

STRATEGIC NEIGHBORHOOD GRANT PROGRAM GUIDELINES

WHAT IS A NEIGHBORHOOD?

For the purposes of this grant program, a neighborhood is defined as a group of Bowling Green residents who live near one another and share a common formal or informal identity.



WHAT ARE STRATEGIC NEIGHBORHOOD GRANTS?

Strategic Neighborhood Grants support neighborhood-led projects that help create stronger, safer, and more connected neighborhoods within the incorporated city limits of Bowling Green.

✓ WHO IS ELIGIBLE TO APPLY?

The following may apply:

- Individual residents (renters or homeowners) applying on behalf of their neighborhood, provided they live within the incorporated city limits of Bowling Green.
 - Applicants do not need to belong to a formal neighborhood association or homeowners association (HOA).
 - If a formal neighborhood association or HOA exists, applicants must obtain approval from that organization and submit documentation of the approval with their application.
 - Formal or informal neighborhood associations
 - Registered homeowners associations (HOAs)
 - Nonprofit organizations working to improve a Bowling Green neighborhood (organization does not need to be located within the incorporated city limits of Bowling Green)
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💰 GRANT DETAILS

Grant Amounts:

- Up to **\$6,000** may be requested per project.
- A total of **\$60,000** is available annually.
- Funding will be divided equally between two grant cycles, with **\$30,000 available per cycle**.

- Applicants may request less than the maximum award amount.

Funding Cycles:

Spring Grant Cycle

- Application Period: January 1 – February 1
- Awards Approved: First Board of Commissioners meeting in March

Fall Grant Cycle

- Application Period: July 1 – August 1
- Awards Approved: First Board of Commissioners meeting in September

Project Requirements:

- Projects must be completed within one year of the grant award.
- The City may approve extensions on a case-by-case basis.
- Failure to complete the project within the approved timeframe may result in forfeiture of funds.
- Any forfeited funds will be returned to the grant pool for future funding cycles.
- The City reserves the right to adjust final award amounts.
- Applicants must provide cost estimates or quotes for the work being funded.
- Applicant is responsible for the completion of the funded project. The City of Bowling Green is only the funding source.

Reimbursement Process:

- Grants are awarded on a reimbursement basis.
- The City may pay vendors directly for project on behalf of the applicant
- Awardees must pay project expenses upfront and submit approved documentation to receive reimbursement from the City.

Matching Funds

- If a project's total cost exceeds the grant award, applicants must cover the remaining balance. Example: If a project costs \$10,000 and the City awards \$6,000, the applicant is responsible for the remaining \$4,000.

Repeat Applications

- Applicants awarded funding during the first grant cycle are not eligible to apply during the second cycle of the same fiscal year.
 - Applicants who are not awarded funding during the first cycle may apply again during the second cycle.
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WHAT TYPES OF PROJECTS ARE ELIGIBLE?

Examples include:

- Neighborhood identity and branding projects
 - Visual improvements and beautification efforts
 - Safety enhancements
 - Neighborhood events that benefit residents
 - Recurring events are not guaranteed funding each year.
 - Placemaking projects
 - Historical markers or signage
 - Costs associated with neighborhood activities
 - Repairs to existing neighborhood amenities
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WHAT IS NOT ELIGIBLE FOR FUNDING?

The following are not eligible:

- Routine maintenance projects
 - Projects that create ongoing operational costs
 - Projects without a defined completion date
 - Private business projects
 - Projects that primarily benefit an individual property owner or tenant
 - Equipment purchases
 - Subscription services
 - Political activities or projects that could be construed as political in nature
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GRANT MANAGEMENT

- The program is administered by the Community Engagement Division for Neighbors and New Americans within the Department of Neighborhood and Community Services (NCS).
 - Grant awards will be managed by the City's Grants Division under the oversight of the Grants Coordinator.
 - Awardees must submit a City-provided reimbursement form and supporting documentation.
 - Purchases exceeding \$5,000 must follow the City's procurement requirements:
 - Three quotes are required.
 - The project must be awarded to the lowest responsible bidder unless a documented and justifiable reason exists for selecting another vendor (such as scheduling constraints or product availability).
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REVIEW PROCESS

- Applications are available online at: www.bgky.org/neighborhoods/grant
 - Applications may be submitted:
 - By email to neighborhoods@bgky.org
 - In person at Neighborhood and Community Services (NCS), 707 East Main Avenue, Bowling Green, KY
 - The Community Engagement Division (CED) Manager may accept late applications at their discretion.
 - The CED Manager will conduct an initial review of all applications.
 - Subject matter experts may be consulted when necessary.
 - Eligible applications may also be reviewed by other Neighborhood and Community Services staff.
 - The CED Manager will submit funding recommendations to the NCS Director for final approval.
 - All award recipients must sign a Memorandum of Agreement with the City acknowledging they have read and understand the grant guidelines.
 - Recommended awards will be submitted to the Board of Commissioners for approval according to the established funding schedule.
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FOR MORE INFORMATION

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