



Missoula Neighborhoods

Engage • Educate • Empower

ENERGIZE YOUR NEIGHBORHOOD! GRANT GUIDELINES

FY26

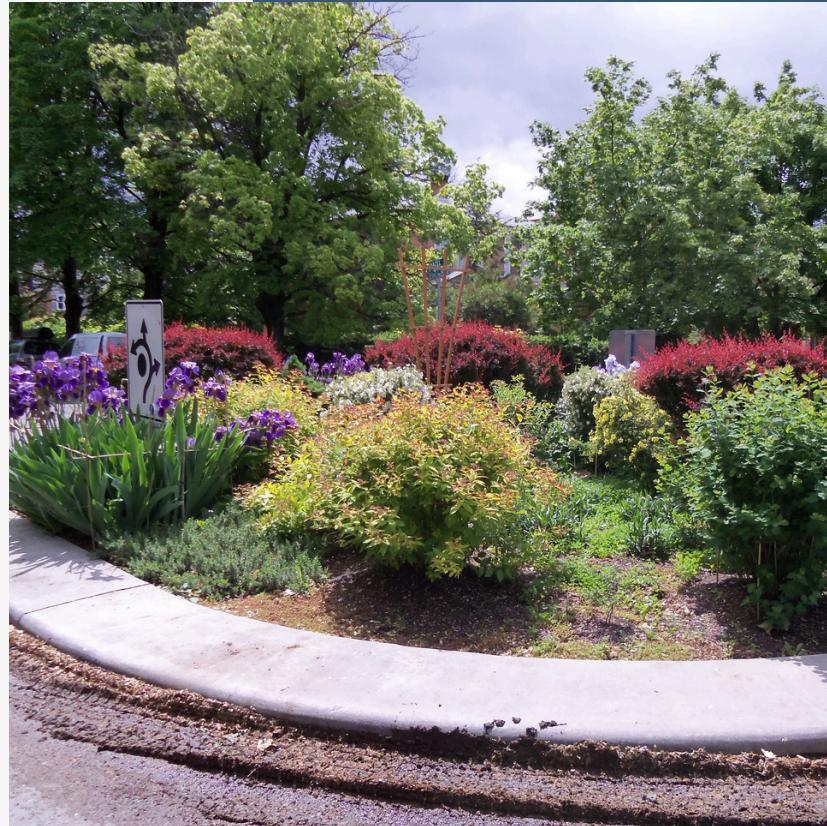


ENERGIZE YOUR NEIGHBORHOOD GRANT



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

September

Info is posted on Neighborhoods Website



November 21

Deadline for Pre-App Discussions



October 14

Grant Application Workshop

December - February

Application Review & Scoring



December 1

Applications Due!

March - May

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.

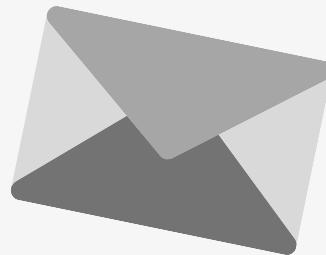
Projects must be completed within 1-2 years.

| Date | Task | Responsible Party |
|---------------------|---|---------------------------|
| October 25th, 2026 | Set up meeting with Parks and Recreation | Primary Grant Applicant |
| November 13nd, 2026 | Attend Neighborhood Leadership Team Meeting to seek volunteers for project implementation day | Secondary Grant Applicant |

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?

Tree Planting in Bellevue Park

A grant for \$3,700 was awarded to a group of neighbors in the Southgate Triangle Neighborhood to plant trees in Bellevue park. This project aimed to provide shade, improve air quality, create habitat, serve as a windbreak, and transform the currently bare field into a more inviting and vibrant space.



Dykes Bed at the Missoula Iris Society Garden

In the Two Rivers neighborhood a new garden bed was built for the Missoula Iris Society Garden, further beautifying the space and completing its redevelopment. This \$1600 grant was a great improvement to a community gathering space for the neighborhood and the whole city.



Outdoor Learning Space at Meadow Hills School

A \$2,900 grant was awarded in FY23 to improve the gathering space in the South 39th neighborhood through adding plants, helping ADA accessibility, seating options, etc. In 2025 the Moose Can Gully/ South 39th neighborhood leadership installed new benches in the area to replace the dilapidated seating area.



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.

!! This year the Energize Your Neighborhood Grant Program has been allocated an additional \$15,000!!! \$7,500 from each the Roads and Parks districts to be used for grants that benefit these areas. !!

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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