

## 2021 Neighborhood Grant Application

### Overview

*Para acceder la solicitud en español, haga clic en el globo en la parte superior de esta página.*

The Neighborhood Grant Program is a matching grant to assist neighborhood associations in Waco with beautification, identity, and community-based projects all to improve the quality of life for neighbors. The program awards up to \$7,500 per grant to neighborhood associations.

The application deadline is Friday, May 28, 2021.

### Funding Limits

After successful completion of one grant project, neighborhood associations can apply for up to two grants per application cycle, but no more than \$10,000 can be awarded to any association per year. If two applications are submitted, they must be for different projects (i.e., they cannot combine to achieve more than \$7,500 for the same project.)

### Before You Get Started

Before starting your application, we recommend gathering the following information:

- Neighborhood Association Bylaws
- Proof of good standing with the Secretary of State. (Check your status here: <https://mycpa.cpa.state.tx.us/coa/>.)
- Proposed project information
- Proposed project budget
- Private Property Approval Form (if applicable)
- Neighborhood Support Petition Form
- Proof of Bank Account
- Bank Statement (if applicable)
- Completed W-9
- Relevant photos of the proposed project site (if applicable)
- Bids or estimates (if applicable)
- Contact information for neighborhood association board members
- Proof of Commitment from Donor or Sponsor on company letterhead

### Attachments

Excluding photos, any attachment listed above can be submitted to the Office of Neighborhood Engagement as paper copies or uploaded digitally to this application. Please indicate your preference in the application.

For the 2021 grant cycle, you may submit certain neighborhood association administrative documents after the May 28 deadline, specifically including bylaws, proof of good standing with the Secretary of State, proof of bank account (if your association is not providing a cash match), and the completed IRS Form W-9. However, all documents must be submitted before the City of Waco can contract with or make any award to the neighborhood association.

### Navigating the Application

Your application will save automatically, and you can return to it from the same browser. If you close your survey, and return to it from another device, your information will be not available.

You can view the full application on one page to allow you to quickly skip ahead or return to a previous question. Click on the group headers to collapse or open groups of questions.

If you have any questions about the application process, please refer to the [Neighborhood Grant Guidelines](#) or contact the Office of Neighborhood Engagement at 254.750.5774.

## 2021 Neighborhood Grant Application

### Neighborhood Association\*

Please select your neighborhood association from the dropdown menu. If your association is not included in the list, please contact 254.750.5774.

### Board Members\*

Please list the names, titles and addresses of each current board member.

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**Mission Statement and Purpose\***

Please include your Neighborhood Association's mission statement or purpose.

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**Name of Primary Contact\***

Please list the name of the primary contact person that we can contact about any questions regarding this application.

**Primary Contact Phone Number\***

12<sup>3</sup>

**Primary Contact Email Address\***

**Name of Secondary Contact**

Please list the name of a secondary contact person that you would like for us to contact about any questions regarding this application in case the primary contact person is not available.

**Secondary Contact Phone Number**

**Secondary Contact Email Address**

**Project Information** 

**Project Name\***

What is the name of your proposed project?

**Requested Funding Amount\***

What is your requested funding amount up to \$7,500?

**Project Purpose\***

Please describe the goals and purpose of the project.

  
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**Project Timeline\***

Please list or describe the timeline and schedule of your proposed project. Please note that the review and selection process can take four to six weeks after the application deadline.

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**Neighborhood Benefit\***

Please describe how the project will support or benefit the neighborhood.

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**Neighborhood Planning Involvement\***

Please describe how the neighbors and association members were involved in selecting and planning this project.

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### Neighborhood Implementation Involvement\*

Please describe how the neighbors and association members will be involved in achieving this project. Include fundraising efforts, implementation of the project, and celebration of the project completion (if applicable). Be specific.

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### Partners/Sponsors Commitment\*

Do you anticipate receiving monetary or in-kind donations from partners or sponsors for your proposed project?

Yes


No

### Anticipated Commitment

If you anticipate to receiving monetary or in-kind donations from partners or sponsors, please explain:

- Who is providing the donation,
- What the donation is, and
- What level of commitment you have received.

Please note that the partner or sponsor is not required to provide the donation or contribution until the contract is signed if you are selected as a grant recipient.

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**Maintenance\***

Will your project require regular maintenance after completion?

Yes     No

**Required Maintenance\***

Please describe what maintenance your project will require, how often it will be required, and who will perform the maintenance.

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**City Pre-Approval\***

Has your organization obtained permission or pre-approval from the appropriate City department(s) to conduct the proposed project?

Yes

No, but I am planning to get City permission or approval

No, my project does not require City permission or approval

**City Pre-Approval - Obtained\***

From which City department(s) have you received pre-approval for your project? Please include the name of the department and contact person.

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### Attachment Options\*

Please select how you would prefer to submit the required attachments.

Upload documents digitally to the application form

Drop off documents to City Hall

### Attachments - Upload

#### Neighborhood Association Bylaws

Please upload a copy of your neighborhood association's bylaws.

Select file

#### Proof of Good Standing with the Secretary of State

Please upload proof of the neighborhood association's good standing with the Secretary of State. Check your status here: [https://mycps.cps.state.tx.us/coa/.](https://mycps.cps.state.tx.us/coa/)

Select file

#### Project Budget\*

Before uploading a copy of your proposed project budget, please read the budget requirements listed in the [grant guidelines](#).

Select file (Support: pdf, doc, dot, docx, xls, xlt, xlsx)



### Private Property Approval Form

If your proposed project affects the property of a person, business or organization, please upload the Private Property Approval Form. [Click here](#) to print a copy of the form.

Select file (Support: jpg, jpeg, jpe, jpg, jpeg, jpe, pdf, png)

### Neighborhood Support Petition Form\*

Please upload the completed Neighborhood Support Petition Form with at least 5 signatures. [Click here](#) to print a copy of the form.

Select file (Support: jpg, jpeg, jpe, jpg, jpeg, jpe, pdf, png)

### Cash Match\*

Will you be using cash from the neighborhood association toward the required match?

Yes

No

### W-9

Please upload a completed Form W-9, Request for Taxpayer Identification Number and Certification, for your neighborhood association. [Click here to access the W-9 form.](#)

If your neighborhood association does not have an Employer Identification Number (EIN), [click here to learn how to apply](#). If you have any questions, contact the Office of Neighborhood Engagement at 254.750.5774.

Select file (Support: jpg, jpeg, jpe, jpg, jpeg, jpe, pdf, png)

### Landscaping/Building Plans

Please upload any relevant landscaping or building plans of the proposed project site.

Select file (Support: doc, dot, docx, gif, jpg, jpeg, jpe, jpg, jpeg, jpe, pdf, png, ppt, pptx)

### Bids/Estimates

Please upload any bids or estimates for contracted services required to complete the proposed project.

Select file (Support: doc, dot, docx, gif, jpg, jpeg, jpe, jpg, jpeg, jpe, pdf, png, ppt, pptx, xls, xlt, xlsx)

### Additional Information

#### Photos

Please upload any relevant photos of the proposed project site. (You can upload up to 5 files.)

1 Select file (maximum number of files allowed: 5, support: gif, jpg, jpeg, jpe, jpg, jpeg, jpe, pdf, png)

#### Additional Attachments (Optional)

Please use this upload tool if you need to attach any additional information. You can upload up to 5 files.

## Certification

### How did you hear about the neighborhood grant program?\*

(Check all that apply.)

Staff from the Office of Neighborhood Engagement

Other City of Waco staff

Waco City Councilmember

City of Waco website

City of Waco social media

From another neighborhood association

From a community member or organization

Other

### Neighborhood Association President Signature\*

To sign the application, please type your name. By typing your name and today's date below, the president of the neighborhood association is certifying that all of the information in this application is correct.

### Today's Date\*

m/d/yyyy