

A stylized graphic of a palm tree trunk and fronds. The trunk is a thick, curved brown shape on the right side. The fronds are several green, teardrop-shaped elements of varying sizes and orientations, some overlapping the trunk.

MIAMI LAKES

Growing Beautifully

Neighborhood Matching Grant Application

Town of Miami Lakes

Neighborhood Matching Grant Application

Thank you for your interest in the Miami Lakes Neighborhood Matching Grant Program. Please read all the application materials thoroughly. If you need further assistance, please contact Communications & Community Affairs Director, Clarisell De Cardenas via email at decardenasc@miamilakes-fl.gov or at 305-364-6100 ext. 1132.

Note: Your application will be reviewed to ensure that the application is complete before it is submitted to the Neighborhood Improvement Committee (NIC). Once the NIC reviews the application it is submitted to the Town Council for final approval.

Information Sheet

Purpose of the Program: The primary purpose of the Neighborhood Matching Grant is to create opportunities for neighbors to meet and work together, build stronger relationships, and provide enhanced benefits to the neighborhood.

Outcomes:

- Strengthening a neighborhood's appearance with the addition of permanent physical improvements and/or
- Promoting a greater sense of community through resident participation in a neighborhood project

Grant Amount: A maximum of \$5,000 per fiscal year will be matched per neighborhood project.

Eligible Applicants: Town of Miami Lakes HOA's or residents can apply.

Eligible Projects: A project must be in a public area, demonstrate a strong public purpose, receive active support from the neighborhood residents, and benefit the entire neighborhood. All projects must be designed to have a minimum life span of three years. All projects must be able to be completed within 6 months.

Award Criteria:

- Projects must comply with the Town's procurement ordinance for all contracts and purchases
(Procurement Ordinance: www.miamilakes-fl.gov/procurement)
- Each neighborhood seeking funding is required to make a presentation to the NIC at one of their regular meetings
(Committee Meeting Calendar: www.miamilakes-fl.gov/calendar)

Supporting Materials:

Photographs: Photographs may be submitted in support of the application. Submit as many photographs as needed to clearly convey the need for or circumstances related to the project. Photographs should be numbered and labeled with the location and a brief description of what is being illustrated.

Plans and/or Graphical Renderings: Site and landscape plans are two types of plans commonly used in community development. Site plans depict the existing conditions on the site including property dimensions, building locations, driveways, street lights, proposed improvements, and any other feature relative to the project. A landscape plan is a map that shows existing and proposed landscape features, including the location and type of plant materials. If necessary, Town staff can provide guidance on your plan preparation. You must submit at least one plan or graphical rendering to illustrate the location, type and scope of the proposed improvements.

Other: List and submit any additional supporting materials that you feel are pertinent to your application (neighborhood documentation, correspondence, traffic studies, crime statistics, etc.).

Financial Requirements:**For grant application submittal:**

1. An initial Project Budget shall be submitted with the application of the NMGP. (Part III)

Once a grant has been approved:

1. An updated Project Budget shall be completed and submitted prior to release of funds.
2. A separate checking account must be opened for this project.
3. Upon initiating the project, the Town will issue a check for 50% of the approved funds, and the applicants must transfer all of their cash funds. All grant funds must be kept separate. These funds shall be maintained in the homeowner's association or sponsor's name. Accurate records shall be maintained to ensure that grant funds are solely used towards the completion of the project.
4. The neighborhood group or homeowner's association is expected to meet its project goals and expend its funds by the date stated on the application.
5. The Town reserves the right to request all backup documentation such as receipts, invoices, etc.

Once the project is completed:

1. 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.
2. Upon the 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 the expenses incurred to that date.
3. If grant 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 NMGP must be spent on the NMGP.

Neighborhood Matching Grant Application Checklist

Prior to submittal, please review this checklist to make sure that you have completed all parts of the application.

Project Checklist:

- Part I: Applicant Project Information (page 5)
- Part II: Questions (page 6)
- Part III: Project Budget (page 7)
- Part IV: Neighborhood Support Form (page 9)

Note: It is important that you complete each item on this application form. If you have any questions, please contact Clarisell De Cardenas, Communications & Community Affairs Director via email at decardenasc@miamilakes-fl.gov or at 305-364-6100 ext. 1132.

PART I: Applicant Project Information

Name of Applicant: _____

Signature: _____

Name of Project Coordinator: _____

(Project coordinator who can answer questions prior to proposal review and receives all correspondence related to project.)

Address: _____

Daytime Phone: _____

Evening Phone: _____

Email address: _____

Project Name: _____

Brief Project Description: _____

Specific address of this project: _____

(Please submit map.)

How many people are in support of project? _____

Total Town Neighborhood Matching Grant request: \$ _____

Total value of the neighborhood's contribution (match) \$ _____

Photographs attached?

Yes

No

Town Office Use Only

Reviewed by: _____

Date: _____

Date submitted: _____

PART II: Questions

1. Project Purpose

What problem or opportunity will be addressed by this project and what is the end goal or visible product that will result when the project has been completed?

2. Work Plan

Outline how your Neighborhood plans to accomplish this project. List the key activities to reach your Neighborhood goals and next to the activity, list the date (month/year) estimated it will be completed (all project must be completed within 6 months).

Activity

Completion Date

3. Neighborhood Improvement Project

- a. Who is the owner (public or private) of the property where the project will take place?

- b. If private, the application must be submitted by the owner of the property.

- c. What is the Neighborhood's plan for providing on-going maintenance of this improvement?

PART III: Project Budget

- A. **Description of Item:** List each resource needed to complete your project.
- B. **Quantity:** List the amount of each resource needed.
- C. **Source of Cost:** Supplier of item listed in A.
- D. **Total:** Calculate the total cost (include sales tax if appropriate).
- E. **In-Kind/Cash Contribution:** Describe where the neighborhoods \$ are coming from.

A. Description of Item	B. Quantity	C. Source of Cost	D. Total
Total Proposed Expenses:			

E. Neighborhood's Contribution	D. Total
<ul style="list-style-type: none"> • In-kind = Volunteer Labor/Professional Services • In-kind \$ cannot exceed 20% of total contribution • Volunteer labor valued at \$8/hour 	
In-Kind:	
Cash Contribution: (name/address of contributor and contribution amount)	
Total Proposed Contribution:	

PART III: Project Budget (SAMPLE)

- A. **Description of Item:** List each resource needed to complete your project.
- B. **Quantity:** List the amount of each resource needed.
- C. **Source of Cost:** Supplier of item listed in A.
- D. **Total:** Calculate the total cost (include sales tax if appropriate).
- E. **In-Kind/Cash Contribution:** Describe where the neighborhoods \$ are coming from.

A. Description of Item	B. Quantity	C. Source of Cost	D. Total
<i>Trees</i>	<i>30 @ \$29</i>	<i>Joe's Nursery</i>	<i>\$870</i>
<i>Chain Saw Rental</i>	<i>12 hours @ \$10/hour</i>	<i>Home Depot</i>	<i>\$120</i>
<i>Mulch</i>	<i>35 bags @ \$5</i>	<i>Lowe's</i>	<i>\$175</i>
<i>Labor</i>	<i>90 hours @ \$12</i>	<i>Tree Co.</i>	<i>\$1080</i>
Total Proposed Expenses:			\$2,245

E. Neighborhood's Contribution	D. Total
<ul style="list-style-type: none"> • In-kind = Volunteer Labor/Professional Services • In-kind \$ cannot exceed 20% of total contribution • Volunteer labor valued at \$8/hour 	
In-Kind:	
<i>Tree Planter 50 hours @ \$12/hour</i>	<i>\$600</i>
<i>Volunteer Labor 10 hours @ \$8/hour</i>	<i>\$80</i>
Cash Contribution: (name/address of contributor and contribution amount)	
<i>John Smith, 15000 NW 67th Avenue, Miami Lakes, FL 33014</i>	<i>\$80</i>
<i>Anna Banderas, 14800 NW 87th Avenue, Miami Lakes, FL 33016</i>	<i>\$450</i>
Total Proposed Contribution:	\$1,330

