



NEIGHBORHOOD SUPPLEMENTAL GRANT CRITERIA AND APPLICATION FORM

2017

**Deadline for submitting proposals:
May 31, 2017**

**Mail or deliver
6 copies of the application and the submittal checklist
by 8:45 pm to:
Angie Mobley
808 N. Hampton
Dallas, Texas 75208**

**Grant awards to be announced:
June 12, 2017
Turner House, 401 N. Rosemont, 7 pm.**

***The League wants your grant application to be successful. Please contact
Angie Mobley at 972-979-4143 or at amobley35@gmail.com if you have
any questions or need additional information before the May 31 deadline.***

DESCRIPTION OF GRANT PROGRAM AND CRITERIA

All member neighborhoods of the Old Oak Cliff Conservation League are eligible to apply for grants; however, submitting a grant application does not guarantee that a grant will be awarded or the project fully funded. Grants may be approved for less than the full amount requested. Incomplete or late applications will not be considered.

Grants approved and amounts awarded are at the sole discretion of the Grant Committee of the Old Oak Cliff Conservation League. Decisions of the Grant Committee are final. To ensure that there is no preferential treatment afforded committee members' neighborhoods, Grant Committee members who reside in a neighborhood submitting a grant application shall recuse themselves from decisions regarding their neighborhood grant.

Criteria

Projects should provide a tangible benefit to the neighborhoods and/or the community.

Examples of eligible projects:

Beautification projects (include upkeep plan)
Neighborhood identity sign toppers

Neighborhood entry signage
Walkability projects (grants for sidewalk repairs capped at 60% of aggregate repair costs not paid by the City)
Website maintenance
Curb address painting
Flyers/Meeting signs
Solar security lighting in public space
Flyers/Meeting signs

Examples of ineligible projects:

Projects benefiting one individual
Requests for items available through other programs (trees, school supplies, etc.)
Party or event expenses
Signpost banners

Items in violation of city codes

Other terms and conditions:

- A neighborhood may "bundle" several smaller projects into a single application. Documentation must include clearly itemized estimates for each project or element. Please provide submit Sections B and C below (along with all required documentation) for each project requested.
- Nonprofit organizations should be tax-exempt; therefore, the League will not award funds for payment of sales tax.

- Applicants are encouraged to contact the grant committee prior to submitting an application if they have questions about the eligibility of their project. Special circumstances will be awarded special consideration.

Payments:

Grant allocations will be paid only to the vendors/contractors of projects (preferred) or to member neighborhoods’ treasurers with project-specific paid receipts. Grant awards not utilized within **24** months will be forfeited.

GRANT APPLICATION

Neighborhood Association Name: _____

Does your organization have 501(c) (3) status? _____
(If “no”, attach a statement that the organization does not contribute to political candidates)

Neighborhood Association EIN: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____ Contact Email: _____

Section A: Neighborhood Association Information

- **A. 1** Briefly describe your neighborhood, its activities, and challenges.

- **A. 2** Describe your neighborhood’s support of the League and the Oak Cliff community.

Section B: Project Description

Name of Project: _____

Summary of Project's Purpose: _____

Project Description, Plan of Execution, and Benefit to the Neighborhood/Community:

Projected Completion Date: _____

*(The objective for this specific request should be attainable within one year.)
Any unused grant monies not utilized within two years will be forfeited. The Old Oak Cliff
Conservation League may require that any neighborhood not completing a project within **12 months**
submit a **progress report** to the League at the one year anniversary of the grant date.)*

Section C: Finances

- **C. 1** The League urges financial responsibility. Please **list** below the vendors and amounts of **three** reasonable bids for new projects. Bids are not required in the following circumstances:
 - Repeat projects utilizing previous vendors so long as the expenses are reasonable, the vendor is described below and there is an explanation why it is necessary or appropriate that this vendor is utilized again.
 - Other projects, such as sidewalk repairs utilizing City funding.

Contact the Grant Committee with any questions. Unless a bid is not required, documentation of each of the firm bids must be attached to this application.

- **C. 2** Budget

Item Description	Cost of Item
Total Project Cost:	

- **C. 3** Project funding:

Funds in hand: _____

Funds to be raised: _____

League grant requested: _____

Grant percentage of Total Project Cost: _____ %

(No grant will be awarded for more than 60% of Total Project Cost. For sidewalk replacement projects, the Total Repair Cost is the aggregate repair cost that is NOT paid for by the city for all repair projects for which the grant is requested.)

If you have listed an amount to be raised, please describe your fundraising plans:

Repeat Sections B & C if you are submitting more than one project for consideration.

Neighborhood Supplemental Grant Submittal Checklist 2017

		Initial to Confirm
1.	6 complete copies of the application and this checklist are being submitted.	
2.	The submission has been made to the address listed on the cover of the application form by 8:45 p.m. on May 31, 2017.	
3.	The grant amount requested does not exceed 60% of the total project cost	
4.	If bids are required, three bids are described in the application and the bid paperwork (estimates from the service provider) have been attached to each copy of the application.	
5.	If required, bid documentation for three bids for each project is attached.	
6.	If bids are not required, an explanation has been provided.	
7.	Sections B and C have been completed for each distinct project.	
8.	If a project is a beautification project, such as a park improvement, a plan to maintain the improvement has been attached to each copy of the application.	
9.	The project is an eligible project as described in the application criteria (If there is any question about eligibility, please contact Angie Mobley in advance of the deadline)	