

# SNAP 2009

## Select Neighborhood Action Program

### GRANT APPLICATION INSTRUCTIONS:

Use this page as your cover sheet. Respond to all questions as completely as possible in the space provided. Attach cost estimates, letters, and other documents to fully explain and support your project proposal. Documentation of neighborhood support for the project must be included. Examples of valid documentation include: 1) a copy of the minutes for a meeting where the project was approved, 2) individual letters of support by residents, and/or 3) use of the Project Petition form in this application packet. Note: The lined spaces at the top of the petition must be completed in order for the Petition to be valid.

If your group proposes a street signage project (including decorative signposts, historic district signage or other specialty signs), you must complete and submit an "Application for Approval to Install Decorative Signposts" with your SNAP Grant application packet. If your group proposes a project to install landscaping on right-of-way, you must submit a "Application for Approval to Adopt Right-of-Way for Landscaping Purposes" with your SNAP Grant application packet. SNAP Applications proposing either of these kinds of projects that are submitted without these additional forms WILL NOT be considered for funding. The Neighborhood Action Office can provide you with these additional application forms, or you can download them from the SNAP web page online at: [www.bgky.org/neighborhoods](http://www.bgky.org/neighborhoods).

Completed applications must be postmarked or submitted to the Neighborhood Action Office at City Hall, 1001 College Street, P.O. Box 430, Bowling Green, KY 42102-0430 no later than 4:00 p.m., Tuesday, September 1, 2009. No late applications will be considered for funding.

<b>NEIGHBORHOOD ORGANIZATION</b>	
<b>CONTACT PERSON NAME</b>	
<b>ADDRESS ZIP CODE</b>	
<b>TELEPHONE (DAY) TELEPHONE (NIGHT)</b>	
<b>EMAIL ADDRESS</b>	
<b>First Time SNAP Grant?</b>	<input type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>

The signatory declares that s/he assures that all of the information described on this form is true and accurate and that any SNAP funds received will be used solely as outlined in this application.

(Signature) Neighborhood Representative	Date

### FOR NEIGHBORHOOD ACTION USE ONLY

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Application Received or Postmarked: _____ | <input type="checkbox"/> Amount Request         | <input type="checkbox"/> Landscaping (if applicable)                 |
| <input type="checkbox"/> Within City Limits                        | <input type="checkbox"/> June 30, 2010 Timeline | <input type="checkbox"/> Application(s) for Approval (if applicable) |
| <input type="checkbox"/> Current Registration Form On File         | <input type="checkbox"/> Matching Amount        |  |
| <input type="checkbox"/> Active                                    | <input type="checkbox"/> Training               |  |
| <input type="checkbox"/> Six Month Rule                            | <input type="checkbox"/> First-Time Applicant   |  |



# NEIGHBORHOOD ORGANIZATION REGISTRATION

NAME OF NEIGHBORHOOD ORGANIZATION	
WHAT STREETS ARE INCLUDED IN THIS NEIGHBORHOOD?	
WHAT BEST CATEGORIZES YOUR GROUP'S ORGANIZATIONAL STRUCTURE? Volunteer neighborhood association or watch group, mandatory membership homeowners association, resident council, etc.	
CONTACT NAME #1	
ADDRESS FOR CONTACT #1	
DAY TELEPHONE FOR CONTACT #1	
OTHER TELEPHONE FOR CONTACT #1	
EMAIL FOR CONTACT #1	
CONTACT NAME #2	
ADDRESS FOR CONTACT #2	
DAY TELEPHONE FOR CONTACT #2	
OTHER TELEPHONE FOR CONTACT #2	
EMAIL FOR CONTACT #2	
IS YOUR NEIGHBORHOOD ORGANIZATION INCORPORATED?	
IS YOUR NEIGHBORHOOD ORGANIZATION TAX-EXEMPT? IF SO, PLEASE PROVIDE TAX ID NUMBER	
LIST EVENTS YOUR NEIGHBORHOOD HAS EACH YEAR. THESE INCLUDE: CLEAN-UPS, PICNICS, TREE PLANTINGS, ETC.	
DOES YOUR NEIGHBORHOOD PARTICIPATE IN NEIGHBORHOOD WATCH?	
DATE SUBMITTED	

**Neighborhood organization registration must be updated annually with the Neighborhood Action Office or whenever contact information for the group changes. Be sure your information is current. Complete form and return by fax: 393-3077, email: Karen.foley@bgky.org or mail: P.O. Box 430, Bowling Green, KY 42102-0430.**

I. Qualifying Neighborhood Trainings: (Check all that apply, and indicate session(s) where requested.)

	Regional Neighborhood Network Conference, October 2-4, 2008 in Lima, OH
	Citizens Police Academy— *Circle session(s): Fall 2008 or Spring 2009 at BGDH Headquarters
	BGCAN Rally of the Neighborhoods— *Circle session(s): Fall Rally: Sept. 30, Winter Rally: Jan. 29, Spring Rally: April 30
	Neighborhoods 101: Neighborhood Watch September 22
	How to Advocate Effectively for Neighborhood Issues: Oct. 27 at BGDH Headquarters
	Extra! Read All About It! Publicity 101—Feb. 10 at Kummer Little Recreation Center, AM or PM session
	Special Event Planning—Feb. 10 at Kummer Little Recreation Center, AM or PM session
	Landscape Design Elements & Tree Selection and Pruning, March 17 (REQUIRED for Landscape Projects) — a.m. or p.m. session at Kaz Abe Facility
	American Red Cross Interviewer Training or CERT Training—List dates/times here
	All About SNAP Grants— July 27 at BG Police Headquarters a.m. or p.m. session

List Names of Attendee(s):

II. Describe the nature, time, date, place and number in attendance at your organization's most recent neighborhood event or activity:

III. Note neighborhood involvement in your proposed project):

	# households included within boundaries of neighborhood group
	# of households involved in <b>selection</b> of this project proposal
	# of households expected to participate in the <b>completion</b> of the proposed project)
	# of households expected to participate in the <b>maintenance</b> of the proposed project)
	# of households with potential to <b>benefit</b> from the proposed project)

IV. List matching amounts for your project (value of funds, volunteer labor, donations) & sources

VALUE	SOURCES

TOTAL MATCHING FUNDS AVAILABLE: \$

Please attach a copy of the minutes for the meeting at which the membership voted to select the project OR complete and attach the "Project Petition" form included in this packet.

PROJECT NAME	
REQUEST AMOUNT	

I. Check if you are proposing one of the following types of projects:

	Decorative signposts or other signs on City right-of-way (ROW)
	Landscaping project or installation of watering system on City right-of-way (ROW)
	Landscaping project on property <i>other</i> than City right-of-way (ROW)
	\$400 Standard Professional Services for Filing Incorporation or Non-Profit Status, No Match
<b>Projects in shaded area require submission of additional forms: either 1) Application for Approval to Install Decorative Signposts" or 2) "Application for Approval to Adopt Right-of-Way for Landscaping Purposes"</b>	

II. Provide your planned timeline for completing the proposed project:

TARGET DATE	EVENT OR ACTIVITY

III. Please list all locations where project activities will take place:

ACTIVITY	LOCATION(S)
Ex: Installation signpost	Intersections of Friendly Avenue & Smile Street, Harmony Way & Melody Ct, and 1st & A Streets
<b>If parts of project will take place on private property (ex., neighborhood sign will be placed off ROW in a neighbor's yard), be sure to attach written permission and a letter of support from property owners.</b>	

I. Describe the project and what you hope to achieve through its implementation (i.e., take care of a problem, improve the neighborhood's physical appearance, etc.).

II. Explain how your project attempts to influence one or more Healthy Neighborhood Outcome Areas (Refer to Healthy Neighborhoods page in this packet, in SNAP brochure or on website: [www.bgky.org/neighborhoods](http://www.bgky.org/neighborhoods))

I. List all expenses to be covered by SNAP. Include all materials, labor, and so on to be paid for with SNAP funds. Attach copies of estimates from at least two different sources, and list the vendor(s) you intend to use.

DESCRIPTION OF ITEM	QUANTITY: COST PER ITEM	SUPPLIER	COST
Ex: Maple trees Mulch	5/\$50 each 5/\$5 per bag	ABC Nursery ABC Nursery	\$250 \$25
<b>TOTAL COST TO BE COVERED BY SNAP (not to exceed \$5,000 for first time SNAP recipients or \$2,500 for repeat SNAP recipients):</b>			\$

II. List all expenses to be covered by the neighborhood (Matching Amount). Include volunteer labor (valued at \$15/hour), donations, and out-of-pocket expenses.

DESCRIPTION OF ITEM	QUANTITY: COST PER ITEM	SUPPLIER	VALUE
Ex: Volunteer Labor Crabapple trees	10 hours at \$15/hour 2/\$25 each	Neighborhood Group DONATED: ABC Nursery	\$150 \$50
<b>TOTAL COST/VALUE TO BE COVERED BY NEIGHBORHOOD (must equal at least 20% of grant award):</b>			\$

III. Describe your group's plan for **short term** (within first year after project is completed) and **long term** (3-5 years or longer) maintenance of your project. Specify what kind of maintenance will be done, how frequently, and by

**Failure on the part of the neighborhood to adequately maintain the project may result in its removal by the City and may jeopardize future SNAP grant eligibility.**





# HEALTHY NEIGHBORHOODS

## **A healthy neighborhood is:**

*A place where it makes economic and emotional sense for people to invest their time, money and energy, and,*

*A place where neighbors successfully manage neighborhood-related issues and neighborhood change.*

## Healthy Neighborhood Outcome Areas

**Image**—The neighborhood will have a positive image that attracts investment – from homebuyers, homeowners, business, and government. People will be confident in the future of the neighborhood.

**Market**—The residential and commercial real estate market will reflect this confidence. The neighborhood will make economic sense for key investors – homebuyers, homeowners, landlords, business and government – because property values will be steadily increasing. This will enable homeowners, homebuyers and landlords to carry out improvements and build assets. It will enable businesses to remain or locate in an improving neighborhood, and it will enable government to see the property value base stabilize. At the same time, the neighborhood will offer housing options for, and be attractive to, a variety of income groups. It will help neighbors who want to, stay and benefit from revitalization.

**Physical Conditions**—Physical conditions, whether residential or business, will reflect pride of ownership and a high standard of maintenance. Public infrastructure will be maintained and improved to a standard similar to neighborhoods currently viewed as better.

**Neighborhood Management**—Collective action by residents, institutions, and businesses will ensure neighborhood will compete well with other neighborhoods for resources. Residents will have the capacity to manage the day-to-day activities on their blocks. Neighbors will feel comfortable being “neighborly” – looking out for each other, getting together to work on problems, taking action to reinforce positive standards and actions, etc. Neighbors will feel safe in the neighborhood.

## Strategies for Creating Healthy Neighborhoods

### **Image Strategies**

Strategies to define a neighborhood (naming, logo, gateway signs, oral/written history of neighborhood)

Strategies to cultivate image as a neighborhood of choice (PR strategy, newsletter, PSAs, curb-appeal strategy to give a unifying, prideful look to the streetscapes)

Strategies to cultivate positive image w/media and others (campaign of positive press releases, tours and info programs, annual events that attracts people to the neighborhood)

### **Physical Condition Strategies**

Strategies to cultivate positive standards (improved property awards, landscaping incentives)

Strategies to improve owner-occupied homes

Strategies to improve streets and public areas (neighborhood cleanups, curb/gutter/sidewalk replacement, park improvements, etc.)

### **Neighborhood Management Strategies**

Strategies to get neighbors working together (grants, social events, community gardens, open houses)

Strategies to increase sense of safety (Neighborhood Watch, relationships among neighbors, neighborhood walk schedule)

Strategies to cultivate neighborhood leadership (training, block captains, reasons to regularly engage neighbors, annual good neighbor awards, outreach to new residents)