The City of Altamonte Springs
Neighborhood Improvement Grant Program

This grant program is designed to assist neighborhood associations within the City who wish to enhance the aesthetic value of entrance signs and common areas.

The Park Landscape Management and Operations (PLM&O) Division of the Department of Leisure Services and Maintenance Operations administers this program.

Any non-profit neighborhood association may apply for funds from the Neighborhood Improvement Program, provided they:

- Are located within the municipal boundaries of the City of Altamonte Springs
- Have a legally elected board of directors or officers
- Have been organized and incorporated at least one year before applying for grant funds
- Are willing to match grant funds dollar for dollar or match grant funds through volunteer time or in-kind donations of goods and services.

Organizations exempt from participating in this program are individuals, condominium associations, businesses, fraternal and religious groups, universities, political groups and public agencies.

Eligible projects **must**:

- Take place within the boundaries of the neighborhood.
- Provide an overall benefit to the neighborhood.
- Be unanimously endorsed by the neighborhood association board representing the area.
- Involve neighborhood residents directly in all phases.
- Be completed within 12 months of grant award.
- Not use grant funds in place of association's operating budget.
- Not use grant funds to purchase annuals or perennials for landscape projects.

Eligible projects are:

- Neighborhood entrance beautification.
- Neighborhood identification.

All projects will be designed and constructed in conformance with applicable building codes and City regulations and ordinances. Upon submittal, the Neighborhood Grant Committee consisting of the current Mayor, Mike Insley, Superintendent of PLM&O and Mark Butler, Assistant to the City Manager will review the grant requests. The Committee will make their recommendations to the City Commission.

Applications for the Neighborhood Improvement Grant Program are available at the City Clerk's Office in City Hall, 225 Newburyport Avenue. Questions about the program should be directed to Mike Insley at (407) 571-8882, FAX (407) 571-8896.

Participants in the City of Altamonte Springs Neighborhood Grant Program are required to:

- **Meet all criteria for organizations and projects.**
- **Submit a completed application to the PLM&O Office no later than 9:00 a.m. on September 1st of each year.**
- **Submit monthly progress reports by the 5th of each month to the PLM&O Office.**

Grant funds are awarded to eligible organizations that are recommended for approval by the Neighborhood Grant Committee, and approved by the City Commission, in increments of $250 up to a maximum of $1500.

Grant awards will be effective in October. Associations receiving grant funds are required to submit monthly status reports to the Committee. These reports shall include a detailed expenditure summary, in-kind contribution status and cash donation total. Each project must be completed before October 1 of the following year. Eligible associations are permitted one (1) approved project per fiscal year.

Neighborhood associations must match grant funds dollar for dollar through a combination of the following:

- **Volunteer Hours**—a minimum of 25% and no more than 50% of the matching amount **must** be volunteer hours from the association receiving grant funds. Volunteer labor is valued at $10 per hour for the purpose of calculating the match. (Example: 25% of a matching $1000 grant is $250/25 hours). Only volunteer hours accrued after the grant award can be used as part of the match. Volunteer hours shall be documented and presented to the City on the monthly progress report.
- **In-Kind Contributions**—supplies, equipment or professional services. The value of professional services shall be based upon the reasonable and customary value.
- **Cash Donations**

The City Commission reserves the right to consider providing funding for neighborhood entrance beautification or neighborhood identification to neighborhood groups that are **not** incorporated.

Neighborhoods that are located within the municipal boundaries of the City of Altamonte Springs, but whose groups are not incorporated, may apply for funds provided they are willing to match grant funds dollar for dollar or match grant funds through volunteer time or in-kind donations of goods and services.

Eligible projects **must**:

- **Take place within the boundaries of the neighborhood.**
- **Provide an overall benefit to the neighborhood.**
- **Be endorsed by 100% of the neighborhood board representing the area.**
- **Involve neighborhood residents directly in all phases.**

All projects will be designed and constructed in conformance with applicable building codes and City regulations and ordinances. *(Revised in 2011)*

The City of Altamonte Springs
Neighborhood Improvement Grant Program Application

Association Name: _____

Contact Person: _____

Title: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Date Association incorporated: _____

Number of Members: _____

Membership Type: ❑ Voluntary ❑ Mandatory

Association Officers/Board of Directors

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Other Officers: _____

_____

_____

Project Information

Project Title: _____

Describe the Project: _____

_____

_____

_____

_____

_____

_____

Project Location(s): _____

_____

_____

Describe existing conditions: (include photographs) _____

_____

_____

_____

_____

_____

_____

Describe how the project will benefit the neighborhood: _____

_____

_____

_____

_____

_____

_____

Project Budget

Project Title: _____

Revenues

Cash Contributions:

City Grant $_____

Other (Describe)

_____ _____

_____ _____

Total Cash Contributions $_____

In-Kind Contributions:

Volunteer Labor @$10/hr x _____ hrs $_____

Supplies/materials _____

Other Services (Describe)

_____ _____

_____ _____

Total In-Kind Contributions $_____

Total Revenues $_____

Expenses

Cash Expenses:

Outside Labor $_____

Supplies/Materials _____

Other Services (Describe) _____

Total Cash Expenses $_____

In-Kind Contributions:

Volunteer Labor @$10/hr x _____ hrs $_____

Supplies/Materials (Describe) _____

_____ _____

_____ _____

Other Services (Describe)

_____ _____

_____ _____

Total In-Kind Contributions $_____

Total Expenses $_____

_____

Neighborhood Association President/Director (Signature) Date

Grant Project Status Report

Month of: _____

Project Title: _____

Neighborhood Association: _____

Contact Person: _____

Telephone: (Day) _____ (Evening) _____

Project Elements	**Work Accomplished**	**% Completed**

Problems Encountered: _____

_____

_____

_____

_____

Expenditures

Cash Expenses (Itemize/attach receipts)

_____ $_____

_____ $_____

_____ $_____

Volunteer Hours

_____ $_____

_____ $_____

_____ $_____

In-Kind Contributions (Equipment and Materials)

_____ $_____

_____ $_____

_____ $_____

Total Expenditures $_____

_____

Contact Person (Signature) Date