



Missoula Neighborhoods

Engage • Educate • Empower

ENERGIZE YOUR NEIGHBORHOOD! GRANT GUIDELINES



ENERGIZE YOUR NEIGHBORHOOD GRANT



Overview

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



Timeline

Late September

Info is posted on
Neighborhoods Website



November 13

Deadline for Pre-App
Discussions



October 17

Grant Application
Workshop



November 22

Applications
Due!



December - February

Application Review
& Scoring



March - April

Award Project
Contracts



Grant Process Overview



- * **Neighborhood Identifies Project Idea:** This grant was created to support resident-initiated projects that improve neighborhoods and the city as a whole. Some previous grant projects include:



- Beautification of Traffic Calming Circle
- Traffic Signal Box Murals
- Park Improvements
- Little Free Libraries
- A Block Party
- Walking Trails
- Heritage Interpretation Signage
- Other ideas can be found in the [Neighborhood Energizers Packet](#) and the [Tactical Urbanism Toolkit](#) developed by the Bike/Pedestrian Office.

- * **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. Applicants are also encouraged to contact Missoula Neighborhoods with questions as staff are available to provide guidance and support as is reasonable throughout the application development.
- * **Attend Grant 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. Although workshop attendance is not mandatory it is highly encouraged. Applicants will better understand how the grant process works.
- * **Coordinate & Consult with Identified Agencies & Land Managers:** To ensure the grant proposal is practical and feasible, applicants are required to coordinate and consult with the identified agencies and land managers to work together on the project moving forward. Land managers are property owners of the proposed project grant site such as City Parks, City Engineering or City Transportation. Agencies are any stakeholders who will be affected by the proposed project.
- * **Organize Neighborhood Support:** All grant applications must show the neighborhood support for the project through letters of support from partners, residents and/or sponsors, Neighborhood Leadership Team or General Meeting minutes and/or votes, and/or any completed surveys that demonstrate need and support for the project. The application is required to have the Neighborhood Leadership Team's support before submission.
- * **Compile Application Including Attachments & Letters of Support:** 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.

*** Plan Project Schedule:** To ensure the smooth execution of your project, it is imperative to have a comprehensive project plan that clearly outlines each task, its scheduled completion date, and the individual or team responsible for its completion. It's crucial to collaborate closely with City Departments and take proactive measures to identify and address any necessary permits or regulatory requirements to ensure compliance and a seamless project execution.

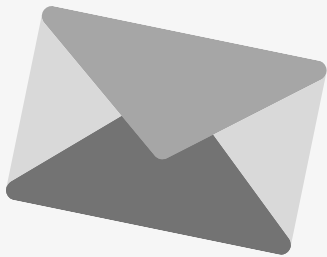
Projects must be completed within 1-2 years.

| Date | Task | Responsible Party |
|--------------------|---|------------------------------|
| October 30th, 2023 | Set up meeting with Parks and Recreation | Grant Seeker |
| November 2nd, 2023 | General Neighborhood Meeting to vote on project | Neighborhood Leadership Team |

**Sample
Schedule
to Include with
Application**

*** Submit Application:** 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 mailing your application, please address as follows:

**Missoula Neighborhoods
435 Ryman Ave
Missoula, MT 59802**



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:

| Metric or Area | Total Possible Score | % of Score |
|--|----------------------|------------|
| Project Description: Clear project goals and 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% |

NEED SOME INSPIRATION?

Missoula Outdoor Cinema

With support from the Northside/Westside neighborhood council, The North-Missoula Community Development Corporation secured a grant for \$4,699 to replace their projector, ensuring the continued success of their free outdoor cinema events.



Wetlands at Work

Bancroft Ponds Natural Area is a Stormwater Cleaning Superstar

Stormwater is the rain and snowmelt that washes over streets and lawns, carrying sediment and pollutants that harm drinking water, recreation, fish, and wildlife. This runoff is also called nonpoint source pollution. Nonpoint source pollution is the leading cause of water quality problems in Montana. Look up at the neighborhoods that surround the park. Can you hear the busy sou city? You can imagine Bancroft Pond as a wild oasis in the center of town. Is part of the city's stormwater system manage and treat runoff. Since storm treated at the city's wastewater treat this wetland does a lot to clean the



Birds of Bancroft Ponds

Wetlands, Forests, and Ponds Bring Bird Diversity

Imagine you are a chickadee arriving at the Bancroft Ponds Natural Area. Could you find habitat here? You'll need insects to eat and trees where you can shelter during a storm. Chickadees use old woodpecker holes for their nests. Do you notice any nearby? With lots of food, shelter, and places to nest, wetlands are bird hot spots. In fact, most of the birds that live in Montana in the summer need a habitat near water to survive. As you wander through the park, watch for bird activity or evidence of birds.

Make Your Own Bird Habitat

This habitat was enhanced with plants and trees donated by Five Valleys Audubon. You can add bird habitat at home in other ways.

- Plant native plants
- Add a birdbath
- Provide birdhouses
- Keep cats indoors

Watch for These Feathered Neighbors

Red-Breasted Nuthatch
Easy to see and easier to hear, nuthatches hop down tree trunks looking for insects. Small birds, they sound like they are playing tiny tin horns "chuck hunk". Nuthatches nest in tree cavities that they make themselves.

Downy Woodpecker
This small woodpecker has black and white patterns on its feathers. You might see them picking away at a tree trunk in search of insects or eating seeds and berries. They tuck their nests safely into holes high up in trees. Can you spot one?

Violet-Green Swallow
These summer residents build nests and raise chicks near Bancroft Ponds. Watch for them zipping over the ponds, eating insects. They have pointed wings and a speedy flight pattern.

Bancroft Pond Park Interpretive Signage

The leadership team of the Lewis and Clark Neighborhood collaborated with Parks & Recreation to install four interpretive signs along the trails of Bancroft Pond Park. These signs were designed to help park visitors gain a deeper understanding of the park's distinctive characteristics and functions, showcasing them as exemplars of Western Montana's natural habitats and the creatures that call them home.

Grant Creek Trail Hazard Tree Removal

Thanks to the collaboration between the Grant Creek Neighborhood Council leadership team and the Prospect Meadows Homeowners Association, a \$1,900 grant was secured to address safety concerns on the Grant Creek Trail by removing hazardous dead and compromised trees, ultimately enhancing the safety of all trail users.



Funding



The Missoula City Council allocates \$20,000 for awards, annually. **Project requests cannot exceed \$6,000.** This is a competitive grant process, the top scoring projects may be fully funded at their requested amounts, and not all requests will be fully funded. Some projects may only be funded partially.

These grants are **reimbursement** grants. To utilize these funds, there are a few options:

- Using a Purchase Order with specific vendors
- Reimbursement through filling out a Claim Form
- Transfers from the Neighborhoods Office to another City Department

If you need assistance or cannot comply with these options, please make a note in the application.

Grant 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 impractical, 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.

Ineligible Project Types & Fund Use



- Direct social services
- Ongoing general organizational support or overhead
- Direct grants, scholarships, or loans for the benefit of a specific individual
- Maintenance
- Loans or debt
- Annual appeals or fundraisers
- Emergency funding
- Event insurance or alcohol permits
- Business promotion

Contact Information



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