



SURPRISE

ARIZONA

NEIGHBORHOOD GRANT PROGRAM

APPLICATION INFORMATION

FY 2019-2020

PROGRAM PURPOSE

The Surprise City Council would like to engage residents and increase community spirit. To encourage our residents to do so, the Neighborhood Grant Program has been initiated to provide monetary assistance to support activities with goals that comply with our initiative.

Are you interested in sponsoring a special event in your neighborhood to bring your neighbors together to discuss issues and concerns? Would you like to organize a concert in your local park? . If you are willing to work hard to see your ideas come to fruition, the City could help make them a reality through the City of Surprise's Neighborhood Grant Program.

HOW THE PROGRAM WORKS

The City of Surprise will provide small grants for the Neighborhood Grant Program to foster partnerships between the City and its neighborhoods each year. Through an application process, qualifying neighborhoods will receive funds for specific projects outlined through the application.

HOW TO APPLY

If you are seeking funds for Fiscal Year 2019-2020, you will need to do as follows:

1. Complete and submit a Neighborhood Grant Program Application to Jodi Tas by **Friday, September 27, 2019 by 5:00PM**. All proposals received after this deadline will not be considered.
 - a. This application must be signed by a minimum of five neighbors within your residential area supporting the idea and the project applicant.
 - b. The application must include a thorough description of how the funding will be utilized.
 - c. Please include the HOA Board approval, if required.
2. Present your proposal at the Community Outreach, Partnerships & Grants Sub-Committee Meeting **Tuesday, October 8, 2019** for sponsorship.
 - a. The aforementioned panel must support your project for it to move forward.
 - b. Your respective HOA must approve your project, if required, prior to submittal of application.
 - c. Projects must comply with city policy.
 - d. Please contact Jodi Tas, Assistant to City Council at 623.222.1330 with any questions, submittal of application and to determine which meeting agenda your application will be considered.

City of Surprise Neighborhood Grant Program

Overview

The Neighborhood Grant Program, established in 2015, fosters a special partnership between the City of Surprise and its neighborhoods. Through an application process, qualifying neighborhoods will receive funds for specific projects. Award decisions are made by the Committee on Community Outreach, Partnerships & Grants. The Program encourages involvement of residents and other public and private organizations to support neighborhood-initiated planning, community-building, or improvement projects. This fiscal year, the City is providing up to **\$10,000** for neighborhood projects. Neighborhoods are not limited to one project per fiscal year and may submit more than one application annually.

To receive support projects must:

- Provide a public benefit,
- Result in a product, which benefits a neighborhood or the larger Surprise community,
- Be feasible for completion by Friday, **June 12, 2020**.
- Involve the benefiting neighborhood in project identification, planning, and execution,
- Emphasize neighborhood self-help, or
- Be educational, community-building, or a public physical improvement.
- Submit a Quarterly Report by **January 15, 2020 & April 15, 2020**.
- Complete a final report about the project in **June 2020**.

Projects not eligible for funding:

- Duplication of an existing private or public program or service,
- Ongoing services or requests that support service organizations' operating budgets,
- Projects that conflict with existing city policy,
- Projects that conflict with your respective HOA policies,
- Projects exceeding the duration of one year,
- Maintenance of projects built with previous Neighborhood Matching Funds, or
- Nonprofit 501(c)3 organizations .

IDEAS BY PROJECT CATEGORY

1. Neighborhood Events

- Events and gatherings for the community such as a concert in the park, food truck event, or movie night.

2. Neighborhood Organizing / Organizational Development

- Activities, services, and materials that generate new neighborhood connections and activities, grow an organization or educate neighborhood leadership and promote involvement.

3. Neighborhood Preservation

- Materials, programs or services that sustain or improve the health, public safety, and welfare of the neighborhood such as crime watch playgrounds, common areas, park amenities, community gardens, neighborhood markers, identity signs, trash cans, benches, etc. or contribute positively to the neighborhood's aesthetic quality such as community property maintenance programs or beautification programs.

4. Neighborhood Cultural, Social, and Recreational Initiatives

- Materials, programs or services that promote diversity, family literacy, neighborhood access to technology, after school enrichment programs, , career preparation, services for the needy, disabled, or elderly and cultural activities such as music, dance, or art programs.

Important Dates to Remember:

Item	Due Date	Time
Information Session – <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	July 31, 2019	4:00PM
Grant Applications Due	September 27, 2019	5:00PM
Proposal Presentations to Sub-Committee - <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	October 8, 2019	3:30PM
City Council Meeting (Funding Decision)	November 5, 2019	6:00PM
Project Status Report Due	January 15, 2020	5:00PM
Project Status Report Due	April 15, 2020	5:00PM
Project Completion Deadline	June 12, 2020	
Final Report	June 12, 2020*	5:00PM

*Subject to change

The City of Surprise
Neighborhood Grant Program
PROJECT SUMMARY FORM
FY 2019 – 2020

IMPORTANT: The Project Application Forms on the following three pages must be thoroughly completed.

For more information contact:

Jodi Tas

Assistant to Council

623.222.1330

Jodi.tas@surpriseaz.gov

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project. **This three page application form is due to Jodi Tas on Friday, September 27th by 5:00PM.**

Name of Neighborhood:	
Name of Proposed Project:	
<p>Contact Person:</p> <p>Other Contacts (If Applicable):</p> <p>Note: May include a community partner working on the project.</p>	<p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
<p>Description of project including:</p> <p>a) goal/need of the project,</p> <p>b) how support has evolved in the neighborhood,</p> <p>c) who is involved, and</p> <p>d) what you expect the benefits to be when the project is complete.</p> <p>Note: Please use additional paper if needed.</p>	

PROJECT APPLICATION FORMS (Continued)

Please use the following worksheets to estimate your project expenses.

PROPOSED PROJECT EXPENSES

Note: These are only common categories and may not be all inclusive of the expenses for your project or program. Please add to this list on this sheet or another sheet of paper if needed and leave sections blank that do not apply to your project or program.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.		\$
Contracted Services such as site planning, sidewalk installation, etc.		\$
Material/Supplies such as refreshments, safety equipment, etc.		\$
Communication such as long distance phone calls, internet usage, etc.		\$
Printing/Reproduction such as fliers, invitations, applications, etc.		\$

Rentals/Leases such as renting a PA System for an event		\$
Capital Purchases such as playground equipment, trees, etc.		\$
Other		\$
Grand Total of Expenses	a)	\$

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person, or, Organization	\$ Amount	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Cash From Partners	b)	\$

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

	\$	
	\$	
	\$	
	\$	
	\$	
Total In-Kind From Partners	c)	\$

Volunteer Hours (Valued at \$23.07 per hour)

**# of Hours
X \$23.07
per hour =**

Person/Group & Activity Performed

	\$	
	\$	
	\$	
	\$	
	\$	
Total Volunteer Labor	d)	\$

Grand Total (b+c+d=e)

e) \$

Project Overage or Shortage (a-e=f)

f) \$

City Grant Request (Total cash request from the City of Surprise)

g) \$

Minimum amount willing to accept to continue with the project

e) \$