



City of Atlanta

Neighborhood Planning Unit

2016-2017 Grant Program

GRANT APPLICATION PACKET

- **Grant applications will only be accepted from the NPU. Neighborhood associations must work with their NPU to submit their proposed projects as a part of the NPU submittal.**
- **Grant applications must be postmarked or sent via email on or before FRIDAY, OCTOBER 28, 2016.**
- **GRANT APPLICATIONS WILL HAVE ONE (1) ROUND. AWARDS WILL BE ANNOUNCED ON OR BEFORE TUESDAY, NOVEMBER 22, 2016. ALL INVOICES OR RECEIPTS MUST BE RECEIVED BY FRIDAY, APRIL 14, 2017. (NO EXCEPTIONS)**
- **Grant applications must identify City of Atlanta registered vendors as a part of the submittal and project description.**
- **INCOMPLETE APPLICATIONS AND THOSE RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**
- **Applications are considered received when the NPU Chair receives notice from the Office of Planning.**



City of Atlanta Neighborhood Planning Unit Grant Application Packet

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**Grant Applications Must be Postmarked or sent via email
on or before FRIDAY, OCTOBER 28, 2016
Complete Applications must identify City of Atlanta registered vendors.**

**Incomplete applications and those received after the deadline will not be accepted. Applications
are considered received when the NPU Chair receives notice from the Office of Planning.**

Applications should be sent to the following:

**Tanya C. Mitchell, NPU Coordinator
City of Atlanta
Office of Planning
55 Trinity Avenue, S.W.
Suite 3350
Atlanta, GA 30303
Phone: 404-330-6899**

Email address: tcmitchell@atlantaga.gov

CITY OF ATLANTA

NEIGHBORHOOD PLANNING UNIT GRANT PROGRAM

**** Please read the entire packet before beginning your application.****

I. OVERVIEW

The Neighborhood Planning Unit 2016-2017 Grant Program was developed through funds provided in the City of Atlanta Fiscal Year 2016 budget, to assist in improving the quality of life within neighborhoods and the City as a whole. These grant funds will further neighborhood efforts to help fund locally-based projects to beautify a gateway or gathering place, increase awareness about neighborhood efforts and support activities that build capacity and leadership skills. These grants will be made available to Neighborhood Planning Units (NPU) and the Atlanta Planning Advisory Board (APAB) through an application process managed by the Office of Planning.

II. ELIGIBLE PROJECTS AND ACTIVITIES

Neighborhood Enhancement: Projects/activities that will improve the appearance and livability of the neighborhood's public spaces such as streetscapes, gateways, and neighborhood business areas. Projects/activities are generally highly visible capital projects that can be undertaken and completed in a short period of time.

Neighborhood Leadership and Capacity Building: Projects/activities to improve the organizational capacity of NPUs and neighborhood associations in addressing issues, improving conditions, and enhancing the quality of life within the neighborhood. ***Neighborhood associations must work with their respective NPUs to request these funds.*** This category is for neighborhoods with active associations and leadership, as well as neighborhoods with little organizational structure or leadership. Project/activities can also provide opportunities for training and education on how citizens can effectively participate in City government as well as enhance leadership skills for existing NPU/neighborhood association leaders. These opportunities can take the form of workshops, lectures/charrettes, special guest speakers, off-site tours and simulation exercises. These types of activities should strive to provide total immersion into issues that will enhance the effectiveness of the operations of the neighborhood planning units. Funds can be requested for administrative activities (i.e. duplicating, supplies, etc.)

Neighborhood Awareness: Projects/activities to increase awareness of the NPU program and to increase membership in the NPU or neighborhood organization/association.

Neighborhood Development Assistance: Projects to encourage productive communication among residents, developers, and other stakeholders during the development review process including financial assistance for impact studies, and third-party consultant review to evaluate conflicting and complex opinions on the suitability of the proposal and in order to enhance beneficial impacts to the community. Funds cannot be used for the procurement of legal services.

III. ELIGIBLE APPLICANTS

- **Neighborhood Planning Units (NPU) - An NPU must be an active participant of the Atlanta Planning Advisory Board. Active participation includes having an APAB delegate that has attended a minimum of three (3) meetings in the year prior to the date of submission of an application.**
- **Atlanta Planning Advisory Board (APAB)**

IV. PROGRAM REQUIREMENTS

- Funds shall be used only for costs **directly** related to project goals.
- This grant program will not make grants to or for the following:
 - Capital campaigns
 - Endowment funds for-profit entities Fundraising events
 - Government agencies or departments
 - Individuals lobbying efforts
 - Political groups
 - Religious organizations for religious purposes
 - Single business donation
 - Food (can be incorporated at an approved event)
 - Legal services
 - Electronics (i.e. I pads, cameras, computers, & televisions)
 - Equipment (i.e. lawn mower, tools)
- Applications will only be accepted from the NPU Chairperson or NPU designated Project Manager. **Multiple Project Managers from neighborhoods will not be communicated with.**
- The designated contact or Project Manager must comply with the City of Atlanta's Ethics Board requirements.
- All award recipients must provide signed waivers if private property is impacted.
- All **VENDORS must be properly registered** with the City of Atlanta for the application to be deemed complete. For supplier registration go to: <http://procurement.atlantaga.gov/supplier-registration>.
- If the Project Manager is different from the Chairperson, then there must be a valid email address and phone number on file.
- All projects must be included on one application which is submitted to the Office of Planning no later than Friday, October 28, 2016.
- **All Project Managers and/or Chairpersons are required to attend an in-person or telephone conference NPU Grant Training. Invoices will not be processed until the Chair or Project Manager has the training.**
- NPUs must submit a financial closeout report for the 2015-2016 Grant before approval of any future grants.

V. GRANT SELECTION CRITERIA AND SCHEDULE

The Neighborhood Grant Program funds activities and projects within the geographical boundaries of the City of Atlanta. All activities and projects must:

- demonstrate a benefit to the public, specifically to the impacted neighborhood
- be free and open to the public;
- ensure all meetings are open to all residents/businesses residing within the neighborhood; and be compatible with adopted city plans and policies.
- have a well-defined scope, goals and detailed steps (e.g. what is being done, by whom, how the steps relate to the final product)
- establish a timeline for completion
- identify the project team

Applications will be reviewed and approved by the Office of Planning. Awards to individual Neighborhood Planning Units shall not exceed \$4000.00. (Amounts awarded over initial award are subject to fund availability). Awards to the Atlanta Planning Advisory Board shall not exceed \$5000.00.

Schedule

- **Application Deadline is Friday, October 28, 2016**
- **Notification of Awards on or before Tuesday, November 22, 2016**
- **Invoices/Receipts are due no later that Friday, April 14, 2016**

*****The Office of Planning reserves the right to grant additional awards if more funds are available.**

VI. FREQUENTLY ASKED QUESTIONS

1. **What type of projects will have the best chance of being funded?**

Projects that will have the best chance of being funded are those that are in accordance with the three areas of funding:

- Neighborhood Enhancement
- Neighborhood Leadership and Capacity Building
- Neighborhood Awareness
- Neighborhood Development Assistance

2. **Can an individual apply for the grant?**

No. An individual, civic group, neighborhood association or community organization cannot apply for the grant. Only Neighborhood Planning Units (NPU) and the Atlanta Planning Advisory Board (APAB). However, NPUs are encouraged to communicate with their neighborhoods and incorporate projects in the NPU application.

3. **What specifically will the grant pay for?**

Funds awarded under this program may only be used for costs to vendors that supply services **directly** related to the program goals and requirements. Funds CANNOT be used for the following:

- Capital campaigns
- Endowment funds for-profit entities Fundraising events
- Government agencies or departments
- Individuals lobbying efforts
- Political groups
- Religious organizations for religious purposes
- Single business donation
- Food (can be incorporated at an approved event)
- Legal services
- Electronics (i.e. I pads, cameras, computers, & televisions)
- Equipment (i.e. lawn mower, tools)

4. **Can I pay a family member/spouse for services related to this grant?**

Grant funds may not be used to pay for these services, but you may consider this type of contribution an in-kind contribution to your project.

5. **How does my NPU receive the money for the grant?**

The Chairperson of the NPU or the Project Manager will receive the check via mail after being notified from the NPU Coordinator that the check will be mailed within the next 2 business days. The Chairperson or the Project Manager is expected to deliver or mail the check to the vendor. This procedure is used to ensure services are completed before payment is disbursed to a vendor. If the project manager prefers for the Office to mail the check directly to the vendor this should be communicated in writing via email.

6. **How long does it take from the time the invoice is sent to the NPU Coordinator to the time that I am notified that a check will be mailed?**

Maximum amount of time is 60 days. This time includes verifying registration, invoice review and filing, verification of funds and processing through Finance. If a check is not received in 30 days please communicate with the Office of Planning to ensure documents were received.

7. **What if my NPU over estimated a project can the reaming amount be used for another project?** Yes, remaining balances from the approved projects can be utilized for another eligible project. This change should be requested by the Chairperson and/or the Project Manager and communicated to the Neighborhood Planning Coordinator for Review and Approval prior to the submission of an invoice.

Neighborhood Planning Unit 2016-2017 Grants Program Application

Date:	
NPU:	
Project Manager:	Phone:
Address:	Fax:
Zip:	Email:
Has organization defaulted on any city or city affiliated <input type="checkbox"/> state <input type="checkbox"/> or federal <input type="checkbox"/> grants or loans? <i>*Any organization defaulted on city or federal grant will be deemed ineligible.</i>	
If yes: Grant <input type="checkbox"/> Loan <input type="checkbox"/>	
Briefly Describe Circumstances:	

1. Date of Project Period:
2. Amount of Cash Investment Request (Vendor Funding Only):

Budget Detail List Expenditure Items	Estimated Expenses	Specific Neighborhood Represented (if any)
Total	\$	

3. Amount of Cash Investment Request (Vendor Funding Only):

4. List any other funding (public or private) that will be used to support the project. List all confirmed project investors with cash and or in-kind contributions if applicable:

Project Investors	Cash Amount	In-kind Cash	In-kind Other

5. Please list the planned vendors for the projects with the vendor ID number which was give by the City of Atlanta.

Project Vendors	City Vendor ID#s	Project Vendor Contact Information

6. Program/Project Components:

Neighborhood Enhancement

Activities that will improve the appearance and livability of the neighborhood's public spaces such as streetscapes, gateways and neighborhood business areas..

Neighborhood Leadership and Capacity Building

Activities should enhance the effectiveness of the operations of the neighborhood planning units.

Neighborhood Awareness

Activities can include training and educational workshops designed to improve citizen participation and encourage neighborhood unity and pride.

Neighborhood Development Assistance

Projects to encourage productive communication among residents, developers, and other stakeholders during the development review process including financial assistance for impact studies, and third-party consultant review to evaluate conflicting and complex opinions on the suitability of the proposal.

Please describe the NPU approval process of the project listed in the application.

Project Description (Please add additional details concerning your projects)

- 7. Indicate the name and number of residents engaged in the planning and implementation.**
- 8. Indicate the name and number of stakeholders engaged in the planning and implementation.**
- 9. Indicate the number of expected participants for the current project period.**

10. Is there a planning/taskforce/visioning committee? Yes No

11. How often will they meet? Weekly? Monthly Other What will be their tasks?

12. Describe Organizational Capacity:

Describe organization's strengths for completing the project.

Identify key staff who will oversee the program and describe their qualifications to implement the project (50 words or less):

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- Grant applications must be postmarked or sent via email on or before **FRIDAY, OCTOBER 28, 2016**.
- **INCOMPLETE APPLICATIONS AND THOSE RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**
- **THIS IS A ONE (1) ROUND GRANT APPLICATION. GRANT RECIPIENTS WILL BE NOTIFIED OF THEIR AWARD BY TUESDAY, NOVEMBER 22, 2016.** Applications are considered received when the NPU Chair receives AWARD notice from the Office of Planning.
- Grant applications must identify City of Atlanta registered vendors as a part of the submittal and project description.
- **ALL INVOICES AND/OR RECEIPTS MUST BE RECEIVED BY FRIDAY, APRIL 14, 2017.**

The Office of Planning will communicate with each awarded NPU's Chair or Project Manager.

Applications should be sent to the following:

Tanya Mitchell, NPU Coordinator
City of Atlanta Office of
Planning
55 Trinity Avenue, S.W.
Suite 3350
Atlanta, GA 30303
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Email address: tc Mitchell@atlantaga.gov