



CITY OF PENSACOLA, FLORIDA

2009/2010 Pensacola Community Initiatives Program Grant *“Association-owned” Property Improvements or “Programmatic Activities”*

Funds available for this grant

1. This Grant will allow a maximum award of \$10,000 per project/application.
2. It will require a “1 to 1” match from any association applying for the monies. *(This means that the City of Pensacola will provide up to 50% of the total value of the project, while the applicant will be required to supply the other 50% of the total cash value of the project).*
3. **** All Grants are subject to the availability of funds at the time of award.**

Deadlines

Grant '09/'10

Date your completed application packet is due* 5 pm on 12/11/09
 Date technical review will be completed 1/2010
 Date City Council will give final approval 2/2010
 Date an approved project must be completed by 2/2010

***VERY IMPORTANT NOTE: Please *BE SURE* your application is complete and is submitted by the date/time shown above. Late or incomplete applications will NOT be considered!**

Submit your completed application to:

The City of Pensacola
 Community Development Department
 222 W. Main St.
 Pensacola, FL 32502

Americans with Disabilities Act (ADA): A neighborhood organization, in carrying out a P.C.I.P. project, must make a good faith effort to ensure they are in compliance with the Americans with Disabilities Act of 1991. This act extends the same civil rights protection to persons with disabilities, which have already been granted on the basis of race, color, religion, sex, and national origin

Community Development staff is available to answer any questions you might have pertaining to this Grant or the completion of this application.

***If you have questions, please call the
 City Community Development Office at
 436-5655 - Monday thru Friday from 8 AM to 5 PM***

FOR CITY USE ONLY

Date Received: _____ Council District: _____
 Received by: _____ Amount Requested: _____
 Association Name: _____ Registered with City and all information up to date: YES/
 NO

-General Information-

1. What types of projects are possible?

Each application must consist of a single project with a clearly defined goal, one that has a direct benefit to the neighborhood and its residents. Applications for Phase I of a Two Phase Project must be identified as such and must include information and costs for the entire project up front.

2. What are some examples of improvements that **WOULD or **WOULD NOT** be considered "eligible"?**

Eligible Programmatic Activities include (but are not limited to):

-Family/home safety training, drug and fire prevention programs, cultural exhibit areas, youth and/or family literacy programs, neighborhood computer labs, after school enrichment programs and neighborhood music, dance and/or art training programs. (Proposals for neighborhood cultural, educational and recreational programs must include detailed information about the number, ages, etc of the residents to be served and how they will be recruited to participate. If awarded, documentation will be required on the actual participants and results of the program.)

PLEASE NOTE: Your association will be responsible for keeping track of all volunteer hours donated toward your project. If your project entails a programmatic activity which involves payment to persons for hours worked, your association is responsible for collecting and submitting time sheets to be paid by the City of Pensacola. The association must draw up a contract with each "employee" that includes SSN, number of hours to be worked weekly, hourly rate, start and end dates, signature of "employee" and signature of association President. All time sheets must be signed by an association officer before they can be submitted. The City of Pensacola is not responsible for calculating the number of hours worked or the amount to be paid.

Eligible Association Owned Property Improvements and Landscaping projects include (but are not limited to):

-Improvements to association owned property and and/or rights of way (such as islands, street lighting, sidewalk repair/construction, entryway enhancements and improvements and/or identification signs)
- Total replacement and/or rehabilitation of some existing physical improvements might be deemed eligible. (This would be based on the individual circumstances and available funding and will be judged on a case-by-case basis.)

Ineligible projects include (but are not limited to):

- Routine maintenance or repair of existing physical improvements in a neighborhood (including, but not limited to: streets, fences, irrigation systems, storm water retention facilities, and entrance signs).
- Funding for ongoing programs or administrative expenses will not be considered.
- Funding of print brochures, guides, marketing and promotional materials.

3. How does the whole process of this grant work?

The Pensacola Community Initiatives Program (P.C.I.P.) makes available to associations/organizations funds (for qualified projects) to make improvements in neighborhoods.

a. An organization obtains an application packet from The City of Pensacola Community Development Department, completes and submits it for review. (NOTE: The applicant should be prepared to make a presentation to the review committee on their project proposal if requested.)

- b. The P.C.I.P Technical Review Committee presents their recommendations to the City Manager.
- c. The City Manager then submits the grant to the City Council for review.
- d. If approved by City Council - the Community Development Department will mail an agreement to the applicant. The applicant will be required to submit a signed agreement (along with the check for the "matching" cash funds) to the City of Pensacola. The agreement will then be finalized and a copy returned to the applicant (along with the blank reporting forms needed to complete the project).
- e. Neighborhoods that have never received a PCIP grant will receive priority for funding.

4. What are the basic requirements for the Grant?

- Since funds for P.C.I.P. projects are limited, awards will be based on a project's competitive status.
- Extra consideration will be given to: first-time applicants; projects improving public rights of way or public property; a project that can be completed within the term of the grant agreement (1 year); and associations that show they are able/prepared to address any ongoing maintenance created by the project.
- All applications will be reviewed using the following criteria:

Quality and scope of the project:

- a. The application must be for a "single project" with a budget that is reasonable and cost effective.
- b. It must be well planned, clearly understood and ready to be executed.
- c. The project must be completed within the term of the grant agreement.
- d. The association must prove it is able/prepared to address any ongoing maintenance created by the project.

Neighborhood participation and benefit:

- a. We look for a significant number of people with diverse interests to be involved in (and who will benefit from) the project.
- b. The project should create opportunities for self-help.
- c. We look at past performance on P.C.I.P. (or similar) grants.

General "Match" information:

In order to qualify for this grant, the association is required to prove that it is able to "match" the City's cash contribution with any combination of volunteer labor, In-kind donations and/or cash.

5. Can you give me specific information on the "1 to 1" match?

For the purposes of this grant a "1 to 1" match is required. (Let's say the total cost of the applicant's proposed project is \$6,000. If approved – the City would award a cash grant of \$3,000 and the association would be required to "match" that award with \$3,000, i.e.- a "1 to 1" match.) This can be accomplished with a combination of any one or more of the following:

Volunteer Labor: (a) We give "Volunteer labor" a value of \$10 per hour. (b) If a professional (such as an electrician or a carpenter) donates "volunteer labor", you may calculate the value of this labor by using the hourly rate normally paid for this service.

In-kind donations: i.e. donated professional services, materials or supplies

Cash: Must be deposited with the City.

- a. The amount and type of match must be appropriate to the needs of the project.
- b. The proposed match must be spent during the implementation/construction of the project. (Costs incurred prior to an award or after the contract has ended will not be eligible as a match).
- c. On going maintenance (or volunteer hour match) following the initial one-year contract period will not be eligible.
- d. At least 25% of the neighborhood's match must come from the neighborhood itself (as opposed to other funding sources (such as community partners or non-member businesses)).
- e. Partner match must be not only pledged, but also secured. *Secured* means that the donor has

specifically valued and described the contribution, and has signed the "Letter of Intent" (Form E) to confirm the commitment.

- f. Be sure to include fees for permits, licenses to use rights-of-way and insurance for signs or structures placed in the ROW in your total project cost.
- g. Activities that are NOT considered eligible as "match" include:
 - Time spent preparing the P.C.I.P. Match Grant Fund Application
 - Time spent fund raising
 - Assistance from City staff or funds from other City departments
 - Professionals who donate their services as part of the match cannot also receive compensation from the award money. (This is intended to ensure that persons hired to provide services or skilled labor is selected on the basis of their qualifications, experience and fees - not on their willingness and/or their ability to donate services.)
- h. Your association will be responsible for keeping track of all volunteer hours donated for your project.

***PLEASE NOTE:** Be mindful that your vendors and contractor will require actual cash. Your association must be sure all the cash needed to carry out the project is provided by the combination of your grant request and match (even if you do not have a cash match).

Example: \$6,000 total project cash cost (excluding volunteer labor and in-kind donations)
\$6,000 value of volunteer hours (600 hrs @ \$10/hr)
\$6,000 grant request

6. How is each of the vendors paid?

- a. First - each vendor is required to submit an original invoice to the association representative for review and/or approval.
- b. Next - each month (on or before the 25th) the association representative is then required to submit (to the Community Development office) a completed "Certification for Payment" at the bottom of the Monthly Report Form with the original vendor invoices attached.
- c. Finally - the Request will be reviewed and, if approved, a check will be issued directly to each vendor by the 10th of the following month.
- d. If any of the monies are necessary to make material and/or equipment purchases, the association representative will need to provide the Community Development office with 3 written estimates for each item it needs to purchase. After review and approval of the request for monies, the City will provide the association representative with a letter of authorization to purchase the specific materials/equipment under the City's name. Within 10 days of purchase, the association representative is required to supply the Community Development office with the original invoice.
- e. Applicants may not contract with vendors who are also City of Pensacola employees on PCIP funded projects.*

7. How often may a neighborhood apply for funding?

Each neighborhood association will be eligible for one grant every other year. The only exception will be for a project identified in advance as a two-phase project. The project will be awarded funding for both years, pending annual allocation. Any association awarded phased funding will then be ineligible for funding for 2 years.

**2009/2010 Pensacola Community Initiatives Program Grant
Application For
"Association-owned" Property Improvements
or "Programmatic Activities"**

Total amount of P.C.I.P. funds requested: \$ _____
(Get this information from line #6, column B, Form C)

ASSOCIATION INFORMATION

1. Neighborhood Association (Corporate name if applicable) _____
2. Project title: _____
3. Project leader: _____ (this person will be the designated contact for all project matters)
4. Mailing address: _____
5. Phone (day) _____ (evening) _____ (fax) _____
(E-mail address) _____

SPECIFIC PROPERTY INFORMATION

This information will be used to keep our database system up-to-date with the most current information about your association.

1. Neighborhood Association boundaries: (must include areas within the City of Pensacola)
Northern boundary: _____ Southern boundary: _____
Eastern boundary: _____ Western boundary: _____
2. Attach the following:
 A map showing the boundaries of the neighborhood.
3. When was Association organized? _____
4. How many total members are in the Association? _____
a. These members are (check all that apply):
_____ Homeowners _____ Renters _____ Business Owners _____ Other (specify) _____
5. Who are association's elected officers (chairman, president, treasurer), term of office and any other committee positions? (Standing committees, etc.)

Please attach the following to the back of the application:

- A copy of the current Association's By-Laws (or governing policies)
- A copy of the procedures and minutes from the Association or Board meeting -showing the vote to go forward with the P.C.I.P. project.

6. Please list the most important needs, issues, or concerns in the neighborhood *(attach additional sheets if necessary)*:

PROPOSED GRANT PROJECT

1. Provide a detailed description of the proposed project *(attach additional sheets if necessary)*:

2. How will the project specifically address the needs, issues and concerns of the neighborhood *(attach additional sheets if necessary)*?

3. Attach the following specific information to the back of the application:

- Site plan, drawing or rendering of the proposed project - detailing the location (placement), size and measurements.
- Photographs of the project area(s).

NOTE: The City Engineering and Building Inspections Departments must approve all construction and grand any appropriate permits prior to work commencing.

- *An application will be considered incomplete and will NOT be approved if the above information is omitted.*
- *Written permission must be obtained from the appropriate government agency for the use of public rights-of-way.*

PROJECT MAINTENANCE AND SUPPORT

Maintenance of the project is an important aspect of this grant. It is not the intent of the Pensacola Community Initiatives Program to increase maintenance by the City. The applicant is required to provide any initial and ongoing maintenance made necessary by the project.

1. Describe what type of initial and ongoing maintenance (such as tree trimming, painting signs, repairs to equipment, service contract, etc.) will be required upon completion of the project and how it will be achieved. *(Attach additional sheets at the end of the application if necessary)*

2. Because support and maintenance is critical to project success, consent of the owners of property immediately adjacent to proposed physical improvements must be secured. Please complete the information below as needed. *(For example...support of a proposed sign in the right-of-way next to a residence, or support and ongoing maintenance of landscaping improvements adjacent to the owner).*

Owner's name <i>(Please print)</i>	Address	Support and/or maintain project* <i>(Circle all that apply)</i>	Signature
		Support - Maintain	
		Support - Maintain	
		Support - Maintain	
		Support - Maintain	

** Approved projects may require additional documentation of pledge/commitment from the affected property owner.*

3. How will neighborhood residents be involved in the project? Who will perform maintenance and what is the maintenance schedule for each element? (Example: association members, residents adjacent to the project, a contractor hired by the association, etc.) Please...be specific! Broad neighborhood participation is highly encouraged in all P.C.I.P. Awards. *(Attach additional sheets if necessary)*

4. List five (5) association members who will serve as the association's project team:

Position	Name	Address	Telephone
1. Project Leader *			
2. Coordinator			
3.			
4.			
5.			

**The Project Leader- this is the person who will serve as the single point of contact for the association on all aspects of the grant implementation.*

PROJECT COSTS AND CONTRIBUTIONS

1. Attach the following specific information as part of the application (make additional copies if necessary):

- Project Costs Breakdown (Form A) – REQUIRED
- Volunteer Hours Pledges (Form B) – If applicable
- Project Grant / Match Computation (Form C) – REQUIRED
- Project Plan and Time-line (Form D) - REQUIRED
- Partner's Letter Of Intent (Form E) - If applicable

PROJECT PROGRESS REPORTS

1. The City of Pensacola requires monthly status reports from P.C.I.P. grant recipients. (Once your application has been approved, you will receive these blank "status report" forms from us.)
 - a. Each month, until the completion of the project, the Project Leader will fill out one of the "monthly status reports, review it, sign it and submit it to the City. This must be done monthly until completion of the project.
 - b. This report should detail the project's activities. It must be submitted with copies of all receipts, invoices, Volunteer Hour sheets, and documentation of Partners' in-kind and cash contributions occurring in that particular month.

APPLICATION SUPPORT

1. We certify that the _____ neighborhood association membership voted and approved this P.C.I.P. application on ____/____/_____.

2. We pledge a matching contribution totaling \$_____ (*as outlined on Form B of this application*) for this Pensacola Community Initiatives Program grant request.

Print name of person preparing application

Print name of association President

Signature of person preparing application

Signature of association President

Date

Date

Form "A" - Required!

Project Costs Breakdown

Page _____ of _____
(Make additional copies if necessary)

Neighborhood Association: _____

Project Title: _____

1. Attach signed, written project estimates from at least three (3) separate vendor/contractors. (Remember, each of these estimates must include an itemized breakdown of the all the project costs with all labor and materials included.)
2. Once you have selected a vendor for your project, please provide a detailed breakdown of all project costs from that vendor (including material costs and/or services).
 - a. You will need to complete this form - using your contractor's information.
 - b. These are project expenditures to be paid from the Grant AWARD and any CASH matched by the Association. Do not include volunteer labor or other in-kind donations. The items on this breakdown should be the items that require cash expenditure only.

Description of Materials, Services, or Labor	Quantity	Unit Cost	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13. Total project CASH costs <i>(Put this figure in the space on line "3" in Form "C")</i>			\$

Form "B"

Volunteer Hours Pledged

Page _____ of _____
(Make additional copies if necessary)

Neighborhood Association: _____

Project Title: _____

	Name	Address/Zip	Phone number	Hours pledged	Task(s)
1.				hrs.	
2.				hrs.	
3.				hrs.	
4.				hrs.	
5.				hrs.	
6.				hrs.	
7.				hrs.	
8.				hrs.	
9.				hrs.	
10.				hrs.	
11.	Total hours from extra attached sheet(s)			hrs.	
12. Total number of volunteer hours				_____ hrs. X \$10.00/hr = \$ _____ <i>(Put this figure in the space on line "5" in Form "C", column "A" & "B")</i>	

Project Grant / Match Computation (Form C) - REQUIRED

Neighborhood Association: _____ Project Title: _____

Requested P.C.I.P Grant Amount: _____ (Get this information from line 8 below)

Cash Needed for this project: _____ (From Form A, line #13) Match required for this grant: _____ (Line 7 below)

Summary of Association's Grant Match:

Cash Contribution(s): <i>(these funds must be deposited with City of Pensacola Finance Department upon execution of PCIP grant contractual agreement.)</i>			
		Form(s) required	Amount
1	Neighborhood Association		
2	Partner(s)	Form E	
3	Total Cash Contribution(s) (add item 1 & 2):		
In-kind Contribution(s):			
4	Volunteer labor: _____ hrs. at \$10 per hour <i>(Volunteer hours are valued at a rate of \$10 per hour for determination of match value only.)</i>	Form B	
5	Materials/Supplies/Services	Form E	
6	Total In-kind Contribution(s) (add item 4 & 5):		
7	TOTAL ASSOCIATION MATCH (add item 3 & 6)		

City of Pensacola's Contribution

8	Pensacola Community Initiatives Program (PCIP) Grant , Equal to the Total Association Match (item 7) <i>Association match may be greater than \$5,000, however City's grant will not exceed \$5,000.</i>	
9	Total cash available for Project (add item 3 & 8) <i>Must equal 'Total Project Costs' on Form A</i>	

Form "D" - Required! Project Plan and Time-line

Page _____ of _____
(Make additional copies if necessary)

Neighborhood Association: _____

Project Title: _____

	Description of activity	Project team-member responsible	Estimated # of hours to complete task	Anticipated expenditures, In-kind contribution and Volunteer hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Form "E"
Partner Letter of Intent
(Donated materials/supplies/services)

Page _____ of _____
(Make additional copies if necessary)

This letter is to confirm that _____ will participate as a partner
(Company/Agency))
with the _____ neighborhood association in the implementation of its
(Association Name)

Pensacola Community Initiatives Program Grant project.

The contribution will consist of the following:

1. Cash amount of \$ _____

2. The following in-kind services valued at \$ _____

Please itemize (or attach list of) in-kind contribution(s): _____

3. The following in-kind materials/supplies valued at \$ _____

Please itemize (or attach list of) in-kind contribution(s): _____

4. We will donate a total of \$ _____ (in cash and/or in-kind services...
(Put this amount on line 7 in Form "C")

and/or in-kind materials/supplies – see # 1 – 3 above).

Name: _____
(Signature) *(Please print your name)*

Company/Agency: _____
(Please Print)

Mailing Address: _____
(Please Print)

City/State/Zip: _____
(Please Print)

Phone: _____ FAX: _____

Date: _____

Application Checklist

Please complete the attached checklist to help insure that the application is finished.

Association Information

- Association information complete?
- Association membership list attached?
- Association / Board meeting minutes attached? (last two meetings)
- Association map attached?
- Association by-laws or governing policies/procedures attached?

Yes

Proposed Grant Project

- Project information/details complete?
- Site plan attached?
- Drawings attached?
- Photographs attached?

Yes

Project Maintenance and Support

- Ongoing maintenance identified?
- Maintenance adequately addressed?
- Adjacent Property Owner(s) consent secured?

Yes

N/A

Neighborhood Participation

- Participation Information complete?
- Project team identified?
- Appropriate organization signatures?

Yes

N/A

Forms

- Form "A" (Cost Breakdown Sheet) completed and attached?
- Form "B" (Volunteer Hours Pledges) completed and attached?
- Form "C" (Grant / Match Computation Sheet) completed and attached?
- Form "D" (Project Plan and Time-line) completed and attached?
- Form "E" (Partner Letter(s) of Intent) completed and attached?
- Computation Sheet, Cost Breakdown and Project Description/site plan all correspond?

Yes

N/A
