



2022 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.

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	
List city departments that you are working with and contact information	
Total Project Budget	
Requested Grant Amount	
Anticipated Project Start Date	
Anticipated Completion Date	

Print Name:

Signature:

Date:



Missoula Neighborhoods



Project Description

1. Provide project goals and a description that conveys the vision and details of the proposed project. Describe the following:
 - how this project will improve the physical dynamics of the neighborhood;
 - how this project is in the service of parks and open space, public or functional art, transportation calming or streetscapes, furthering accessibility, etc.; and
 - which City, County, State, or private organizations are involved in your project and how they are involved.

(Attach relevant documents such as photographs, designs, drawings, or outlines to support the project and convey the vision for the project.)



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

3. Provide the address and property ownership. Describe the location and associated features including any existing easements, structures, and natural features that could be affected by the project.

(Attach a map of the site that identifies the project area, property boundaries, and associated features.)

4. 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 Need

5. Describe the neighborhood and community need for this project by addressing the following:
 - How was the need for the concept for this Neighborhood Improvement Grant proposal developed?
 - Does this project complete or further an existing project that has been identified as a priority by City Council, Park Board, Long Range Strategic Plan, existing neighborhood plans, or other adopted and current City Plans?

(Attach relevant documents such as neighborhood input, survey of neighborhood



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needs, and/or support from a neighborhood plan, etc.)

Community Benefit

6. How does this improvement project benefit the city of Missoula as a whole and/or your neighborhood? Check the boxes that this project benefits.

City of Missoula	Neighborhood
<input type="checkbox"/>	<input type="checkbox"/>

Explain the benefit that this project will provide to the target area that you identified.



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7. Describe how this project strengthens resident engagement, builds community, and/or creates opportunities for neighborhood communication, interaction and problem solving. List any engagement efforts that will help include a broad base of neighbors.

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



Community Support

8. Describe the neighborhood support for the project. Documentation **must** include support from residents in the immediate area of project to be eligible. 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.

Project Feasibility

This section provides a narrative describing your project budget worksheet. A sample project budget worksheet is provided. Include all applicable amounts in the budget worksheet.

(Attach documentation including but not limited to letters of commitments from each applicable funding source or resource and letter of commitments from each key volunteer.)

9. Provide a narrative that describes the following:

- The level of commitment of each funding source.
- How the project leverages the investment of other funds or resources including any matching fund, in-kind donations, volunteer time, private donations, other grants, City funds, or contributions from other entities directed to this project.
- The work that will be done by paid labor.
- If volunteer time will be used on the project, provide the current list of key volunteers with the commitment date next to each name and list the number of hours and the number of volunteers on the budget worksheet, in-kind donations section.
- The materials necessary for this project, and how these supplies will be provided.
- If supplies need to be purchased, include those amounts in your budget worksheet.

10. List all City, County, State, or private organizations that will require approval and state the type of approval required. 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 approval or permit requirements in your budget worksheet.

11. Describe ongoing or future need for maintenance and/or funding for this project after the Neighborhood Improvement Project is completed. Include 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.

12. Describe the full project schedule including the timing of any planning, implementation, anticipated completion, and follow-up maintenance. Projects are anticipated to be of short duration and completed within a reasonable amount of time. An example projects schedule template is provided.

(Attach the project schedule outlining the tasks, responsible persons, and suggested completion dates.)