City of Arlington

2023 Neighborhood Matching Grant Guidebook

Office of Strategic Initiatives

TABLE OF CONTENTS

OVERVIEW

The City of Arlington has approximately $150,000 available for neighborhoods that have improvement projects to beautify and enhance the public spaces or build social capacity in our neighborhoods. Your neighborhood project is eligible if it:

- Serves a public purpose/benefit
- Builds neighborhood cooperation and involves a significant number of neighbors
- Promotes the Champion Great Neighborhoods City Council priority
- Has a detailed budget reflecting accurate project costs and match sources
- Has a detailed and achievable timeline including a plan for long-term maintenance
- Meets applicable codes and has identified necessary permits

This grant is a matching grant, which means that your neighborhood must put some investment into your neighborhood. The match requirement can be met with cash, in-kind donations or services, and volunteer hours. Additionally, the neighborhood will act as the General Contractor for most approved projects, not the City of Arlington (although all necessary permits are required).

GRANT SCHEDULE

Projects should be completed within 12 months of the contract signing. Neighborhoods may not apply for additional Neighborhood Matching Grants until all previously awarded projects have been closed out.

Information Sessions	August – October 2022
Call Opens	August 2, 2022
Applications Due	November 4, 2022
Committee Meets by	December 2022
Council Approval by	January 2023
Contracts Signed/Training Conducted	March 2023

INFORMATION SESSIONS

Attendance at a Neighborhood Matching Grant Information Session by the Project Team Leader is **required** before submitting an application. It is critical that all applicants are familiar with the information in this guidebook and provided at the Information Sessions to have a successful application. Information sessions will be held:

Saturday, August 20, 2022 - 9:30 AM	Virtual Meeting on Zoom (as a component of the Quarterly Neighborhood Leadership Network Meeting)
Wednesday, August 31, 2022 - 6:30 PM	Southeast Branch Library Community Room 900 SE Green Oaks Blvd.
Monday, September 19, 2021 - 6:30 PM	East Library & Recreation Center Community Room 1817 New York Avenue
Friday, October 7, 2022 – 9:00 AM	Downtown Library ReBrary Room A 100 S Center Street

If a neighborhood representative is unable to attend either of these sessions, a representative must review the recorded session prior to submitting an application. A recorded Information Session is posted online at www.arlingtontx.gov/neighborhood_grants.

Virtual Meeting Information

The Virtual Information Session on **August 20** will be held through Zoom using the links on the previous page or posted on the program webpage www.arlingtontx.gov/neighborhood_grants.

This even can be viewed on any internet-enabled device, including computers, laptops, tablets, and smartphones. If you do not have an internet-enabled device, or prefer to dial into the meeting, the number and conference code for each meeting has been provided on the Neighborhood Matching Grant website. Although dialing in is an option, it is not preferred since you will not be able to view the presentation.

ELIGIBLE GROUPS

Groups eligible to apply for the neighborhood matching grant must (at minimum):

- Have a separate bank account for their neighborhood, in the neighborhood's name
- Have an Employer Identification Number (EIN) issued by the IRS, in the neighborhood's name
- Allow membership in the organization to all households within the neighborhood

Developers are not eligible to apply for a neighborhood matching grant on behalf of a new subdivision/development. Neighborhood matching grant applications should be initiated by the residents

NEIGHBORHOOD GRANT AWARD CAP

Beginning with the FY2022 Grant Cycle, **neighborhoods cannot receive more than $50,000 total** in neighborhood matching grants, regardless of the number of previous grants received. Any grants received by a neighborhood from 2007-2021 will count toward this grant award cap. Please email neighborhoods@arlingtontx.gov to confirm the funding availability for your neighborhood.

FUNDING LEVELS

Maximum funding levels are determined by the level of neighborhood organization that is applying:

Neighborhood Group Type	Maximum funding amount
Any Neighborhood Group with a bank account and EIN	$10,000
Active Taxable Entity Status with the State of Texas Comptroller or in partnership with a non-profit fiscal agent	$25,000

Neighborhood groups that are not registered and in active status with the State of Texas Comptroller are only eligible for the lower funding tier with a maximum of $10,000 in grant funding UNLESS the neighborhood plans to complete the project in conjunction with the a registered non-profit organization that has active status. Please check your neighborhood's (or non-profit partner's) status by searching online at https://mycpa.cpa.state.tx.us/coa/search.do?userType=public.

GRANT DISBURSEMENTS

For neighborhood groups that are NOT active in the State of Texas Comptroller Taxable Entity database WITHOUT a fiscal agent: Funding will be issued on a reimbursement or pay-direct-invoice method. Neighborhoods will submit documentation of payment or invoiced services to the City, and the City will verify appropriate payment, and pay the invoice(s) directly to the requestor or issue a reimbursement check to the neighborhood.

For neighborhood groups that are NOT active in the State of Texas Comptroller Taxable Entity database WITH a fiscal agent: Funding will be issued to the fiscal agent in one lump sum upon complete contract execution between the City, the neighborhood, and the fiscal agent.

For neighborhood groups that ARE active in the State of Texas Comptroller Taxable Entity database: Funding will be issued to the neighborhood in one lump sum upon complete contract execution between the City and the neighborhood. Documentation of payment for all materials and services must be submitted prior to closing out the grant project.

MATCH REQUIREMENTS

Grant funds must be met with ***a minimum of 20% match of the total grant request***. There are two match requirement tiers for neighborhoods, based on the area median income (AMI) of the census tract for each neighborhood. More information about the income-based tiers is available in the next section. In general, match can come in the form of cash, volunteer labor, donated professional services, or donated materials. The full match requirement may be met solely with cash if the neighborhood chooses.

Cash must be available in your neighborhood's bank account at time of application. A statement or some other form showing account balance is required for documentation. Neighborhoods must provide at least 10% of the total grant request amount in cash. The remaining 10% can be cash or a combination of cash, volunteer labor, donated professional services, or donated materials. ***This requirement is waived for neighborhoods in census tracts where the Area Median Income is 100% or less of the Arlington Area Median Income – see the next section for more information.***

Volunteer labor will come from the community to do the work for the project. The current volunteer labor rate is $15/hour. Documentation of volunteer hours worked is required for grant reporting. Pledge sheets are not required for the application, but it is recommended that the Team Leader collect commitments from volunteers when planning the project. Documentation of volunteer hours worked, and waivers are required to be submitted with progress reports to substantiate volunteer labor contributed to the project. Volunteers may consist of neighbors within the neighborhood, volunteer groups, or other persons who volunteer toward accomplishing the approved grant project and receive no other compensation for the work completed as a volunteer.

Donated professional services can be anything you will hire a professional to do, but for which they might offer to waive all or a portion of their usual fee. This includes work done by architects, landscape architects, engineers, sign contractors, electricians, etc. A letter or invoice from the professional on their company letterhead documenting their usual fee and how much they are donating **is required** for the application.

Donated materials can be any material donated by a business or individual for the project. This includes items such as plant materials and signage. Documentation of these donations is **required** for the application.

CASH MATCH WAIVER FOR LOW-INCOME NEIGHBORHOODS

For neighborhoods that are within a census tract that has an Area Median Income that is 100% or lower of the Arlington Area Median Income, the cash match requirement will be waived. **The total match requirement will remain 20% of the total grant request, which can be volunteer hours or donated materials or services, rather than cash.**

To determine if your neighborhood is within an area where the cash match is waived, [zoom into your address on this map](), and click on the map where the project is proposed. **If your neighborhood area is blue, you do not have a cash match requirement.** If the neighborhood area is green, at least half of the match (10% of the total grant request) must be cash. This map is also included on the Neighborhood Matching Grant website [www.arlingtontx.gov/neighborhood_grants]().
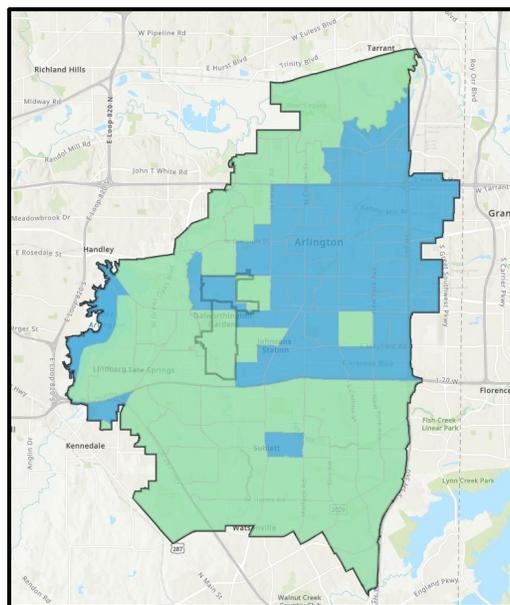
NEIGHBORHOOD SUPPORT REQUIREMENTS

Neighborhoods must demonstrate significant support for the proposed project by submitting a Neighborhood Support Petition. The number of required households that must be in support is tiered based on neighborhood size. Neighborhoods who do not meet this minimum requirement will not be eligible for a neighborhood matching grant. Functionally, neighborhoods will have to (1) provide a neighborhood boundary map to identify the number of homes within the neighborhood and (2) submit a Neighborhood Support Petition with the minimum number of households signing in support of the project. The tiered requirement is as follows:

# Homes in Neighborhood	% Homes in Support	# of Signatures Required
15 - 50	75%	12 - 38
51 - 150	50%	26 - 75
151+	25%	38+

A Neighborhood Support Petition form is included in the appendix of this Guidebook; however, electronic or alternate forms are permitted to be included instead of this form. Neighborhoods using alternate forms must include the same amount of information, including the project description, name, address, and signature (electronic or ink). There are several online electronic signature services available – a Google search should be able to provide you with options that fit your neighborhood best.

PERMITTING REQUIREMENTS

If a project involves any City departments, such as Parks and Recreation or Public Works and Transportation, groups should coordinate with appropriate staff prior to submittal and document their input/coordination in the submittal. If you are unsure who you need to contact, please request assistance from the Neighborhood Program staff by emailing neighborhoods@arlingtontx.gov.

Permits that may be required include **fence, sign, and irrigation permits**. Application forms can be found online here: https://arlingtontx.gov/city_hall/departments/planning_development_services/permitting_and_inspections/permit_applications_forms. All permits must be issued to a registered contractor, and submitted through the Arlington Permit portal at www.arlingtonpermits.com. Requirements for fencing can be found in the Unified Development Code, Section 5.3.4. Sign requirements are found in Article 7.

Irrigation system requirements can be found here: https://arlingtontx.gov/city_hall/departments/planning_development_services/permitting_and_inspections/technical_bulletins under "Irrigation Codes."

Projects in the public right-of-way (ROW) will require a ROW permit from the City of Arlington Land Banking division.

Projects in an easement will require an Easement Use Agreement from the City of Arlington Land Banking division.

Please contact Neighborhood Engagement Program staff for more information on these requirements by calling 817-459-6566 or emailing neighborhoods@arlingtontx.gov.

MAINTENANCE REQUIREMENTS

Projects funded with a neighborhood matching grant are intended to have a long-term positive impact on your neighborhood. Applications must have a well-developed, long-term plan for maintaining and/or repairing any improvements you make on private property.

For projects on public property, provide documentation that any affected City departments have discussed your project with you and are able to take on the responsibilities of maintaining your improvements, if applicable. Documentation can include a letter or emails from the departments.

Ultimately, it is important that projects funded by the neighborhood matching grant look just as good 5-10 years from now as they do when you finish the project. We imagine that you probably want the same thing for your neighborhood.

ELIGIBLE PROJECTS

Eligible projects must meet a public purpose and benefit a neighborhood. Eligible project types include (but are not limited to):

ELIGIBLE PROJECTS LIST	
Community Capacity Building	IRS 501(c)3 designation application
	Permanent communication/outreach tools
	Historic preservation projects
	Public art
Beautification	Community gardens
	Drip irrigation systems for approved landscaping projects
	Landscaping
	Landscaping to screen fencing along arterial streets (Corridor Beautification)
	Park development/improvement
Natural Preservation	Native plant restoration
	Planting along creeks to create a buffer for water
	Recycling/composting programs
Physical Improvements	Benches
	Bicycle racks
	Fencing: only full sections along arterial streets meeting UDC fencing requirements
	Planters
	Playgrounds
	Streetscape improvements
	Traffic calming (speed humps, etc)
Signage	Neighborhood entrance signs
	Street sign toppers
*Creative ideas beyond this list are encouraged, if appropriate for your neighborhood	

INELIGIBLE PROJECTS

Generally, projects that only benefit an individual or restricted group of people are ineligible for funding. Ineligible projects and expenses include:

- Projects inside a gated community or private community amenities (example: pools, club houses, etc.)
- Projects that only benefit individual property owner(s)
- Purchase of equipment for other City programs
- Projects that fund a current or ongoing activity
- Requests to replace current funding being received
- Projects that do not have support of the neighborhood
- Projects that conflict with City improvements or do not comply with local, state, or federal law
- Expenditures (including volunteer hours) incurred **prior** to award of grant funds
- Projects that fix a self-imposed code violation
- Educational/social services
- Salaries or operating expenses
- Fencing not along arterials, not in complete sections, or not meeting Unified Development Code (UDC) requirements
- Plants not on Arlington's Approved Plant List
- Public improvements including streetlights, sidewalks, etc.
- Water or erosion control projects including lakes, streams, creeks, or other bodies of water

- Rebuild or Repair of private streets (gated or ungated)
- Projects that would occur in areas that have prohibitive access signage such as "no trespassing" or "residents only" that effectively make the space closed to the public
- Replacement or Repair of existing systems
- Regular maintenance items (expansions or additions remain eligible)

GRANT PROCESS

The grant process involves pre-application, application, review, approval, and reporting.

1. Attend an Information Session hosted by the Neighborhood Engagement Program staff.
2. If the project is eligible and can meet all grant requirements, complete and submit an application.
3. Once submitted, staff will check applications for completeness and prepare the applications for grant review committee.
4. The grant review committee will independently and collectively review the proposals and prepare a recommended projects list.
5. The recommended project list will be presented to City Council for consideration approval. During this process, neighborhoods may be asked to provide additional information or documentation related to the proposed project.
6. Upon approval, all neighborhood organizations awarded a grant will be required to attend a training session to learn about reporting requirements and to sign the contracts (a sample contract can be found online at www.arlingtontx.gov/neighborhood_grants).
7. Once the contract is signed and executed, City staff will issue a notice to proceed and your neighborhood organization can begin their approved project. When the project is approximately 50% complete, the City requests a mid-project report on the progress of the project. You should reach 50% completion in approximately 90-120 days.
8. When your project is complete, you must "close out" the grant within 30 days. Failure to do this will result in ineligibility to apply for future Neighborhood Matching Grants. Refer to the "Reporting Requirements" section for details on reporting documentation.
   - Grant participants may request any funds remaining at the successful completion of their project to be used in a manner relating to the originally approved project. This request must be submitted in writing to the Office of Strategic Initiatives, who will ensure appropriateness before forwarding to the Assistant City Manager for approval. Additional project measures must be completed within the original project timeline unless otherwise stipulated. No requests for expenditures unrelated to the original project will be allowed. All project reporting, such as submission of invoices, receipts, etc. are required for this process as well.

   NOTE: Neighborhood groups must ensure that any damages to adjacent personal property, rights of way, or any other locations, as a result of this project are repaired. Documentation of such repairs must be submitted to the City as part of the project closeout.

REPORTING REQUIREMENTS

Two reports will be required during the grant project: one report when your project is approximately 50% complete (mid-project) and a final report within 30 days of project completion. Requirements for each report are below:

Mid Project:
- Documentation of expenses paid receipts and invoices
- Documentation of volunteer hours
- Photographs of the project progress
- Narrative of project status and next steps

End of Project:
- Documentation of expenses paid receipts and invoices
- Documentation of volunteer hours
- Post-completion photographs of the project site
- Narrative of project completion

Samples of all reporting documents are available on the Neighborhood Matching Grant website at www.arlingtontx.gov/neighborhood_grants. If you have any questions on the reporting requirements, submit your questions via email to neighborhoods@arlingtontx.gov.

COMPLETING GRANT APPLICATION

The application and supplemental forms are available at: www.arlingtontx.gov/neighborhood_grants. The application is only available online. All project information and documentation **must be submitted through the online form.** A sample of the application questions and format is available in Appendix C of this Guidebook. If you have any questions on how to fill out the application, please submit your question(s) by email to neighborhoods@arlingtontx.gov or call 817-459-6566.

NOTE: You will NOT be able to leave the application and return to it once you have begun. You will be able to go back and forth between pages while working on the application site, but you will NOT be able to close the form and come back to it later. All of the questions and required documents are included below. Additionally, a full application is included in Appendix C of this Guidebook. It is recommended for you to write answers in a separate word document until you are able to submit the full application.

PAGE 1:
Page 1 introduces basic program requirements and eligibility before beginning the application. Once you have reviewed this information, click "Next".

PAGE 2: NEIGHBORHOOD GRANT PROJECT SUMMARY
Page 2 provides an overall summary of your neighborhood, the proposed project, the grant request and the overall project cost, including:
1. Neighborhood Names
2. Project Name
3. Project Category
4. Grant Amount Requested (rounded to the nearest $10.00)
5. Cash Match Amount
6. Other Match Amount
7. Total Project Cost
8. Is your neighborhood required to provide a 10% cash match?

PAGE 3: NEIGHBORHOOD DETAILS
Page 3 asks for additional details about your neighborhood and the team that will be managing the grant project, if awarded. Information includes:
9. Neighborhood Boundary Description

10. Organization Type
11. Neighborhood EIN
12. Neighborhood Bank Name
13. Neighborhood Authorized Signatory
14. Neighborhood Project Team Lead Contact Information
15. Upload neighborhood boundary map
16. Upload neighborhood EIN number verification
17. Upload Neighborhood bank account information and proof of cash match (if required)
18. Upload documentation of Non-profit or HOA status ("Active" status with Texas Secretary of State)

NOTE: Do not skip questions with the "Choose File" Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says, "No File Chosen".

PAGE 4: PROJECT DETAILS

Page 4 asks for additional details about the proposed project. When completing this section, be sure to include enough detail that someone who has never been to your neighborhood could understand the scope and details of your project. Information required includes:

19. Project Location
20. Description of Project
21. Public/Private Property declaration
22. Project Timeline
23. Maintenance Plan
24. Information Session Details
25. Upload project location map
26. Upload plans or drawings of the proposed project
27. Upload quotes or estimates received
28. Upload private property owner approval (if required)

NOTE: Do not skip questions with the "Choose File" Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says, "No File Chosen".

PAGE 5: PROJECT BUDGET DETAILS

Page 5 asks for details about how the neighborhood will fund the project. This includes an overall budget and details about match sources. It is important that the final project budget includes enough cash and grant funds to pay for the project. Specific information requested includes:

29. Total Project Budget Amount
30. Declaration of Match Sources
31. Description of Match Sources
32. Volunteer Hours
33. Cash Match Amount
34. Budget Description
35. Upload Project Budget
36. Upload documentation of discounts or donations

NOTE: Do not skip questions with the "Choose File" Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says, "No File Chosen".

PAGE 6: NEIGHBORHOOD NOTIFICATION AND SUPPORT

Page 6 asks for details about how neighbors were notified, any opposition to the project, and the neighborhood support petition. Specific information requested includes:

37. How did you notify your neighbors about this project?
38. Discuss opposition to the project
39. Number of occupied homes in the neighborhood
40. Upload Neighborhood Group Letter or Meeting Minutes approving the grant project and application submission
41. Upload the Neighborhood Support Petition

NOTE: Do not skip questions with the "Choose File" Icon. Information must be uploaded in these questions to have a complete application for review. Once a file has been successfully uploaded, the document name will appear in the area that says, "No File Chosen".

PAGE 7: APPLICATION CERTIFICATION OF TRUTHFULNESS AND ACCURACY

Page 7 is the final page and asks the applicant to certify that the application information and supporting documents is truthful and accurate. Specific information requested includes:

42. Applicant Certification Information for Submission including:
    a. Applicant Title
    b. Email Address
    c. Phone Number
43. Date of Submission

SUBMITTAL INSTRUCTIONS:

1. Ensure the application is filled out and all sections are complete
2. Ensure all documents have been attached in the appropriate locations within the application form
3. Ensure you receive a confirmation email from staff within 3 days of application submission

SAMPLE BUDGET

Sample Neighborhood Grant Landscape Project Budget			
Item	Description	Cost	Source
Landscaping Demolition	removal of existing plants, trim, and irrigation	$ 1,800.00	grant
Landscape Installation	hire Your Yard Landscape to install new drought tolerant plants	$ 4,000.00	grant
Benches	purchase of two new metal benches	$ 750.00	match (cash)
Installation of Benches	30 volunteer hours to install benches in new landscaped area	$ 450.00	match (other/volunteer)
Light Installation	Landscape lighting donated by Lights Unlimited	$ 600.00	match (other/donated)
	TOTAL PROJECT COST	$ 7,600.00	
	CASH MATCH	$ 750.00	10%
	OTHER MATCH	$ 1,050.00	14%
	TOTAL PROJECT MATCH	$ 1,800.00	24%
	TOTAL GRANT AMOUNT	$ 5,800.00	

*This budget is not representative of accurate or reasonable costs for a specific project and is an example of a suggested budget format only.

The budget document a neighborhood submits does not have to follow this format exactly, but should include the following information:

1. Line items for major components of the project
2. A short description of each line item

3. The total cost of each line item
4. An identification of whether the cost is anticipated to be funded by the grant or by a match source provided by the neighborhood (Source)
5. The Total Project Cost (including all values of match sources)
6. The total Cash Match provided by the neighborhood
7. The total "Other" Match provided by the neighborhood (the sum of volunteer hours, donated services, donated materials)
8. The Total Project Match (the sum of cash and other match sources)
9. The Grant Amount (the Total Project Cost minus the Total Project Match)
10. Percentages calculated that show the Cash Match is at least 10% and the Total Match is at least 20% of the Total Project Cost

NOTE: It is the responsibility of the Neighborhood to ensure the grant amount requested is sufficient to complete the project as proposed in the application

FREQUENTLY ASKED QUESTIONS

Q: How does my neighborhood group get an Employer Identification Number (EIN)?
A: An EIN is free to obtain from the Internal Revenue Service online, by fax, mail, or telephone by visiting www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN.

Q: Can neighborhood groups partner together on an application?
A: In some cases, multiple neighborhoods can and should work together on a large-scale project. The funding amount will still be capped at a maximum of $25,000. If you would like to determine if your project is suitable for a neighborhood group partnership, please contact City staff at an Information Session, or by emailing neighborhoods@arlingtontx.gov.

Q: Can churches or non-profit groups apply for funding?
A: Not independently of a neighborhood group. A church or non-profit organization can partner with its surrounding neighborhood and must still demonstrate neighborhood support of the project. In this case, the neighborhood would be the primary applicant, and the organization would be a "partner organization". If you would like to determine if your group or project is suitable for a neighborhood group partnership, please contact City staff at an Information Session, or by emailing neighborhoods@arlingtontx.gov.

Q: If our neighborhood applies for more than one grant, can we apply for the maximum amount our group is eligible for on each application?
A: No. The maximum award amount is per neighborhood group. The reason for applying for multiple grants per neighborhood group would be if the proposed projects were significantly different from each other, and should be considered separately – for example, you want to do a landscaping project and a traffic calming project. If you're not sure if you should apply for a single grant, or multiple grants (up to 3), please contact us at neighborhoods@arlingtontx.gov.

Q: Can time spent preparing application count towards match?
A: No. While we want you to take sufficient time to put together the best proposal for your neighborhood, this time cannot be counted towards your match requirement as volunteer time.

Q: Can volunteer hours completed before a grant is awarded count?

A: No. The project that you apply for grant funds for is considered its own, independent project by the City, so no hours completed towards a complementary project can be counted towards the match requirement as volunteer time for this project.

Q: Can groups apply for more than one grant per funding cycle?

A: Groups can apply for funding for up to three projects. Applicants must rank the projects in order of preference.

Q: Will projects be weighted heavier with a higher match?

A: We require at least 20% match, but a higher match can help to demonstrate support and commitment to the project from the neighborhood.

Q: What is public property?

A: Public Property includes rights-of-way, parks, City-owned recreational facilities, or any other property owned by a public entity.

Q: What is private property?

A: Private Property is any property owned by a private entity, individual, or homeowner's association.

Q: We're not a non-profit or HOA, how can we apply for grant funds?

A: As long as your organization has an EIN number and a separate bank account in the name of the neighborhood (not a personal checking/savings account), you are eligible to apply for up to $10,000. If your neighborhood is ready, you can also apply for grant funding to become an IRS designated non-profit organization and will be eligible for larger grants in future grant cycles.

Q: How are projects selected?

A: All project applications will be reviewed by the grant review committee, comprised of City staff from multiple departments. A recommended project list will be compiled based on the merit of the application and the capacity of the neighborhood group to carry out and complete the proposed project. The recommended project list will then be presented to the City Council for their final approval. Once approved by Council, contracts with each neighborhood organization will be signed so the project can begin.

Q: Our group previously received NMG funds. Can we apply again?

A: Yes! If your neighborhood has not received $50,000 in previous grants, we want to encourage all neighborhood groups to apply for projects they are excited about. However, if a previous grant project was not completed or the reporting requirements were not met, please discuss with City staff how you will address these issues for the new project. If the neighborhood has already received $50,000 from previous grant awards, your neighborhood is no longer eligible for a Neighborhood Matching Grant.

Q: We have a landscaping project, but are concerned about planting during hotter months

A: Projects should be completed as soon as possible, but we also want plants to survive the hot summer. If it's not practical to install plants before the weather warms up, talk with City staff about extending your project period to allow planting in the fall (i.e. October or November). Remember, neighborhoods with on-going projects are not eligible to apply for additional funding until the existing grants are closed out.

Q: What type of fencing is eligible for the grant?

A: Only perimeter fencing along an arterial road that meets the requirements of the Unified Development Code (UDC) is eligible for the grant. Fences must be 100 percent masonry (brick, stone, architecturally finished reinforced concrete), or any other sustainable material with more than 30-year life expectancy. Fences cannot

be wood, chain link, or vinyl. See section 5.3.4 of the UDC ([Unified Development Code](#)) for specific requirements.

Q: How do we determine if a street is an arterial?

A: This designation comes from the City's Thoroughfare Development Plan. You can see this plan online at: https://arlingtontx.gov/city_hall/departments/office_of_strategic_initiatives/citywide_and_area_plans/thoroughfare_development_plan

APPENDIX A – NEIGHBORHOOD SUPPORT PETITION

NEIGHBORHOOD SUPPORT PETITION

Use this petition to gauge support of neighborhood residents for the project. Make sure that those signing clearly understand the details of your project. Be sure to include owners and renters.

Project Name:

Project Description:

The following residents of the Neighborhood fully understand the aforementioned project and support the pursuit of a Neighborhood Matching Grant to implement it.

	Name	Address	Signature
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APPENDIX B – PRIVATE PROPERTY APPROVAL FORM

PRIVATE PROPERTY APPROVAL FORM

Neighborhood Group Name:

Project Name:

Project Description:

I certify that I am the owner of the property named below. I hereby grant my approval for the above named neighborhood group to undertake the project, named and described above, along or adjacent to my property.

Property Street Address:

Property Owner Printed Name:

Property Owner Signature: Date:

APPENDIX C – EXAMPLE ONLINE APPLICATION FORM

2023 Neighborhood Matching Grant Application

1. Program and Eligibility Information

In order to be eligible for a Neighborhood Matching Grant, all program requirements must be met. Applications not meeting the program requirements will be withdrawn from consideration. Please refer to the 2023 Neighborhood Matching Grant Guidebook to be sure that a submitted application meets program requirements. Address any questions to neighborhoods@arlingtontx.gov or call 817-459-6566.

Neighborhood groups can submit applications for projects in two funding tiers: projects less than $10,000 or projects between $10,000 and $25,000. The largest possible grant award is $25,000. All neighborhood groups must have a bank account in the name of the neighborhood, and an Employer Identification Number (EIN) issued by the IRS. Neighborhood groups applying for projects in the highest funding tier must be a formal organization in "Active" status with the Texas Secretary of State (https://mycpa.cpa.state.tx.us/coa/search.do?userType=public). There is $150,000 available for matching grants in 2022.

Neighborhoods are required to provide at least a 20% match for their proposed project. In general, match can come in the form of cash, volunteer labor, donated professional services, or donated materials. There are two match requirement tiers for neighborhoods, based on the area median income (AMI) of the census tract for each neighborhood. The full match requirement may be met solely with cash if the neighborhood chooses.

For neighborhoods that are within a census tract that has an Area Median Income that is 100% or lower of the Arlington Area Median Income, the cash match requirement will be waived. The total match requirement will remain 20% of the total grant request, which can be volunteer hours or donated materials or services, rather than cash.

To determine if your neighborhood is within an area where the cash match is waived, go to the map link located at www.arlingtontx.gov/neighborhood_grants, zoom into your address, and click on the map where the project is proposed. If your neighborhood area is blue, you do not have a cash match requirement. If the neighborhood area is green, at least half of the match (10% of the total grant request) must be cash.

As an example, if the project will cost $6,000, the neighborhood group must provide at least $1,200 in total match, which equals 20%. If the neighborhood has less than

100% AMI, this can be achieved with any combination of cash, volunteer labor, in-kind, or donated services or materials. If the neighborhood is in an area that is higher than 100% AMI, a 10% cash match is required, and at least $600 must be cash available in the neighborhood bank account at the time of application.

There is also a $50,000 cap on grant awards per neighborhood. This cap is retroactive to 2007. If you think your neighborhood may have reached this cap, please email neighborhoods@arlingtontx.gov to verify. Neighborhoods that have received $50,000 or more in Neighborhood Matching Grants are NOT eligible for new grants. This does NOT include Arlington Tomorrow Foundation grants, only grants awarded Neighborhood Matching Grants.

Neighborhoods applying for a grant must have attended or watched the recording of an Information Session to be eligible. For all other program requirements, please refer to the 2023 Neighborhood Matching Grant Guidebook.

For more information on this grant program, visit www.arlingtontx.gov/neighborhood_grants.

2. Neighborhood Grant Project Summary

This section briefly describes your neighborhood, the grant request, total project cost, and the proposed project. Please complete all questions in this section.

1. Neighborhood Name:

[   ]

2. Project Name:

[   ]

3. Project Category:

( ) Community Capacity Building

( ) Beautification of Parks/Open Spaces

( ) Preservation of Natural Areas

( ) Physical Improvements

( ) Signage (Entryway/Signtopper)

( ) Other (please specify)

[   ]

4. Grant Amount Requested:
Please round the grant request amount to the nearest $10 increment. (For example, if the grant request is $8,956.49, round grant request up to $8,960.00)

[   ]

5. Cash Match Amount Provided by the Neighborhood:

[   ]

6. Other Match Amount Provided by Donations/Discounts or Volunteer Hours:

[   ]

7. Total Project Cost:

[   ]

8. Is your Neighborhood required to provide a 10% cash match? (click on this link to zoom into your neighborhood. If your neighborhood is **GREEN**, you must provide a 10% cash match)

○ Yes

○ No

3. Neighborhood Details

Additional information about your Neighborhood and the Project Team.

9. Neighborhood boundaries:

10. Organization Type:

- ◯ None
- ◯ Voluntary Non-profit Neighborhood Association
- ◯ Homeowners Association (HOA)
- ◯ Other (please specify)

11. Neighborhood EIN:

12. Neighborhood Account Bank Name:

13. Name of Neighborhood Authorized Signatory:

14. Neighborhood/Project Team Lead Contact Information

Name	
Address	
Email Address	
Phone Number	

15. Upload a map of the neighborhood boundaries

[Choose File] [Choose File]   No file chosen

16. Upload documentation of the Neighborhood's EIN Number

[Choose File] [Choose File]   No file chosen

17. Upload documentation of the Neighborhood's Bank Account and substantiate that the Cash Match is in the account

[Choose File] [Choose File]   No file chosen

18. Upload documentation of the Neighborhood Organizational Status as Non-Profit, HOA, or Texas Secretary of State Entity "Active" Status

[Choose File] [Choose File]   No file chosen

4. Project Details

Provide additional details about the proposed project

19. Project Location(s):

20. Describe your project in detail, including what specifically will occur, where it will occur, and the impact of the improvement on the neighborhood:

21. Project is on:

○ Publicly-owned property (City is Owner; in Public Right-of-Way)

○ Privately Owned Property

22. How long will it take to complete the project?

[text box]

23. How will the project be maintained in the future? What is the long-term maintenance plan?

[text box]

24. Which Information Session did you and/or your neighbors attend?

○ Information Session #1 on August 20 (virtually)

○ Information Session #2 on August 31 (Southeast Branch Library)

○ Information Session #3 on September 19 (East Branch Library & Recreation Center)

○ Information Session #4 on October 7 (Downtown Library ReBrary Room)

○ Viewed Recorded Information Session

25. Upload a Map showing where your project will be located

[Choose File] [Choose File]   No file chosen

26. Upload any Plans or Drawings of the Project

[Choose File] [Choose File]   No file chosen

27. Upload any Quotes or Estimates Received by Contractors/Vendors/Suppliers

[Choose File] [Choose File]   No file chosen

28. If the project is occurring on private property, upload a private property owner approval - must include a project description, property address, owner name(s), owner signature, and date.

[Choose File] [Choose File]   No file chosen

5. Project Budget Details

In this section, you will describe the total project budget and how the neighborhood will meet all match requirements.

29. What is your Total Project Budget? Be sure to include the cost of any Building permits, Easement Use Agreements, or Right-of-Way permits that will be required to complete your project (check the 2021 Guidebook for more information).

30. Will the project cost include any of the following? (attach documentation of any donations or discount)

- [ ] Donated materials
- [ ] Discounted materials
- [ ] Donated services
- [ ] Discounted services
- [ ] No donated/discounted services or supplies

31. If yes, please describe the donations or discounts:

32. Will the neighborhood use any volunteer hours as match to their project?

- ( ) No
- ( ) Yes (how many hours)

33. How much cash will the neighborhood provide for the project?

34. Provide a general project budget, briefly explaining each line item, including the match contributions to the project. This information should match the information provided in the Complete Project Budget submitted as an attachment to this application. Refer to the 2021 Guidebook for an example.
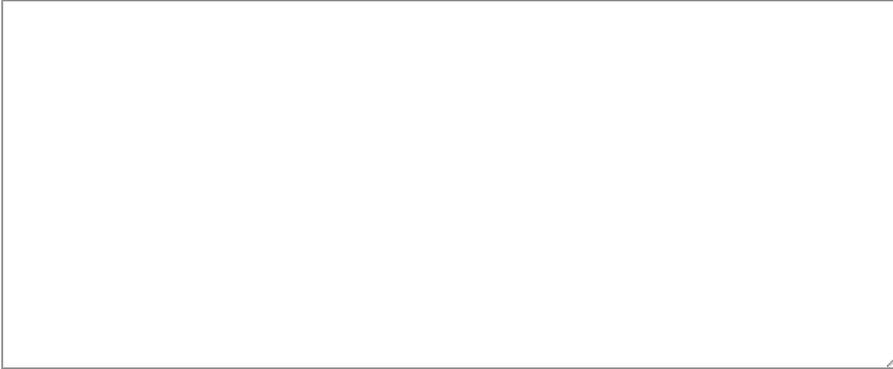
35. Upload a project budget, identifying the amounts per line item for each of the funding sources: grant funds, neighborhood cash, donations/discounts, volunteer time. Refer to the 2021 Guidebook for an example.

Choose File   Choose File   No file chosen

36. Upload all documentation of discounts or donations for the project (tip: combine all pages into a single PDF form for uploading)

Choose File   Choose File   No file chosen

2023 Neighborhood Matching Grant Application

6. Neighborhood Notification and Support

In this section, you will describe how you notified the neighborhood about this project, any opposition, and support for the project.

37. How did you notify your neighborhood about this project application (check all that apply)?

☐ Neighborhood flyer posted in common areas

☐ Post on neighborhood website/Facebook/social media

☐ Post on neighborhood Nextdoor

☐ Email to neighborhood contacts

☐ Went door-to-door

☐ Discussed at a neighborhood meeting

☐ Other (please specify)

38. Discuss any opposition to the project from neighbors:

39. Number of Occupied Homes in Neighborhood:

40. Upload documentation that the Neighborhood Group supports the project (board minutes, meeting minutes, letter from the president/board)

Choose File Choose File   No file chosen

41. Upload the Neighborhood Support Petition.

In order to qualify for a Neighborhood Matching Grant, the proposed project must have a significant level of neighborhood support. This is demonstrated by obtaining signatures in support of the proposed project that meets the following threshold based on the number of homes within the neighborhood boundary:

Homes in Neighborhood	% of Homes in Support
15-50	75%
51-150	50%
151+	25%

Choose File Choose File   No file chosen

2023 Neighborhood Matching Grant Application

7. Applicant Certification of Truthfulness and Accuracy

"By submitting this application, I certify that all information submitted on this application and supporting documentation is complete, true, and correct. I also certify that I have reviewed the eligibility requirements and that the project described above meets those requirements. I further certify that I have reviewed the application and the program review process and agree to comply with its requirements."

42. Application Certification Information

Applicant Name	
Applicant Title	
Email Address	
Phone Number	

43. Date Submitted

Date / Time

Date

MM/DD/YYYY