

STRATEGIC NEIGHBORHOOD GRANT FUNDS FULL GUIDELINES

WHAT MAKES A NEIGHBORHOOD: For the purposes of this grant, we define a neighborhood as a collection of Bowling Green residents living in proximity to one another that share a formal or informal identity.

WHAT ARE STRATEGIC NEIGHBORHOOD GRANT FUNDS?

Strategic Neighborhood Grant Funds support community-led projects that build stronger, safer, and more connected neighborhoods in the incorporated city limits of Bowling Green.

WHO IS ELIGIBLE TO APPLY?

- Individual residents (tenants or homeowners) within a neighborhood. Applicant(s) must live within the incorporated city limits of Bowling Green. Applicants do not have to be part of a formal neighborhood association or HOA. Individuals applying must demonstrate neighborhood interests or buy-in from neighbors.
- Neighborhood Associations (formal and informal)
- Registered Homeowners Associations (HOA)
- Non-profits working to improve a neighborhood

GRANT DETAILS

AMOUNT AVAILABLE: Up to \$6,000 per project with \$30,000 available per funding cycle.

- *Funding amounts:* There are \$60,000 of funds allocated to this program each fiscal year. Funding will be split evenly, between allocating \$30K for each cycle.
- *Total grant request:* Applicants can apply for up to \$6,000 worth of funding, with a total of ten grants awarded at the maximum grant request. Grant applications can be submitted for a lesser amount.

FUNDING TIMELINE:

There will be two separate funding cycles:

1. Spring Grants: Applications will be accepted between January 1 and February 1. Funds approved by first Board of Commissioners Meeting in March.
 2. Fall Grants: Applications will be accepted between July 1 and August 1. Funds approved by first Board of Commissioners Meeting in September.
- Projects must be completed within one year of grant award. The City retains the right to approve extensions in the use of funds.
 - Failure to utilize funds within prescribed timeline may result in forfeiting funds. Forfeited funds will return to the pool of grant funds to be awarded during the next cycle.
 - The City retains the right to adjust final grant amounts/awards.
 - Applicants must document the estimate of the work for which the funding is requested.

- Funds are reimbursement based. Applicants awarded funds must pay for the project up front and provide approved documentation for the City to issue a reimbursement.
- If awarded funds during first cycle of the fiscal year, applicants are not eligible to apply for funds during the second grant cycle.
- If not awarded funds during first cycle of the fiscal year, applicants are eligible to submit another grant application to be considered the second cycle of the fiscal year.

WHAT TYPE OF PROJECTS WILL BE FUNDED?

- Projects that improve the overall identity of a neighborhood
- Visual improvements
- Safety enhancements
- Events taking place in a neighborhood for the benefit of a neighborhood
- Placemaking projects
- Historical Signage
- Costs incurred for a neighborhood activity
- Repairs to existing amenities

WHAT IS NOT ELIGIBLE FOR FUNDING?

- Maintenance projects
- Projects that incur continued cost
- Projects that do not have a specified end or are ongoing in nature
- Private businesses
- Projects where the primary beneficiary is an individual tenant or property owner
- No Equipment Purchases
- No subscription services
- Projects that may be construed as political activity

GRANT MANAGEMENT:

- The program is administered via the Community Engagement Division: for Neighbors and New Americans in the Department of Neighborhood Services.
- All grants will be managed by the Grants Division, under the oversight of the Grants Coordinator.
- A standard invoice/form will be provided to awardees and must be submitted for reimbursement.
- Purchases greater than \$5,000 require awardee to follow the City's procurement process. Awardees must provide three separate quotes and the purchase/project must go to the lowest quote unless there is a documented and justifiable reason why applicant could not accept the lowest quote (i.e. vendor cannot complete work with the desired timeframe, item cannot be delivered within the time needed to complete project, etc.)

REVIEW PROCESS

- Applications are available online at: <https://www.bgky.org/neighborhoods/grant>

- Applications can be submitted via neighborhoods@bgky.org or in person at Neighborhoods and Community Services (NCS), 707 East Main Avenue, to the attention of the Community Engagement Division (CED).
- The Community Engagement Division (CED) Manager has discretion whether to accept applications past the deadline.
- The Community Engagement Division (CED) Manager will do initial review of application. The CED Manager has the discretion to include other subject matter experts and/or professionals in the respective review of a grant application, if necessary.
- Applications that are eligible could also be reviewed by the rest of Community Engagement Division staff.
- The CED Manager will submit recommendations to the NCS Director for final approval.
- All grantees will sign a memorandum of agreement with the City, which will include having read and understood grant guidelines.
- Grants that are recommended for approval will be scheduled for Board of Commissioners approval on specified grant timelines.

FOR MORE INFORMATION CONTACT:

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