

Neighborhood Improvement Grant 2024 FAQs

Who can apply for this grant?

Eligible applicants include any Neighborhood Associations within city limits and registered with the City of Fort Wayne.

What types of projects are allowed?

Projects must provide a creative capital improvement that enhances public spaces within the neighborhood. The following are examples of eligible grant projects:

- Improving or providing neighborhood amenities (signage/welcome markers, community centers, community gardens, or greenspaces).
- Public art installations.
- Improvements that activate public spaces and encourage usage (benches, crosswalks, bike amenities).

What types of projects are NOT allowed?

- Routine maintenance, *i.e.*, mowing and snow removal.
- Invasive plants or annual plants.
- General maintenance of public infrastructure (public sidewalks, public streetlights, alleys and curbs).
- On-going operating expenses, *i.e.*, administrative costs, office supplies, and website fees.
- Costs for food and beverages, games, prizes, giveaways, etc.
- Block Parties, social events, and programming.

What is the maximum grant amount?

\$5,000 maximum. Awards are determined by contractor estimates provided in the application. If the cost of materials changes from grant approval to project start, the neighborhood will need to cover any additional costs.

How do I Apply?

Make sure your neighborhood is registered with the City; if not, register online at fortwayneneighborhoods.org.

- Submit a completed Application, which includes (but is not limited to): a budget, description of the project, supporting details/documents, and estimates for each of your contractor and project items. Upon project approval, three quotes/bids must be acquired for each project component/service and a completed bid sheet.

When Are The Applications Due?

Friday, March 8th, 2024, before 5 pm.

Do I have to follow the word counts on my application questions?

YES! If you write more than the allowable number of words, the additional words will not be scored or read.



Vibrant. Prosperous. Growing.

What is the process for project approval?

Projects must be reviewed and evaluated by multiple departments across the City and County. Each project is thoroughly reviewed to ensure that grant application requirements are met. The City retains sole discretion in determining how proposed projects, programs, and activities meet the program guidelines and criteria. The types of proposed projects can vary greatly; therefore, the following scoring criteria are not absolute; rather, they are intended to provide guidance for applicants while preparing their applications and for City staff in scoring them. Projects are scored based on the criteria listed below:

1. Neighborhood Benefit and Engagement: 0-25

- Opportunities to collaborate and develop skills. 2 points
- Quality of life benefits. 5 points
- Description of Engagement. 15 points
- Neighborhood involvement. 3 points
- Proof of Engagement. 4 points
- Neighborhood documents. 1 point

2. Scope of Work/Creativity/summary: 0-16 Points

- Purpose, benefits, and reasoning. 2 points
- Creativity/ originality. 6 points
- Partnerships and community goals. 2 points
- Project schedule. 1 point
- Designs, plans, specifications, and example photos. 4 points
- List all approvals needed.

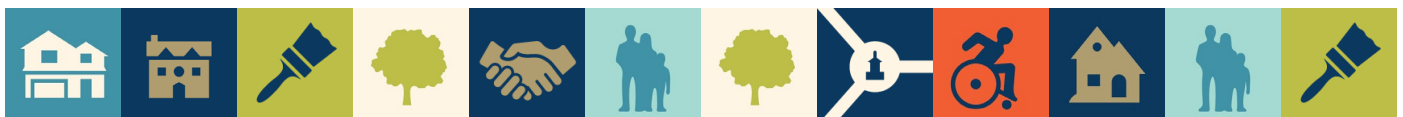
3. Estimated Project Cost, 5 points

When will I know if my project has been approved?

Grant recipients will be announced via press release and email roughly a month after the grant program applications are due. If an applicant applies but is ineligible (due to being outside of city limits or the project is not allowable), they will be notified immediately. If the project requires revision or amendment, we will email the applicant with a deadline for amendments otherwise. Applicants that were not selected will also be notified via email or phone.

What happens if my project is selected?

- Applicants who are selected must sign a contract Funding Agreement with the City before implementing their project.
- Depending on the scope of the project, a minimum of three (3) bids or quotes are required and must be provided to the City before the implementation of the project and a bid sheet must be completed.
- If one vendor can handle multiple elements of the project and give a lower total project cost, even though some elements are more expensive, the neighborhood can select that vendor.
- Brief checkpoint status reports should be provided, and upon completion of the project, the Grantee will provide a summary report along with a complete expense report.



- As a direct payment program, contractors or recipients to be paid must submit W9 documentation to the City of Fort Wayne. The Grant Recipients can choose to be reimbursed instead of the City paying their vendor.

What is the timeline for grant completion?

Project must begin within 1-3 months from award date. Projects must be completed by the substantial completion date of November 22, and final reports/reimbursement by December 2nd, 2024.

What is the Program timeline?

January 2024 – The program opens

March 8, 2024 – Deadline for applications

March to April 2024 – Applications are reviewed

April 2024– Grant Recipients announced & begin meeting with grant recipients to discuss project scope, and budget and begin signing/collecting Grant Agreement.

May to November 22, 2024 – Projects underway, monitored, closed out, and payments distributed

December 2, 2024 - Deadline to submit all project paperwork

What do I do if my project changes after being approved?

Immediately contact grant administrator, Bernadette Fellows, to discuss the situation and determine an acceptable path forward. Contact Bernadette Fellows at 260.427.1258 or Bernadette.Fellows@cityoffortwayne.org for additional information.

What reports are required?

This grant has several checkpoints for completion, at 50% completion and 100% completion. At each checkpoint and in the final report, the neighborhood should email, fax, or deliver a summary on how the project is going and what is the updated project timeline. The final report must also include photos of the project (before and after) and state the community benefit from the project and experience with the grant program.

What are some of the Grant Program terms and contract requirements?

- The City retains sole discretion in determining whether or not applications are eligible.
- Necessary permits or other approvals must be obtained by the applicant prior to starting projects.
- Projects may involve private property but must provide a clear public benefit. Documentation must be provided that confirms property owner support and approval of the proposal.
- Projects may require a design review as a condition of the grant award. The projects may also be subject to additional City departments' application requirements.

Refer to the grant agreement and application for more complete guidelines.

Additional Information

Available at www.FortWayneNeighborhoods.org by clicking on the resources menu item.

Contact Bernadette Fellows at 260.427.1258 or Bernadette.Fellows@cityoffortwayne.org for additional information.



Vibrant. Prosperous. Growing.