



2022 Neighborhood Improvement Grant Application Guidelines

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.

Application Timeline and Instructions

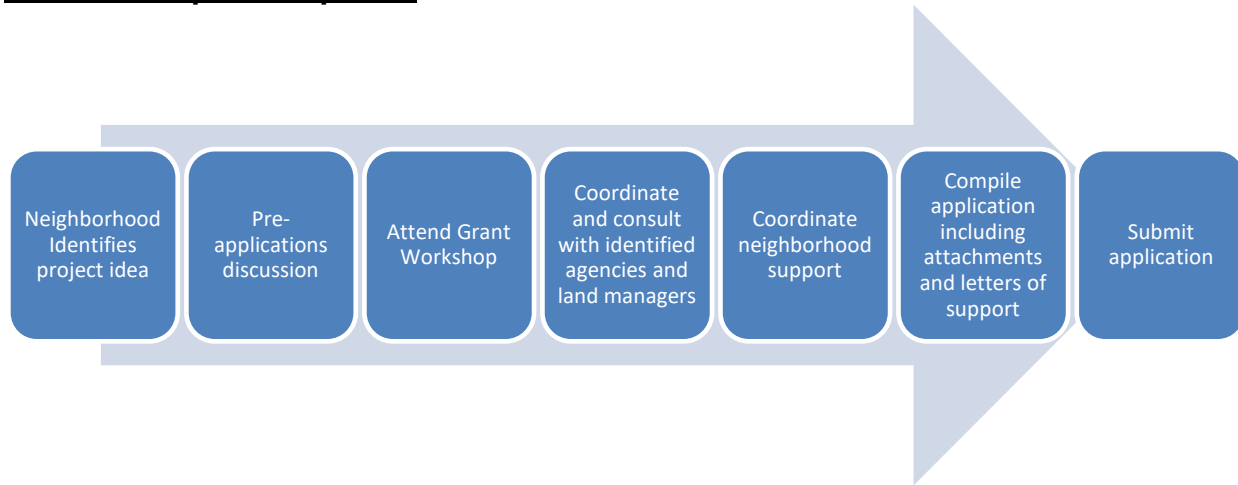
Timeline

December 16	Application form posted on the neighborhood website
January 26	Grant Application Workshop
February 18	Deadline for pre-application discussion
March 18	Application due 5:00 p.m.
March 21 to April 7	Application review and scoring
April 11	Grant Committee meeting to Review Projects
April 28	Community Forum process
Early May	City Council approval process
End May	Award Project Contracts

Project Funding

\$21,000 is available for awards, annually. Project requests cannot exceed \$6,000. 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.

Process Step Descriptions



Process Visual indicating steps leading to Application Submittal

Pre-application discussion: Applicants are required to contact Missoula Neighborhoods for a project pre-application discussion. Applicants are encouraged to contact Missoula Neighborhoods as early as possible. Depending on the type of project, topics to cover include project viability; necessary background information; research material; data that demonstrates the need; identification of City departments and land managers* for coordination and consultation. Early coordination with City departments and land managers will help to ensure the improvement meets prior management plans, master plans, goals etc.

Grant Application Workshop: The Workshop will cover an overview of the process, review of new requirements of the application, emphasis on coordination with other city agencies, and an opportunity to share ideas and ask questions. Workshop attendance is not mandatory but encouraged.

*Land Managers are property owners of the proposed project grant site such as City Parks, City Engineering or City Transportation.

Ineligible Project Types and Fund Use

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



Grantee Responsibilities

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 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 to be terminated, redirected or a change in lead personnel, the grantee must immediately notify Missoula Neighborhoods in writing.

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.

<u>Metric or Area</u>	<u>Total Possible Score</u>	<u>Percentage of Score</u>
Project Description: Clear Articulation of the project goals and the project vision	10	10%
Project Description: Physical Improvements	10	10%
Community Need: Demonstrated Community Need	15	15%
Community Benefit: Demonstrated Community Benefit	15	15%
Community Support: Demonstrated Community Engagement	20	20%
Project Feasibility: Demonstrated Financial Support	10	10%
Project Feasibility: Sustainability and Maintenance	10	10%
Project Feasibility: Project Schedule	10	10%

Application Submission

The application is a fillable PDF. Please complete each section; missing responses will be considered ineligible. The completed application and attachments can be submitted in hard print copy or electronic copy.

If submitting a printed application, please mail your applications to:

Missoula Neighborhoods
 435 Ryman
 Missoula, MT 59802



Attachments

At the end of the Application, organize your 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.

Application Support

In addition to the Pre-Application discussion, applicants are encouraged to contact Missoula Neighborhoods with questions as Missoula Neighborhoods staff are available to provide guidance and support as is reasonable throughout the application development.