



**Neighborhood Enhancement Grant Program
Prospectus and Application**

Overview

In response to our City's growing needs, the Liberty City Council established a Neighborhood Enhancement Grant Program to help residents reinvest in their own neighborhoods and our community. While some neighborhoods may need more assistance than others, on-going improvements are needed in every neighborhood to maintain the attractive qualities that appeal to residents and prospective home buyers. This program allows residents to identify their own priorities for their neighborhood and to undertake the enhancement project together.

Purpose

The purpose of the Neighborhood Enhancement Grant Program is to encourage improvements that benefit an entire neighborhood.

Funding

The City Council has appropriated a total of \$10,000 for this program in 2019. The amount of the grants awarded could range from \$500 to \$10,000, depending on the scope of the project, the number of grant proposals received and the funding available.

The City of Liberty will provide reimbursement for approved activities and projects equal to 75 percent of the *total* project cost. The required 25 percent match may be in the form of cash or in-kind services such as labor, equipment, and materials. Volunteer labor is calculated at the rate of \$20 per hour.

Eligible Organizations

Neighborhood Associations – formal organization of residents / property owners within a neighborhood or subdivision.

Homeowners' Associations – formal organization of homeowners within a specific residential development.

Organizations are not required to be incorporated or a 501(c)3, but must be organized with an elected board with officers, by-laws, and membership. To be eligible, an organization must be registered with the City. To register your organization, just provide a copy of the organization's by-laws and a list of officers. There is no fee to register. City staff is available to assist your neighborhood with forming an organization, if needed.

Eligible Projects

Projects must be permanent neighborhood improvements that benefit the entire neighborhood, and must be located within the city's right-of-way. Project proposals must be approved by a vote of the neighborhood or homeowners' association board,

or a majority vote of the residents present at the meeting for such purpose. Projects must be completed by December 31, 2019.

Examples of eligible projects:

- landscaping / trees
- signage (historic markers; neighborhood watch; etc.)
- improvements that benefit the neighborhood, such as replacing sidewalks

Funds may not be used for:

- the organizations' operating budget
- routine City maintenance (street paving, mowing rights of way, trimming trees)
- projects that benefit an individual more than the entire neighborhood

Selection Process

Complete applications must be received by **5 p.m., March 15, 2019**. Applications may be mailed or delivered to Liberty City Hall at the address below. Applications may be e-mailed to the address below, but must include a signed application form.

Proposal applications will be reviewed by the City's Preservation & Development Commission (PDC). The PDC will select the projects, award the funding, and enter into an agreement with the awardees.

Proposals will be judged on the availability of funding; overall benefit to the community; the viability of the requesting organization; and the degree to which the proposal meets City Council goals and objectives.

Grants will be limited to one grant per organization per year.

No work is to be started prior to approval of the application. Projects started before approval will be ineligible for funding.

Reimbursements for project fees will be made upon completion of the project. In some cases, grantees may arrange for the City to pay vendors directly. Final documentation of the project and final budget must be submitted to the City for final review.

For more information about this program, please contact:

Jeanine Thill
Community Development Manager
City of Liberty
101 E. Kansas St.
Liberty, MO 64068
E-mail: jthill@libertymo.gov
Phone: 816.439.4537



2019
Neighborhood Enhancement Grant
Application

Application Deadline: March 15, 2019

Name of Neighborhood Association or Homeowners' Association: _____

Contact Person's Name _____ Phone number _____

E-mail _____ Mailing Address _____

A brief description of the proposed project _____

Budget:

Total Project Cost \$ _____ x 25% (multiply by .25) = Grantee Match Required \$ _____

Total Project Cost - (minus) Grantee Match = Grant Amount Request \$ _____

Example: Total Project Cost \$5,000 x .25 = Grant Match Required \$1,250
\$5,000 (Total Project Cost) - \$1,250 (Grantee Match Required) = Grant Amount Request \$3750

Expected project start date _____ Expected completion date _____

Please attach the following:

- Description of how this project will enhance the neighborhood (1 page maximum length)
Detailed project budget
Description of how the grant funding will be matched by the organization
Description of how the project will be maintained or funded in the future, if necessary
Photographs of the proposed project area
A plan or map showing the location of the project
Letters of authorization from any agencies, utilities, or property owners affected by the project
At least three estimates for all work totaling more than \$1000
A copy of the by-laws and a list of the board members of your neighborhood or homeowners association

I, the applicant, understand and agree that all applicable required City permits, which may include a building permit, right of way permit, and/or certificate of appropriateness, must be obtained before work begins.

I, the applicant, confirm that I am acting on behalf of my neighborhood or homeowners' association, in accordance with their expressed wishes, which were determined by a vote or consensus of the majority of neighborhood stakeholders. I understand that acting without consent of my organization may cause my neighborhood to be ineligible for future grants.

Authorized agent's signature _____ Date _____

Return this application and supporting documentation to: Jeanine Thill
Community Development Division, 101 E. Kansas St., Liberty, MO 64068.