

SNAP 2011

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 required documentation as described in the SNAP brochure and in this Grant Application.

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 Petition in Support of SNAP Project" 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 or irrigation system 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.

Completed applications must be postmarked or submitted to the Neighborhood Action Office at City Hall Annex, 1017 College Street, P. O. Box 430, Bowling Green, KY 42102-0430 no later than 4:00 p.m., Friday, September 2, 2011. No late applications will be considered for funding.

NEIGHBORHOOD ORGANIZATION	
CONTACT PERSON NAME	
ADDRESS ZIP CODE	
TELEPHONE (DAY) TELEPHONE (NIGHT)	
EMAIL ADDRESS	

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

Application Received or Postmarked: _____

- Within City Limits
- Current Registration Form On File
- Active
- Six Month Rule
- Amount Request

- June 30, 2012 Timeline
- Matching Amount
- Training (Additional)
- First-Time Applicant

- Landscaping (if applicable)
- Application(s) for Approval (if applicable)

TOTAL POINTS AWARDED:



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.

NEIGHBORHOOD PARTICIPATION

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I. Qualifying Neighborhood Trainings: Check all that apply.

	Landscape Design Elements & Tree Selection and Pruning, March 30, 2011
	Citizens Police Academy, Fall 2010 at BCPD Headquarters
	BGCAN Fall Rally of the Neighborhoods— September 30, 2010
	BGCAN Winter Rally of the Neighborhoods— January 31, 2011
	BGCAN Spring Rally of the Neighborhoods— April 28, 2011
	All About SNAP Grants— July 28, 2011
<p>(Optional) In the space below, please note or list any other training events or public forums in which your neighbors have participated since September 2010 (American Red Cross, CERT, Comprehensive Plan Forums, Hispanic Focus Group, etc.) Be sure to list dates and/or locations if possible:</p>	
<p>List Names of Attendee(s):</p>	

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 selection of this project proposal
	# of households expected to participate in the completion of the proposed project(s)
	# of households expected to participate in the maintenance of the proposed project(s)
	# of households with potential to benefit from the proposed project(s)

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 the application packet.

PROJECT PROFILE

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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
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"	

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: install signposts	Intersections of Friendly Avenue & Smile Street, Harmony Way & Melody Ct
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.	

PROJECT NARRATIVE

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

II. Describe how your project attempts to influence one or more Healthy Neighborhood Outcome Areas (Refer to Healthy Neighborhoods page in this packet or on website: www.bgky.org/neighborhoods/nhgrants.php)

PROJECT BUDGET

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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
TOTAL COST TO BE COVERED BY SNAP (not to exceed \$5,000 for first time SNAP recipients or \$2,500 for repeat SNAP applicants):			\$

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
TOTAL COST/VALUE TO BE COVERED BY NEIGHBORHOOD (must equal at least 20% of grant award):			\$

III. Describe your 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 whom.

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.

REMINDER CHECKLIST

Have you submitted all of these required items?

	Cover page signed by neighborhood representative
	A copy of the minutes where your project was approved by your group OR
	A signed and fully completed "Project Petition"
	An updated neighborhood organization registration form
	Copies of cost estimates for materials and labor (at least two bids/estimates are requested)
	Letters of commitment from donors, if applicable
	Letters of commitment from partner organizations, if applicable
	Diagrams, maps or drawings that illustrate your planned project and/or locations of your planned project
If project is on private property:	
	letters of support and/or written permission from property owner(s)
If project is on City or other public Right-of-Way:	
	Application for Approval to Adopt Right-of-Way for Landscaping Purposes OR
	Application for Approval to Install Decorative Signposts OR
	Written documentation of support or commitment provided by City department or other public agency for the project
Don't Forget: You can have your application reviewed by the Neighborhood Action Office <i>prior</i> to your final submission of it. Reviews will be conducted by appointment only. Call 393.3674 to schedule a review.	