



**Community Development Department  
Neighborhood Services Division**  
9875 N. 85<sup>th</sup> Avenue  
Peoria, AZ 85345

## **NEIGHBORHOOD GRANTS PROGRAM GUIDELINES**

### **Purpose**

- Offer funding opportunities that can assist in neighborhood-based improvement projects to prevent the decline of neighborhoods.
- Encourage neighborhood participation and investment to address individual neighborhood needs before they become community challenges.
- Use as an incentive for neighborhood groups and associations to become active partners in their community.
- Spur small grassroots community efforts and improve the quality of life of each neighborhood through resident involvement.

### **Goals**

- Support and increase residents' involvement and investment in their communities.
- Increase the effectiveness of neighborhood organizations by providing financial resources to assist them to plan and complete neighborhood projects.
- Help neighborhoods become supportive environments for their families.
- Strengthen neighborhoods so that current and potential residents are more willing to invest time, effort and money in the community.

### **Who can apply?**

- Traditional neighborhoods.
- Formal neighborhood associations (HOA communities).

### **Grant Amount**

The Neighborhood Grants Program is subject to the annual funding allocations determined by the Mayor and City Council. Up to \$12,000 may be awarded toward any eligible project.

## **Cash Match Requirement for HOA communities**

A 50% cash match is required for grantees representing neighborhoods that have mandated monthly fees and assessment capabilities, and therefore possess a source of revenue. Waiver provision for HOAs that are not fiscally stable may apply on a case-by-case basis.

## **Other requirements**

- The neighborhood association/group must be registered with the City of Peoria.
- Membership in the neighborhood association/group must be open to all residents of the neighborhood.
- Projects should contribute to neighborhood pride and create positive, visible community activity.
- Projects must involve neighborhood residents in the identification, planning and execution of the project.
- Grant recipients must have an appointed neighborhood leader to oversee the grant and act as the liaison between the neighborhood association/group and the City of Peoria.
- Grant funds can only be used for completion of the specific project outlined in the application.
- Project must be completed within six (6) months. If the project is not completed within six (6) months, the neighborhood leader for the project must submit a written request for extension prior to the end of the six-month deadline. The Neighborhood Grants Program committee will decide whether to allow an extension or terminate the grant.
- Grant recipients will be required to submit a Statement of Completion, including photos, on the completed project, and including submittal of all receipts no later than 30 days after the project is completed.
- Successful grant recipients must complete previous project and will not be eligible to reapply for another project until the following fiscal year.
- No additional public input will be accepted after the grant application has been submitted.

**Awards are not made to/for the following:**

- Individuals, single businesses, government agencies, or political groups.
- Ongoing services/project maintenance.
- A project or aspect of a project that conflicts with City of Peoria policy/ordinance.
- Projects that are NOT neighborhood-based.
- Political or other lobbying events.
- Enhancements that are not visible to the general public.
- Projects in progress or completed prior to application submittal.

**Who decides to approve or deny grant requests?**

The Neighborhood Grants Committee (NGC) shall review and approve grant requests over \$2,000. City staff shall review and approve grant requests up to \$2,000.

**How will decisions be made?**

Decisions to approve grant requests shall be based on the selection criteria for the City of Peoria Neighborhood Grants Program. All decisions will be final. Applicants that are not successful are welcome to reapply.

**Selection Criteria**

- Financial Need.
- Applicant's ability to sustain any on-going costs associated with the project.
- Safety, aesthetic and creative enhancements.
- Level of support and involvement of residents in the design, implementation and evaluation of a project.
- Project contributes to increases in neighborhood pride and creates visible, positive change.
- Project reflects neighborhood's ability to implement scope of work and increases residents' confidence to do other projects.

**Application and Selection Process**

Application deadline will be established on an annual basis. The selection process takes approximately 60 days from application deadline. City staff and/or the Neighborhood Grants Program committee shall review all applications and follow-up as necessary with each applicant group.

## **Agreements and Reporting Requirements**

Agreement: The money for the Neighborhood Grants Program is granted in the form of a written agreement between the grant recipients and the City of Peoria. This agreement or contract lays out the terms and methods of getting the money, based on the budget and work plan proposed in the grant application.

Upon the submittal of supporting documentation and receipts, the City of Peoria shall remit payment directly to the vendor(s) or Homeowner Association (HOA). Supporting documentation shall include a report documenting how the money was spent, the project's status and photos of the project.

Reporting: To demonstrate the effective use of public funds, the Neighborhood Services Division requires each recipient to file a Statement of Completion that includes a project summary, an evaluation of the project, photos of the project, and copies of all financial receipts.

*The Neighborhood Grants Review Committee shall have discretionary authority to amend or modify any of the preceding Neighborhood Grants Program guidelines.*