

RESOLUTION NO. 04-234

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE MIAMI LAKES NEIGHBORHOOD MATCHING GRANTS PROGRAM; AUTHORIZING TOWN OFFICIALS TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PROGRAM; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE ANY REQUIRED DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the October 14, 2003 Town of Miami Lakes (the “Town”) Council meeting, the Mayor presented a plan for the MIAMI LAKES NEIGHBORHOOD MATCHING GRANTS PROGRAM (the “Program”); and

WHEREAS, the Program would allow homeowner’s associations and neighborhood groups to partner with the Town to perform neighborhood improvement projects; and

WHEREAS, the Program would provide matching funds of up to \$5,000.00 to match financial, in-kind and volunteer contributions provided by homeowner’s associations and neighborhood groups to implement the projects.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Approval of MIAMI LAKES NEIGHBORHOOD MATCHING GRANTS PROGRAM. The MIAMI LAKES NEIGHBORHOOD MATCHING GRANTS PROGRAM, a copy of which is attached as Exhibit “A,” together with such non-material changes as may be acceptable to the Town Manager and approved as to form and legality by the Town Attorney, is hereby approved.

Section 3. Authorization of Town Officials. The Town Manager and Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Program.

Section 4. Authorization of Fund Expenditure. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of the Program.

Section 5. Execution of Agreement. The Town Manager is authorized to execute any required documents on behalf of the Town.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 8 day of June, 2004.

Motion to adopt by Collins, second by Thomson.

FINAL VOTE AT ADOPTION

Mayor Wayne Slaton	_____
Vice Mayor Roberto Alonso	_____
Councilmember Mary Collins	_____
Councilmember Robert Meador	_____
Councilmember Michael Pizzi	_____
Councilmember Nancy Simon	_____
Councilmember Peter Thomson	_____

Wayne Slaton
Wayne Slaton
MAYOR

ATTEST:

[Signature]

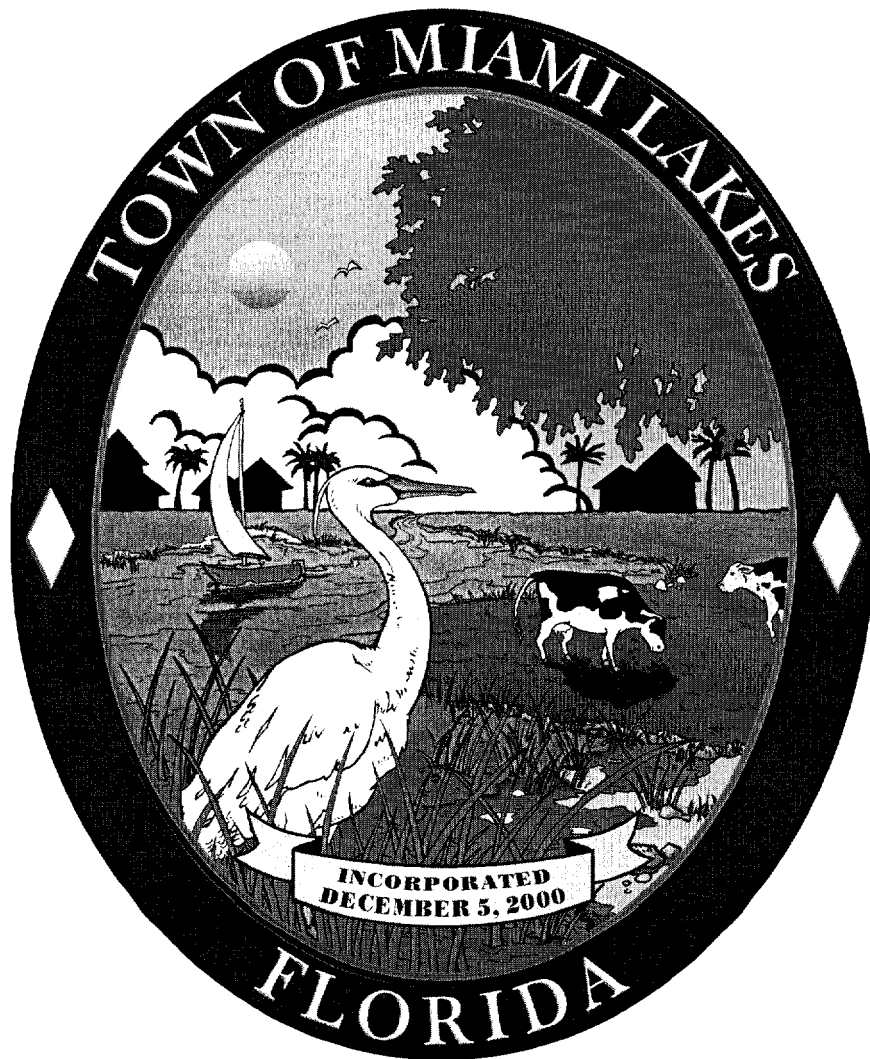
Beatris M. Arguelles, CMC
TOWN CLERK

Approved as to form and legality for the use
and benefit of the Town of Miami Lakes only:



Weiss, Serota, Helfman, Pastoriza, Guedes
Cole & Boniske, P.A.
TOWN ATTORNEY

*Miami Lakes Neighborhood Matching Grant
Program*



*Town of Miami Lakes ♦6853 Main Street, Miami Lakes, FL 33014
PHONE: 305-364-6100 ♦ FAX 305-558-8511 ♦ <http://www.townofmiamilakes.com>*

Miami Lakes Neighborhood Matching Grant Program
 Instructions and Application
 Table of Contents

I.	Introduction	4
II.	Eligible Neighborhoods.....	5
III.	Eligible Neighborhood Groups or Homeowner associations.....	5
IV.	Eligible Projects.....	5
V.	Application Pre-Submission Interviews.....	6
VI.	Grant Application Guidelines	
	Application evaluation guidelines.....	6
	Requirements.....	6
	Monthly Project Report.....	7
	Grant Amount/Neighborhood Match.....	7
	Business and Community Partners.....	7
	Financial Requirements.....	8
	Project Team Responsibilities.....	8
	Application Deadline.....	8
	Initial Planning Meeting.....	9
	Project Documentation.....	9
	Final Report.....	9
	Subsequent Grants.....	9
	Project Completion.....	9
	NMG Agreement.....	9
	Kick-Off Event.....	9
VII.	Grant Application, Forms, and Instructions	
	Application.....	10
	Project Plan and Timeline.....	17
	Volunteer Hours Pledge Sheet.....	19
	Proposed Project Budget.....	21
	Partner's Letter of Intent.....	24
	Request for Partner's Contribution.....	26

Introduction

Mayor Wayne Slaton introduced and the Town Council adopted the Miami Lakes Neighborhood Matching Grants (MLNMG) program in the Fiscal Year 2003-04 Budget to give Neighborhood Groups and Homeowner association's access to city funds to improve the quality of life in The Town of Miami Lakes neighborhoods. The intent of the program is to support a comprehensive beautification strategy managed by the town with the recommendations from the Beautification Committee and the Town's Charrette. Projects that will improve the physical, cultural, and recreational conditions in Miami Lakes' neighborhoods are eligible, if they meet MLNMG guidelines.

To qualify for a grant, Neighborhood Groups or Homeowner associations must contribute at least 50% of the project cost with volunteer time, in-kind donations of goods and services, or cash. The value of the neighborhood's contribution must be equal to or greater than the City's grant.

The purpose of the MLNMG program is to support emerging and established Neighborhood Groups or Homeowner associations that are working creatively on significant neighborhood-based issues and concerns. The intent is to empower Neighborhood Groups and Homeowner association to effectively plan and implement projects that address neighborhood needs.

Neighborhood businesses, corporations, schools, religious institutions or non-profit organizations are encouraged to be "good neighbors" by donating cash, in-kind items or participating in the project itself.

The Town of Miami Lakes Beautification Committee administers the MLNMG program. Town staff has will have an Ambassador to provide technical assistance to each grant recipient. Neighborhood Groups and Homeowner association receiving MLNMG funds must sign an agreement-stipulating adherence to the terms of the grant. The Beatification Committee reviews all MLNMG applications makes recommendations to the Town Manager, who shall award grants based on the MLNMG guidelines and available funding.

For additional information on the MLNMG program, please call:

Citizens Services Office
Lourdes Sosa
Town of Miami Lakes
6853 Main Street
Miami Lakes, Florida 33014
(305) 364-6100

Eligible Neighborhoods

All neighborhoods and Homeowner's Association located within the Town limits are eligible to apply for the Miami Lakes Neighborhood Matching Grants program.

Eligibility

- Not discriminate and must actively seek membership from neighborhood residents;
- Associations or groups must have a minimum of seven households residents participate in the MLNMG project who will meet regularly for project implementation.

If a group of residents from a neighborhood plan a project and that neighborhood has an association, the group should plan their project through the association. This is intended to ensure that projects do not conflict with one another. If the group does not have a neighborhood association, they may seek the sponsorship of an association to assist them in meeting the requirements for a MLNMG. The sponsor association will only be responsible for reviewing progress reports and disbursing funds when appropriate.

Entities not eligible are individuals, single businesses, social service, fraternal and religious groups, universities, political groups, and public agencies. However, eligible Neighborhood Groups and Homeowner associations are encouraged to form partnerships with these ineligible groups to plan and implement projects. The neighborhood-based group or Homeowner association must be the lead applicant and have the primary role in the partnership.

Eligible Projects

In order to be eligible, proposed neighborhood projects must:

- take place within the boundaries of the Town;
- all projects must provide a public benefit to the neighborhood and/or Town;
- involve neighborhood residents directly in all phases;
- have goals which can be accomplished in 6 months or less, and;
- not use grant funds to supplant the associations/ groups operating budget.

Examples of possible projects are:

- **Physical Improvements:** Tot lots; playground and minor park improvements; benches; neighborhood beautification; neighborhood identification signs, etc.
- **Cultural:** Arts & Crafts, Food Festival, etc.
- **Recreational:** Summer youth activities, etc.

MLNMG projects will be conducted in accordance with all applicable federal, state, and local laws; including building and zoning permits and the Town's purchasing ordinance. Associations having projects involving public property must receive the written permission of the appropriate governmental jurisdiction, i.e. Florida Dept. of Transportation. Those having projects involving private property must have the written permission of the property owners involved. **It is the responsibility of the grant recipient to obtain any permits normally required (e.g. building permits for neighborhood signs).**

All physical improvement projects must adhere to the following:

- Must adhere to all Town permitting regulations.
- Must specify who will assume the maintenance responsibilities.
- All physical improvement projects will be reviewed by the Ambassador prior to submission to the Beautification Committee for review and consideration. If the Ambassador identifies any concerns; the association will be notified with direction on how to proceed to resolve the concerns.
- Exact site location with the size and measurements of the proposed physical improvement project must be submitted in detail with the application.

Applications will be evaluated on:

- The quality and scope of the proposed project (i.e. usefulness to the community);
- Level of neighborhood participation in the project;
- Need for the project, and;
- Neighborhood's matching contribution.

Requirements

To participate in the Miami Lakes Neighborhood Matching Grants Program, associations/ group must:

1. Meet all requirements under eligible associations;
2. Meet all requirements under eligible projects;
3. Have its Board vote and approve the grant application according to its bylaws before submitting prior to the due date. (minutes reflecting this vote must be attached to the application).

4. Submit the proposed Project Budget, Project Plan/Timeline, Volunteer Hour Pledge Sheets, signed Letters of Intent from partners documenting the required match, and a copy of the association's meeting minutes reflecting the membership vote of approval for the grant, and;
5. Submit the completed MLNMG application by 5:00 p.m., on the date due to ensure that the project is considered for the matching grants.

Monthly Project Report

This form details the project's monthly activities and budget information. The Monthly Project Report must be completed and submitted on or before the 15th day of the following month. [Example: January's Monthly Project Report is due by February 15.] **Original copies of all receipts, invoices, check request forms, Volunteer Hours, Partners' In-Kind and Cash Contribution must be attached to the monthly project report. If a group is conducting a project with a sponsor, the sponsor will be provided a copy of the report.**

Grant Amount/Neighborhood Match

The Town of Miami Lakes will award matching grants in increments of up to a total sum of \$5,000 to qualified Neighborhood Groups and Homeowner associations. Neighborhood associations must match dollar for dollar the MLNMG funds requested from the Town. The neighborhood match is generated by one or more of the following three sources and verification of the match being submitted with the application:

- Volunteer hours from the neighborhood are mandatory. To insure neighborhood involvement in the MLNMG, at least 15% and not to exceed 50%, of the matching amount must be volunteer hours from neighbors who reside in the defined neighborhood (example: 25% of a \$5,000 matching grant would require \$1,250 worth of volunteer hours). Volunteer labor will be valued at \$10/hour for the purpose of calculating the match. Only volunteer hours accrued after the project is approved can be used as part of the match.
- Letters of Intent for in-kind donations such as supplies, equipment, space, or professional services, which describe each donation and state the market value. The value of professional services counted toward the match shall be based upon the reasonable and customary value of the services rendered as determined by the Town Manager based on submissions of the project team. All donations are tax deductible to the extent allowed by the IRS. The Letter of Intent form is on page 25.
- Letters of Intent for cash donations from either the applying association/Group or contributors. MI donations are tax deductible to the extent allowed by the IRS. The Letter of Intent form is on page 25.

Letters of Intent and Volunteer Pledge Sheets must document all resources being considered for the match.

Business and Community Partners

Neighborhood Groups and Homeowner associations are responsible for recruiting the appropriate business and community partners to meet their match for MLNMG funds. Partners are an important component of the MLNMG program and provide the cash, in-kind services, or products to support a successful project.

A Letter of Intent must be completed for every partner recruited and attached to the MLNMG application to verify the neighborhood match. Neighborhoods are encouraged to continue to recruit partners throughout the year when new resources are necessary. The Letters of Intent for the new partners recruited after the MLNMG application has been submitted must be forwarded to the Citizens Service Office.

Financial Requirements

An initial Project Budget shall be submitted with the application for a MLNMG. Once a grant has been approved, an updated Project Budget shall be completed and submitted prior to release of funds to the Homeowners Association/ Sponsor.

Upon initiating the project, the Town will transfer 50% of the approved project matching grant funds. These funds shall be maintained in the Homeowners Association or Sponsor's checking account. If this account contains the operating funds for the association, a Board approved treasurer's report shall be submitted along with the application. Accurate records shall be maintained to ensure that grant funds are solely used towards the completion of the project.

All donation checks must be payable to the Homeowners association or Sponsor's name. These also shall be accounted for if deposited into the operation account as mentioned above.

Upon completion of the project the Neighborhood Group or Homeowner association will provide the Town with a financial summary that accounts for all the funds the project team has collected and spent on the completion of the project.

The Neighborhood Group or Homeowner association is expected to meet its project goals and expend its funds by the date stated on the application. The Town has the right to re-appropriate any equipment purchased with MLNMG funds that is not utilized in accordance with the grant agreement. If a MLNMG agreement is terminated, all equipment purchased with grant funds becomes the sole property of the Town.

Upon completion of the project or the end of the grant term or at any time that the association may require, a request for an additional draw of funds may be submitted to the Town. This request must fully document all of the expenses incurred to that date.

If partner funds remain upon completion of the project, the Neighborhood Group or Homeowner association must include in its final report a timeline stating when and how these funds will be spent. All monies solicited to support the MLNMG project must be spent on the MLNMG project.

In-kind donations are based on market value and tax deductible to the extent allowed by the IRS. .

Project Team Responsibilities

The Neighborhood Group or Homeowner association must create a project team consisting of at least seven members. The purpose of this team is to plan, manage, and ensure the project's completion.

The team must have a project leader and should have a historian, a report coordinator, and a partner/volunteer coordinator. The project leader serves as the chairman of the team and cannot serve as the Report coordinator. The historian is responsible for ensuring that photographs and/or video footage is taken to describe the project from the beginning to the end. The report coordinator completes monthly reports, keeps accounting records, and prepares the final report under the direction and assistance of the project team. The partner/volunteer coordinator makes sure that the partners are invited to project activities and kept informed of progress, and keeps track of partner in-kind services and project volunteer hours.

MLNMG Program Application Deadline

Applications must be received in the Citizens Service Office by 5 p.m. on the date due. To be considered for funding, the applications must be complete when submitted. Incomplete applications will not be considered and will be returned.

Neighborhood Groups and Homeowner associations are encouraged to use the technical assistance provided by their Citizens Service Office Ambassador.

Initial Planning Meeting

MLNMG project teams are required to have a planning meeting with their Ambassador within 30 days of receipt of the MLNMG funds. The purpose of this meeting is to review, and amend, as needed, the project budget, project plan, and timeline, and to plan for the project's kick-off.

Project Documentation

In order to document each phase of project development, grant recipients are encouraged to provide color photos, videotapes, and newspaper clippings to showcase project planning, development, and implementation. The photos, videotape and newspaper clippings will be used to highlight the project's progress and accomplishments throughout the year. Business partners should be invited to participate in every phase of development and be included in the documentation.

Final Report

The Project Team's Final Report should summarize the accomplishments of the neighborhood project by documenting how the neighborhood was enhanced and includes the financial summary (Refer to Financial Requirements). The Final Report will be completed by the Report Coordinator and signed by the Project Leader. The report will be sent to the Citizens Service Office within 30 days of project completion.

Subsequent Grants

The MLNMG program is designed to provide one time funding for projects that can be completed within the grant period. Any MLNMG projects designed to be ongoing need to identify other finding sources to finance the MLNMG project after the first year. The MLNMG should not be looked at as ongoing funding for projects.

Associations with an open project will not be awarded a second grant until the project has been successfully completed and the Citizens Service Office receives a satisfactory Final Report.

Project Completion

All projects are to be completed and funds spent by the end of the project. Procedures for handling any funds remaining after completion of the project are described in the "Financial Requirements" section of this application.

MLNMG Agreement

Upon being awarded a MLNMG, the president of the Neighborhood Group and Sponsor or Homeowner association must sign a written agreement with the Town of Miami Lakes. The agreement form is available at the Citizens Service Office. After Citizens Service Office approves MLNMG agreements a check will be awarded to the Homeowners Association or Sponsor.

Kick-Off Event

Each MLNMG program recipient is encouraged to have a kick-off event as a part of its first project workday. The purpose of the kick-off event is to publicize the Neighborhood Group or Homeowner association MLNMG project and to recruit neighborhood involvement. The grant recipient is required to invite neighborhood residents, business partners, Town Council members, the Mayor, and appropriate Citizens Service Office staff to officially begin or unveil the project.

Town of Miami Lakes

Mayors Matching Grants

Application

Town of Miami Lakes
Miami Lakes Neighborhood Matching Grants
Application

(PLEASE PRINT OR TYPE)

Name of Neighborhood Group / Homeowner Association:

Project Leader: _____

Address: _____ Zip: _____

Phone: (Day) _____ (Evening) _____

Email: _____ Fax: _____

Neighborhood Group/ Homeowner Association Boundaries: (If applicable)

Street to the North: _____ Street to the South _____

Street to the East: _____ Street to the West _____

Name of Sponsoring Homeowner association (If applicable) _____

What is the Homeowners Association's organizational structure? (President, Vice-president, Board Members etc.)

How does the association elect its leadership? When and how often are elections held?

Please list meeting locations, meetings, activities, and projects undertaken by the association during the past year.

Has the association ever received Mayors Matching Grant funds for neighborhood projects? If yes, please specify source, purpose, and date received.

MLNMG Project Proposal

What is the name of the proposed project? _____

What is the Total cost of the Project? _____

What is the amount of the Town grant request? \$ _____

Briefly describe the proposed project _____

(Use additional Paper if needed)

Please list the most important needs, issues or concerns in the neighborhood and how will the project address these needs, issues, and concerns? **Please be specific.**

(Use additional Paper if needed)

List the project goals, (there are no minimum or maximum number of goals required, please attach additional sheets if necessary).

1. _____
2. _____
3. _____
4. _____
5. _____

List a minimum of seven Neighborhood Group / Homeowner association members who will serve as the association's MLNMG Project Team.

Position	Name	Address	Telephone
----------	------	---------	-----------

Project Leader

Historian

Reports

Coordinator

Partner/Volunteer
Coordinator

5.

6.

7.

8.

9.

How will neighborhood residents be involved in the project? **Please be specific.**

(Use additional Paper if needed)

State the location of the proposed project?

Who will assume the maintenance of the project once completed?

If the proposed project is a physical improvement (landscaping, sign, gazebo, etc.), **please define** the exact site location(s) (please use street names and measurements from the curb, including measurements from sidewalks, if applicable) and measurement(s) of the project (height, width, length), and **attach a drawing** (Please be thorough and specific with the details of your physical improvement.)

a) **Exact location(s)** (i.e. southeast corner of Gore St & S. Orange Ave.)

b) **Measurement(s)**: (i.e. 4 ft. high, 2 ft. wide, 8 ft. long)

If the proposed project is a physical improvement, is your project on:

- Public Right of Way
- Private Property
- Common Area Owned by Homeowners Association

NOTE: *You will need to include written permission from the appropriate government agency for the public right of way or the owner of the private property or common area.*

Please complete pages 17 through 25 , the Project Plan & Timeline, the Volunteer Hours Pledge Sheet, the Project Budget, and Partner's Letter(s) of Intent. Instructions for completing these forms are listed on the page after each form.

We certify that our Homeowners Association voted and approved this MLNMG application on _____, and attached are the minutes reflecting this vote.

Date

Print name of person preparing application

Print Name of the HOA President

Signature of person preparing application

Signature of the HOA President/ Project Leader

Name of Community

Indicate if HOA is acting as Sponsor

Date

Date

Print name of Project Leader

Signature of Project Leader

Date

Mail or deliver to:
Citizens Services Office
Town of Miami Lakes
6853 Main Street
Miami Lakes, Florida 33014
(305) 364-6100

Any questions, please call the Mayors Matching Grants Ambassador, at (305) 364-6100.

Instructions for Completing Project Plan and timeline

The purpose of this form is to identify the tasks and resources necessary to successfully complete the MLNMG project. Please list the primary tasks needed to implement and manage your project. When completed thoroughly, the Project Plan and Timeline serve as guide or road map for your project and a tool or monitoring project progress. The project team will be able to utilize this Project Plan and Timeline to delegate tasks and to utilize its resources, while monitoring the progress of the project.

The **Task** column refers to primary tasks which need to be completed. For example: contacting a business who is providing in-kind services; prepping a house for painting; a workday to install playground equipment

The **Start Date** column refers to the date when the task needs to begin in order to finish the project on time.

The **Completion Date** column refers to the date the task is expected to be completed.

The **Person** column refers to the person charged with carrying out or coordinating a specific task or activity.

The **Resources** column refers to the cash, type of in-kind services and/or volunteers needed to accomplish the task. or example the dollar amount, value of donated space, professional services, materials, plants, computer software, Volunteer hours, etc.

REMOVE this instruction page before submitting your application.

Instructions for Completing Volunteer Hours Pledge Sheet

Please list the name, complete address and phone number of each volunteer along with the number of hours pledged and the task the volunteer will perform during the project year. The hours should reflect all volunteer hours including planning stages and project implementation. Some projects such as neighborhood entrance beautification will require on-going maintenance. Don't forget to include these additional hours.

Volunteer hours must total a minimum of 15% of the total neighborhood match, but cannot exceed 50% of the total of the neighborhood match amount. The 15% minimum total of the volunteer hours must be from residents of the neighborhood. Additional hours can be derived from other organizations or individuals that do not reside within the neighborhood. Volunteer labor does not include in-kind services or goods that businesses donate.

REMOVE this instruction page before submitting your application.

Miami Lakes Neighborhood Matching Grants Project Budget Sheet

PROJECT REVENUES

- | | | |
|--|--|-----------|
| a. Cash from Town | | |
| b. Cash from Partners
(Attach separate sheet for additional space) | | |
| | | |
| | | |
| | | |
| | | |
| c. Total Cash from Partners | | |
| d. Total Cash | | (a) + (c) |
| e. In-Kind from Partners
(Attach separate sheet with Partner Details) | | |
| f. Volunteer hrs * \$10.00
(Attach Volunteer Sheet form) | | |
| g. Total In-Kind Contributions
(e) + (f) | | |
| h. Grand Total Revenue | | (d) + (g) |

PROJECT EXPENSES

- | | | |
|---|--|--|
| i. Cash Expenses
(example: film, video, printing, postage) | | |
| | | |
| | | |
| | | |
| | | |
| j. Total Cash Expenses | | |

Instructions for Completing Project Budget

Project Revenues – Cash from Town, cash from Partners, In-Kind cash value from Partners and Volunteer labor cash value.

1. Line (a) is the approved amount of your Town Grant.
2. Line (b) is the “Cash from Partners” attach the Partners commit letters and list the names and cash contributions from Partners. If you need additional space, continue list on a separate sheet.
3. Total all cash from partners on put on line (c).
4. Add the amounts on lines (a) and (c) and put on line (d) = Total Cash.
5. List and attach the names and cash value of each In-Kind from Partners in a separate sheet and put the total amount of such cash value on line (e).
6. Take the total number of Volunteer Labor hours from the “Volunteer Hours Pledge Sheet” form and multiply by \$10.00 per hour and put the total amount value on line (f).
7. Add the amounts on line (e) and (f) and put the total amount on line (g) = Total In-Kind Contribution.
8. Add the amounts on line (d) and (g) and put the total amount on line (h) = Grand Total Project Revenues.

Project Expenses – All cash and In-Kind service expenses.

9. List all cash expense items on line (i). Be sure to include film, development, video tapes, printing needs, and any necessary postage expenses.
10. Total all cash expenses and put on line (j) = Total Cash Expenses.
11. Attach “Partner detail and contribution sheet” with the percentage of usage of each contributed amounts. Enter the total amount value on line (k) = In-Kind Cash Value.
12. Add the amounts on line (j) and (k) and put on line (l) = Grand Total Project Expenses.
13. Subtract the Grand Total Project Expenses on line (l) from Grand Total Project Revenues on line (h) and put on line (m) = Project Overages or Shortage. Ideally, this figure should be “0” which indicates that all In-Kind services and cash have been secured to meet project expenses. Reminder is you have a shortage this will be a negative number and an overage is a positive number.
14. Add amounts on line (c) and (h) and put on line (n) = Total Neighborhood Match.

NOTE: It is important to complete the proposed budget as thoroughly as possible, thinking through every facet of the project's revenues and expenses. A special effort must be made to identify anticipated expenditures in the proposed budget. If you are awarded a grant, an updated budget must be submitted prior to the issuing of funds. Your CSO Ambassador is available to provide technical assistance before your application is submitted.

REMOVE this instruction page before submitting your application.

Town of Miami Lakes
Miami Lakes Neighborhood Matching Grant

A Partnership with Neighborhood Groups/ Homeowners Associations and Businesses

Letter of Intent

This letter is to confirm that my company/agency _____
(name)

will participate as a partner with the _____
(name)

Neighborhood group/ Sponsor or Homeowner association in the implementation of its Miami Lakes Neighborhood Matching Grant project.

Our contribution will consist of: (Please check all that apply.)

Cash amount of \$ _____ (Please make checks payable to the Sponsor or Homeowner association.)

In-Kind Services/Goods of: _____

The market value of my company's in-kind contribution is \$ _____

We look forward to working with this Neighborhood group/ Homeowners Association on this project.

Signature

Date

Please Print

Name _____

Company _____

Address _____

City/Zip _____

Phone Number _____

Instructions for Completing Partner's Letter of Intent

The Citizens Services Office will provide your association with several copies of the Partner's Letter of Intent that must be submitted with the application. After a potential partner has received the Request for Partner's Contribution letter and has agreed to become a partner for the MLNMG project, the partner must complete the Partner's Letter of Intent and return it to the association.

The partners and Neighborhood group/ Homeowners Associations will place their names in the appropriate spaces. The contribution space will spell out what (cash and/or in-kind), type (services, equipment, professional assistance), and purpose (brief description of project). *Examples would be*

The partner will place the amount of the cash contribution and/or in-kind contribution in the appropriate space. Partners are only those who give cash, goods and equipment or services either in-kind (donated) or at a reduced value, such as, a Sign costs \$1,500 and the partner reduces the cost of the sign to \$1,000. The \$500 will be considered an in-kind contribution. The partner will need to sign the Partner's Letter of Intent and complete the additional requested information.

REMOVE this instruction page before submitting your application.

Town of Miami Lakes
Miami Lakes Neighborhood Matching Grant
A Partnership with the Town, its Neighborhood Groups/
Homeowners Associations and Businesses

Request for Partner Contribution

Date

Dear

Our Neighborhood Group/ Homeowners Association, _____, is
Group/ association name

applying for a Miami Lakes Neighborhood Matching Grant from the Town of Miami Lakes. We will use the grant to address an important

need in our neighborhood. The project is _____

The goal of our project is to _____

In order to receive the Town's grant we must match the \$ _____ grant with volunteer time, in-kind goods, services or cash. Our Neighborhood Group/ Homeowners Association will contribute at least 15% of the match in volunteer time, which is valued at \$ _____. Therefore our total needed to qualify for a grant is \$ _____. Our matching portion must be documented when we submit our application. The Project is to be completed by _____.

We would like your business to partner with us by giving a cash or in-kind contribution. Your in-kind or cash contribution is tax deductible to the extent allowed by the IRS. Our association will invite all business partners to our project kick-off event for special recognition.

We would like the opportunity to discuss the merits of our neighborhood improvement project with you. If you need additional information, my daytime phone is _____. We will call you soon to discuss our request. Thank you for any support you provide our neighborhood residents.

Sincerely,

President/ Project Leader

**Instructions for
Completing Request for Partner's Contribution**

The Citizens Services Office will provide your association with several copies of the Request for Partner's Contribution letter for soliciting partners who help match the MLNMG by giving cash or in-kind contributions. The letter gives a brief overview of the matching needs of the MLNMG.

Assign various members of your committee to address each solicitation letter to potential partners by typing in the project name along with a brief description. Then have the President of the Homeowners Association/ Project Leader sign each letter. Remember to include the president's/ project leader's daytime phone number so that the business contact can call if there are questions. Make a follow up phone call within a week of sending your letter.

In-person contacts usually produce the best results. They give you the opportunity to present an enthusiastic overview of the project with an explanation of why it will enhance the neighborhood. Keep a list of potential partners that have been contacted within and outside your neighborhood. Coordinate all potential partner contacts to avoid multiple appeals to the same company.

REMOVE this instruction page before submitting your application.