



# Neighborhood Improvement Grant Application - 2018

If you have questions about this grant program, please contact **Russell Garriott at 427-2138**  
or [Russell.Garriott@cityoffortwayne.org](mailto:Russell.Garriott@cityoffortwayne.org).

## General Project Information

Project Location: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Applicant Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Application Questions

Please review the grant guidelines before completing this application.

### 1. Project Scope/Creativity/Readiness

Describe your project and how it creatively addresses a need in the community. Include lead participants, tasks and timeline, outcomes or products and future maintenance needs. Please attach all additional information such as designs, plans or example photos, to this application.

### 2. Community Benefit

Describe what issue is being addressed and how the proposed project offers creative and workable solutions. Who directly benefits and how does the neighborhood benefit?

### 3. Neighborhood/Community Participation

What level of involvement will the neighborhood/residents have throughout the process? What opportunities for participation and skill development are there for community members? Will the project offer opportunities to create or expand partnerships with other entities or groups?

### 4. Consistency with Adopted Plans and Policies

Describe how the project implements or aligns with City plans and policies. What permissions and/or permits will need to be obtained for completion of the project? <http://www.fwcommunitydevelopment.org/planning/about-us>



## Budget

### Project Costs

Description	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total:</b>	\$ _____

If work will be partially or fully implemented by professional contractors, two separate quotes must be obtained and attached to the application.

### Project Funding

Funding from Organization \$ \_\_\_\_\_  
Funding from Other Sources \$ \_\_\_\_\_  
**Total:** \$ \_\_\_\_\_

### Volunteer Hours and Other Contributions

Proposed Volunteer Hours **Hours:** \_\_\_\_\_

Donated and In-Kind Goods and Services \_\_\_\_\_ \$ \_\_\_\_\_  
(include estimated dollar amount) \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
**Total:** \$ \_\_\_\_\_

### Requested Grant Amount

\$ \_\_\_\_\_

## Approval and Acknowledgements

### Property Owner Verification/Approval

By signing this application, I verify that I am the legal owner of the property requesting a Neighborhood Improvement Grant, and hereby grant authorization to complete the improvements indicated on this application and subsequent Scope, Bid Form and Grant Agreement.

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Signature of Property Owner

Printed Name

Date

### Applicant Acknowledgements

- All statements provided in the application are true and any misrepresentation will void any subsequent Grant Agreement and/or funding.
- I understand that the Neighborhood Grant must be used for the project described in this application and subsequent Scope/Grant Agreement. A Grant Agreement must be signed **before** entering into any contracts, purchasing any materials, or performing any work included in the grant project unless approved via City Grants Administrator. Work initiated prior to the Grant Agreement is not eligible. I understand that failure to comply with the Grant Agreement may result in loss of eligibility to receive funds.
- I acknowledge that The City of Fort Wayne is obligated only to administer the grant and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature arising out of or otherwise related to the project of application undertaken by the applicant and/or owner.
- I understand that all required permits are the responsibility of the owner/applicant.
- I acknowledge that proof of payment for eligible project costs includes a detailed invoice from the company/contractor of the charges and a copy (front and back) of a cancelled check in payment of the same amount. Reimbursements will occur only after the project completion or approved phase completion and all above payment information is submitted.
- Any unapproved changes to project plans as stated in the approved project Scope will void the grant and result in non-payment of funds or a portion of the funds. If changes to the project scope are necessary, it is the responsibility of the Grant Recipient to immediately contact the Grant Administrator for additional project review and approval before continuing the project. Regardless of approved changes, funding awards cannot be increased after the Grant Agreement is signed.
- Grant Agreements need to be signed within 30 days, and work initiated within 90 days of notification of award. If not completed, fund approval may be revoked. Extensions may be granted at the discretion of the Grant Administrator.
- A completed W-9 will be required with submission of a signed Grant Agreement.

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Signature of Applicant

Printed Name

Date



# Neighborhood Improvement Grant Application Check List – 2018

Please submit with your application. If items do not apply to your project print “N/A” next to the item.  
*Detailed documents that show a stronger impact in concept and explanation will be favored.*

- \_\_\_\_\_ 1. Applicant is a neighborhood registered with the City (with completed registration form), or is a Neighborhood Area Partnership.
- \_\_\_\_\_ 2. Completed application form.
- \_\_\_\_\_ 3. Completed Application Questions.
- \_\_\_\_\_ 4. Designs, plans and photos.
- \_\_\_\_\_ 5. Two quotes for work (if professional contractors are performing work).
- \_\_\_\_\_ 6. Completed budget sheet.
- \_\_\_\_\_ 7. Property Owner Verification/Approval signature.
- \_\_\_\_\_ 8. Applicant signature.

Completed and signed Application Forms, along with all other required items stated in the checklist, must be submitted by the **September 3, 2018** deadline date. Submittal packets can be mailed, emailed, or hand-delivered to:

**Russell Garriott**  
City of Fort Wayne  
Community Development  
200 East Berry Street, Suite 320  
Fort Wayne IN 46802  
[Russell.Garriott@cityoffortwayne.org](mailto:Russell.Garriott@cityoffortwayne.org)