creates opportunities for neighborhood communication, interaction and problem solving. Please note any engagement efforts that will help include a broad base of neighbors.



## Community Support

7. Describe the neighborhood support for the project. Documentation **must** include support from citizens in the immediate area of project to be eligible. Link or attach:
- Any current letters of support from partners, residents and/or sponsors. Do not include letters from City staff or elected officials.
  - Any Neighborhood Council or Association meeting agenda(s), minutes, votes, attendance sheets, and/or other meeting documentation of support for the project.
  - Any completed surveys that demonstrate need and support for the project.
  - A current list of volunteers with the commitment date next to each name. For volunteer labor to be given full consideration, a dated letter of commitment from each volunteer must be linked.





## Community Need

8. Please explain or demonstrate the neighborhood and community need for this project.



9. How was the need for the improvement project determined?  
(i.e., neighborhood input, survey of neighborhood needs, and/or support from a neighborhood plan, etc).

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed answer to the question above.



## **Feasibility**

10. Please describe the project budget and attach the project budget, the source, and make clear the level of commitment of these funds. Letter of Committed funds will only count towards budget analysis.



11. If this project requires any contracting or subcontracting, please explain the work that will be done by paid labor.

Acknowledgement: I understand we are responsible to seek multiple written quotes or bids to the extent practical when purchase contracts for supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus construction, repair and maintenance in excess of \$1,000 require at least three quotations documented by email/written letter.

\_\_\_\_\_Initials



12. If this project requires a permit(s) list them and describe how you have met or plan to meet these requirements. Include any costs associated with permit requirements.

13. Please describe the materials, tools, and equipment necessary for this project, and how these supplies will be provided.



14. How will this project leverage the investment of other funds or resources (i.e., matching funds, private donations, other grants, City funds or contributions from other entities)?

15. List all City, County, State, or private organizations that are involved in your project or will require their approval. 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. Please link letters.



Total Estimated Total Work Hours: \_\_\_\_\_

Total Estimated Volunteer Hours: \_\_\_\_\_

Total Estimated Paid Employee (Parks Staff, Contractor, etc.) Hours: \_\_\_\_\_

Multiply the total number of estimated paid employee hours by \$29.97 per hour.

This equals the dollar value of Montana professional labor committed to the project. (source: Independent Sector): \_\_\_\_\_

16. Explain if there is an ongoing or future need for maintenance and/or funding for this project after the Neighborhood Project is completed. List potential and anticipated needs. Describe 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.



**Note:** Failure to disclose the need for ongoing maintenance will disqualify a project unless provisions for ongoing maintenance are delineated.

17. Please describe the full project schedule including any planning, implementation, anticipated completion, and follow-up maintenance. Please note, projects are anticipated to be of short duration and completed within a reasonable amount of time.





18. Please provide a project schedule that makes clear the projected dates of key tasks and assigns responsibility for that action. A WORD document, Excel spreadsheet, or other attachment(s) is expected. An example template has been provided.

### **Grantee Responsibilities**

19. Quarterly updates are required from the grantee to comply as a condition of accepting the City grant funds, and affirms that the entire proceeds will be used to implement the charitable purpose of the project for which the grant is made. The updates shall include the project management spreadsheet, budget and a brief narrative. If the grantee becomes aware the grant becomes impracticable, changes need to be made or wishes the grant be terminated, redirected or a change in lead personnel, the grantor must immediately notify Missoula Neighborhoods in writing.

### **Attachments**

20. Please organize your linked attachments and supporting documents in the same order as they are introduced in the application and indicate the section of the application to which the material pertains. Simple and clear document titles are helpful.