



# 2024 City of Waco Neighborhood Grant Program



## Program Overview

The City of Waco Neighborhood Grant was created to assist neighborhood associations with beautification, identity and community-based projects to ensure Waco neighborhoods remain vibrant places to live, work, and play.



### Funding

Up to \$7,500 per grant. After completing the first grant, neighborhood associations can apply for two grant projects for a total of \$10,000.



### Application

Application is open for ten weeks from Wednesday, September 13 to Monday, November 13, 2023.

**Apply online at [waco-texas.com/neighborhoodgrant](https://waco-texas.com/neighborhoodgrant).**



### Matching

The neighborhood grant requires a match from the neighborhood association with cash, donations or volunteer hours.



### Payment

Neighborhood associations do not receive direct payment. Vendors can be paid by check, card or purchase order or NAs can be reimbursed after the project is completed.

2023-2024 Volunteer Labor Rate: **\$31.80**

**City of Waco does not reimburse or pay taxes.**



## Eligible Projects

- Neighborhood identity signs
- Sign toppers
- Park benches
- Membership drives
- National Night Out parties
- Neighborhood parades
- Professional development



## Ineligible Projects

- Technical equipment for individuals
- Surveillance cameras owned by the neighborhood association or individuals
- Political events (or events that could be perceived to be political)
- Private, exclusive or by-invitation-only events
- Improvements to private property



## Bids & Quotes

- 2 to 3 bids are recommended for each line item.
- The lowest bid must be taken unless you have approval from Neighborhood Engagement staff.
- For lower-cost items, upload screenshots of each line item to provide proof of the requested amount.
- Grant funded items over \$3,000 require 3 bids and two must be a historically underutilized business

Please contact Neighborhood Engagement staff to ensure your project is eligible and to help you with the grant process.



**You don't have to wait for the application period to open.  
Create a committee now!**



## Application Timeline

1

### It starts with an idea!

Meet with your neighbors to discuss potential projects and start developing a plan. You don't have to wait on the application to open. **Create a committee now!**

2

### Before the application.

Check in with the Office of Neighborhood Engagement to ensure the proposed project aligns with the neighborhood grant guidelines. **Make sure to have the neighborhood association membership vote on the project(s) at a meeting.**

3

### Start your application.

Gather your documents and submit your application by the deadline. Application is available at [waco-texas.com/neighborhoodgrant](http://waco-texas.com/neighborhoodgrant). **Neighborhood Engagement staff are available to help you with the application.**

4

### Review process.

The neighborhood grant review committee will meet before the end of the year to review and evaluate the applications using a standard rubric.

5

### Approval process.

The committee will make recommendations for approval to the City Manager.

6

### Notification of decision.

Neighborhood associations will receive an email at the beginning of the following year notifying them if they were approved or denied. If approved, the email will contain more information about how to complete the contract.

7

### Notice to proceed.

Upon execution of the contract, Neighborhood Engagement staff will provide the neighborhood association with the notice to proceed and a copy of the contract. **Do NOT start the project without a notice to proceed. Anything you buy prior to the notice to proceed is NOT reimbursable.**

8

### Start the project!

Now you can start the project. Don't forget to submit monthly progress reports.

9

### Completing the project.

The final report should be submitted within one month of completing the project or by December 31, whichever is sooner.



## Neighborhood Grant Checklist



### Neighborhood Vote

on one (or two) projects



### Up-to-date Bylaws



### IRS Form W-9



### Meeting with

Neighborhood Engagement Staff



### Project Budget

Template available



### Landscaping/Bldg Plans

(If applicable)



### Online application

[waco-texas.com/neighborhoods](http://waco-texas.com/neighborhoods)



### Support Forms

Neighbor Petitions



### Bids or Quotes



### Proof of Good Standing

from the Secretary of State



### Bank Information