



City of Chattanooga  
**Department of Neighborhood Services  
 and Community Development**  
*“Building Better Neighborhoods...Block by Block”*



**2009 – 2010**  
**PROJECT APPLICATION GUIDELINES**

The purpose of the Neighborhood Partners Program (NPP) is to provide assistance to neighborhood projects that substantially, positively, and measurably impact the community. The program is open to neighborhood associations and civic organizations located within Chattanooga city limits. Applicants may submit only one proposal for one project during the funding cycle.

All applications are reviewed and recommended for funding by an independent selection committee. Funding is limited and will be awarded by category (neighborhood development, neighborhood beautification, and neighborhood tree planting).

**APPLICATIONS DUE**  
**Friday, September 25, 2009 at 4 p.m.**  
**(no exceptions)**

**Project Applicants MUST Attend One Of The Following  
 Technical Assistance Workshops:**

All workshops will be held in City Hall, 101 E. 11th Street, 3rd Floor Training Room.

Parking (at your cost) is available at the Warehouse Row parking garage or at metered spaces at City Hall.

<b>Thursday, August 20.....10 a.m. – 12 Noon</b>	<b>Thursday, August 20 .....6 – 8 p.m.</b>
<b>Thursday, September 10 .....10 a.m. – 12 Noon</b>	<b>Thursday, September 17 .....6 – 8 p.m.</b>

**Additional Applicant Requirements**

- Register with the Department of Neighborhood Services and Community Development, if not already registered, by Friday, September 25. Application will not be processed for association/organizations not registered with the department.
- Submit one (1) original and ten (10) copies of the completed application. All applications must be three-hole punched and bound with paperclips or binder clips. Do not staple applications.
- Attach to the application, a Letter of Commitment from organization(s) identified as project partner(s).
- Attach to the application, a proposed budget. Funded organizations will be required to submit a final budget at a later date.
- Provide a copy of the organization’s meeting minutes documenting the project’s approval.
- Attach to the application, a roster of neighborhood association’s or organization’s members (including contact information for board members and/or officers).
- Propose a project that is inclusive of residents and benefits the neighborhood.
- Form a working project team consisting of at least four (4) members responsible for managing and communicating about the project. The project team will provide written summary to document project achievement.
- At least two members of the project team must attend the independent selection committee interview to present project and answer questions (dates to be announced).

### **If Awarded Funding, Recipient Must:**

- Sign an agreement with the City with timeline and benchmarks for project activities prior to implementation.
- Secure necessary permits, clearances, and supporting documentation if required. All associated fees are the responsibility of the awardee.
- Coordinate project activities and ongoing performance evaluation with assigned Neighborhood Relations Specialist.
- Provide recognition to the City and the Department of Neighborhood Services and Community Development in all public statements and media releases.
- Expend no funds; no reimbursements will be made. Expending funds before authorization by the Department Administrator (or designee) may result in forfeiture of funding.

### **Applicants Ineligible For Funding**

- Private for-profit businesses, churches, schools and governmental entities (federal, state, city, county).
- Chambers of commerce, merchant associations, individuals.

### **Examples of Categories and Types of Projects Eligible for Funding**

*(List is not all inclusive)*

#### **Neighborhood Development:**

- Neighborhood identity programs such as banners and small scale community markers that do not exceed 22"x 48" that exclusively identify a neighborhood.
- Neighborhood or community-based training programs; community building.
- Activities focusing on neighborhood histories (research/archives).
- Projects that increase membership and/or capacity of the organization to have a positive effect on the community.
- Adult or family literacy projects.
- Youth career preparation programs.
- Neighborhood directories, newsletters, brochures, meeting notices and signs.
- Promotional t-shirts for **first-time applicants** under the Neighborhood Partners Program.
- Advertisement for neighborhood association events (flyers, brochures, signs, etc.) and promotional items (pens, magnets, key chains, etc.)
- Neighborhood association meeting supplies (easels, flip pads, markers, etc.)

#### **Neighborhood Beautification:**

- Beautification and/or landscaping to improve the appearance of blighted areas and open spaces.
- Neighborhood clean-ups and educational programs to enhance community pride and cleanliness.
- Development of neighborhood passive parks or community gardens to be maintained by the neighborhood.
- Passive park furnishings such as concrete, metal or wooden benches; birdbath, etc.

#### **Neighborhood Tree Planting:**

- Applicants must ask for a minimum of 10 trees.
- The City's Urban Forester must pre-approve all trees.

- The City will not provide a warranty on the life of the trees. Recipients must obtain a warranty from the vendor.
- Recipients must accept responsibility of the tree's care during its initial growth period for a minimum of 1 year.
- Recipients must secure the necessary permits, clearances and supporting documentation that may be required. All associated fees are the responsibility of the recipients.
- Organizations within the *Take Root* boundaries are ineligible for funding through Neighborhood partners Program. To determine whether or not your organization is within the *Take Root* project boundaries, contact Preston Roberts at 643-6952.

### **Projects Ineligible For Funding**

- Projects promoting religious activities.
- Large scale community marker structures which exceed 22"x 48" in dimension.
- Infrastructure projects eligible for funding under City capital improvement programs (e.g. sidewalks, streetlights, road improvements, traffic calming devices, speed humps, etc.).
- Projects requiring ongoing funding or multi-year projects.
- Projects that duplicate an existing public program such as the *Take Root* project, *Sweet Diversity*, etc.
- Projects that include overnight activities.
- Startup costs for businesses and resale of items purchased with City funds.
- City-owned properties.
- Property improvements to privately-owned land.
- Festivals, musical groups, etc. (musician fees, staging, lights, etc.).
- Playgrounds and related equipment.
- Promotional or award-recognition items such as plaques or certificates.
- Computers, printers, cameras, video recorders, televisions, automated telephone dialing systems and related equipment.
- Landscaping equipment (lawnmowers, weed eaters, etc.).
- Neighborhood association incorporation or tax-exempt application.
- Similar projects previously funded under this program within the same geographical boundaries.
- Projects requiring personnel costs (one time consultant fees may be considered).
- Projects that conflict with City policy.

### **Funding Limit And Cash Match Requirement**

Applicants may apply for funds up to \$5,000.

First time applicants requesting funds up to \$3,000 are not required to provide a cash match. Previously funded NPP applicants requesting funds up to \$3,000 are required to provide a five percent (5%) cash match. Previously funded and first time NPP applicants requesting funds between \$3,001 and \$5,000 are required to provide a ten percent (10%) cash match. The cash match dollar amount is based on funding award to be used towards the completion of an approved project. Final amount awarded to applicants is determined by the selection committee.

## Project Funding Tiers and Cash Match Levels

Up to \$3,000 (First time applicant).....	Cash Match: 0%
Up to \$3,000 (Previously funded applicant).....	Cash Match: 5%
From \$3,001 to \$5,000 (First time applicant and previously funded applicant).....	Cash Match: 10%

**No public funds, i.e. tax dollars, from any government (federal, state, city, county) entity may be used towards the cash match. The cash match must be satisfied before any NPP dollars are expended.**

Recipients must contact their assigned Neighborhood Relations Specialist to receive approval of all expenditures including the required cash match.

### **Projects Will Be Evaluated By The Selection Committee Based On The Following Criteria:**

*As you plan your project and write your application, keep these criteria in mind and be sure that your application addresses each item.*

- 1) Project Capacity** (25 points) Projects should be designed relative to the organization's ability to adequately staff and implement the scope of work. In essence, does your organization have proven ability to complete the project?
- 2) Project Impact** (25 points) Projects should clearly and measurably benefit the community by improving the neighborhood quality of life through organizational development, beautification, education, economic development, or other enhancement(s).
- 3) Project Implementation** (25 points) Projects should significantly involve residents in design, implementation and evaluation. Projects should be reflective of the diverse population residing in the neighborhood and include support from organizations that have a vested interest in the community. Projects should include a process to measure its effectiveness, i.e. did the project accomplish its goals?
- 4) Project Sustainability** (25 points) Projects should be well structured and should present a plan for sustainable development and long-term growth.

### **PLEASE MAIL OR DELIVER COMPLETED APPLICATION TO:**

Donna Deweese, Project Specialist  
City of Chattanooga  
Department of Neighborhood Services and Community Development  
101 E. 11th Street  
City Hall, Suite 200  
Chattanooga, TN 37402

For additional information, contact Donna at 425-3718 or [deweese\\_d@mail.chattanooga.gov](mailto:deweese_d@mail.chattanooga.gov)

**FOR INDIVIDUALIZED HELP DURING THE APPLICATION PROCESS,  
CONTACT A NEIGHBORHOOD RELATIONS SPECIALIST AT 425-3700.**