

## City of Grandville Pilot

### Neighborhood Mini-Grants | Program Guidelines



#### **Purpose**

City of Grandville Neighborhood Mini-Grants are intended to support neighborhood initiatives by providing grants up to \$1,500 to eligible neighborhood groups that accomplish one or more of the following:

- ✚ Foster neighborhood pride and sense of belonging
- ✚ Improve the quality of life for residents
- ✚ Increase neighborhood capacity, opportunity, and leadership
- ✚ Develop stronger relationships among neighbors and neighborhood groups

#### **Who can apply?**

Eligible grantees include residents from the same neighborhood who support a single project. Non-profit organizations such as neighborhood-based community groups and faith-based groups, located or operating within the City of Grandville, may assist the neighborhood group with the project. An applicant must be composed of multiple people who live and/or work in the neighborhood. Applicants must demonstrate that their group:

- ✚ Gathered the wider neighborhood's support for the project. To encourage greater community engagement, preference will be given to groups which demonstrate in their application that they have gone above the minimum engagement requirements.
- ✚ Has a project budget outlining how they propose to fund the entire project and have addressed any applicable project lifecycle issues of ongoing maintenance and cost.
- ✚ Agrees to complete a report upon completion of the project, including an accounting of all revenues, expenses and proof of purchases.

It is recommended that prospective applicants consult with the City Manager's Office as they begin the process of defining the project and preparing an application in order to ensure funding availability and identify key outcomes that need to be considered during the process.

#### **Project criteria**

Applicants must demonstrate that:

- ✚ The project will occur within Grandville city limits and within a geographically defined neighborhood. Acceptable locations may include:

- City of Grandville land, right of ways, parks, trails, greenways, boulevards, parking areas, alleys, etc.
- Private land that is accessible to the general public and not owned by a business (e.g. parking lots, green space around faith/cultural buildings, not-for-profit organizations, etc.)
- Grandville Public or Calvin Christian school property.

- ✚ The project contributes to neighborhood identity.
- ✚ The project encourages diverse neighborhood involvement and participation of residents, community members and volunteers in the project planning and implementation.

Preference will be given to projects that provide more opportunities for residents based on their age, culture, disability, ethnicity, gender, generation, language and socioeconomic status.

Projects occurring on non-city land will be considered only if they have received advance permission from the landowner and meet all other established criteria. Priority will be given to applications showing a substantial level of either/both other cash donations or contributions of volunteer labor or other forms of in-kind support.

Capital projects are eligible for this grant.

**Funding requests**

Applicants may request amounts up to \$1,500 and must demonstrate a level of matching financial and/or other forms of support that is appropriate to the needs of the proposed project; these forms of support may include:

- ✚ Cash donations.
- ✚ Ongoing volunteer labor/time (valued at \$15 per hour).
- ✚ Donated professional or contractor services, including services from artists and arts organizations (valued at the reasonable retail value of the product/service).
- ✚ Donated materials and supplies (valued at retail prices).
- ✚ Borrowed equipment (valued at the cost necessary if it were to be rented).

**Project Examples:**

- **Community garden enhancements**
- **Neighborhood gathering space**
- **Community pathway**
- **Community art display**
- **Neighborhood branding initiative**
- **Interpretive signage**
- **Playground enhancement**
- **Educational community program**
- **Temporary site transformation**

Groups that do not complete their project as proposed, or have leftover funds, will be required to return the funds. Plans and timelines may be adjusted if challenges are experienced during project implementation. Please communicate these changes to City staff. This is a one-time grant not intended to provide financial support on a recurring basis. Please note that this grant is not intended for ongoing maintenance costs. Once a grant has been approved, funds will be issued on a reimbursement basis. Receipts of all expenses will be required prior to payment.

### **How to apply**

Applications will be accepted at any time throughout the year. Complete applications should include:

- ✚ Completed cover page from Mini-Grant Application Form, respond to questions 1 – 6 on the application form and complete the declaration page.
- ✚ Provide the project budget as well as all donations of funding, volunteer hours, and other resources.
- ✚ Optional (but recommended) design attachments, such as photos, drawings, site map.

Submit application packets by email to [connect@cityofgrandville.com](mailto:connect@cityofgrandville.com), or by surface mail (or hand deliver) to City of Grandville, attn. Neighbor Mini Grant, 3195 Wilson Ave SW, Grandville, MI 49418. Please contact the City Manager's Office if you need any assistance or accommodation with completion of the application.

### **Selection process**

- ✚ All grant requests will be reviewed and evaluated by the Mini-Grant Selection Committee.
- ✚ The selection committee will seek to begin reviewing submitted applications within one month of the submission date.
- ✚ Groups will be notified of the outcome of their application as soon as possible, but typically within four weeks of application submission. This will give City staff time to navigate internal processes and departments on your behalf and determine the next steps to make approved projects a reality.
- ✚ Funding will be limited annually to the amount approved for this program by Grandville City Council and other funds made available for this purpose.

### **Examples of eligible expenses:**

- **Materials (paint, equipment, plants, etc.)**
- **Equipment rental**
- **Professional labor**

### **Examples of ineligible expenses:**

- **Fundraising costs**
- **Direct financial assistance to individuals or families**
- **Ongoing programming costs**
- **Commercial activities and related costs**
- **Projects on private property (other than exceptions described above)**
- **Purchase of land or buildings**
- **Travel and accommodation expenses**

- ✚ Priority will be given to neighborhoods/organizations that have not received funding in the prior twelve months. It is expected that these guidelines may not adequately address every possible project scenario.
- ✚ Depending on the project, building and right-of-way construction permits may be required. All project and events must meet all City ordinances.

Please connect with City Manager's Office at 616-531-3030 or at [connect@cityofgrandville.com](mailto:connect@cityofgrandville.com) with any questions.

**City of Grandville**  
**Neighborhood Mini-Grant | Application Form**

Project Title: \_\_\_\_\_

Project Lead/Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Host/Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Description (Summary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Location: \_\_\_\_\_

Approximate project start date: \_\_\_\_\_ and completion date: \_\_\_\_\_

Total cost of project: \$ \_\_\_\_\_ Amount being requested: \$ \_\_\_\_\_

Check which of the purpose statements align with the proposed project (check all that apply):

- Foster neighborhood pride and sense of belonging
- Improve the quality of life for residents
- Increase neighborhood capacity, opportunity, and leadership
- Develop stronger relationships among neighbors and neighborhood groups

Please answer the following questions and attach to the cover page.

1. Describe your project and its intended impact. How will the project benefit the

community?

2. Explain how you will determine the success of the project upon completion.
3. How will the project involve the community before, during and following implementation? As applicable, highlight how the project involves a diversity of interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, tenants and homeowners, etc.)?
4. If applicable, explain how needed approvals or permits will be obtained and how any other regulatory considerations will be addressed.
5. Discuss any potential liability risks and how these are being considered or addressed.
6. Describe your project's anticipated timetable, and, if applicable, ongoing maintenance commitments and/or ongoing cost considerations.

Additional Attachments:

Include a form such as the example below showing all forms of project support, including financial support, volunteer support, and other in-kind support (e.g., donations of tools, food for volunteers, professional services, etc).

Example format:

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Support Type</b>	<b>Value</b>
John Clark	456 Main	111-1111	Cash Donation	\$100
Jason Borne	789 Oak	222-2222	Food Donation	\$25
Mitch Rapp	345 South	333-3333	Volunteer Labor	\$75
Total				\$200

(\*Stronger consideration will be given to applications which demonstrate a significant volunteer labor or resources match.)

Please provide a simple line-item budget that details how requested funds would be used; please also include in the budget any matching funds that you expect to receive in support of the project.

Optional/if applicable, provide any design information, site map or other visuals.

Declaration Page

## **City of Grandville Neighborhood Mini-Grant Application**

### DECLARATION PAGE:

We certify that the information given in this application is correct. We agree to the following terms:

- 1) The project or activity will be carried out when and as described in the application. If there are significant changes to the project or activity, or if the project is not completed, we are responsible for notifying the City of Grandville of any changes, and are required to return funds received back to the City of Grandville.
  
- 2) The host/sponsoring organization listed on the cover page assumes all liability for activities associated with the implementation of the project or activity and for all lifecycle costs described within the application for the five-year period following project completion, unless otherwise agreed to.
  
- 3) Implementation of the project or activity will comply with all applicable policies and regulations of the City of Grandville respecting use of City property.
  
- 4) A final report will be submitted within 60 days of completion of the project describing the key outcomes of the project.
  
- 5) We provide the City of Grandville permission to share my/our names and the details of this application to outside organizations for the purpose of assisting other organizations with the process of seeking grant funding.

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Project Lead Signature Date

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Host/Sponsoring Org Representative Signature Date