



City of Chattanooga
Department of Neighborhood Services
and Community Development
"Building Better Neighborhoods... Block by Block"



2008-09
PROJECT PROPOSAL GUIDELINES

The purpose of the Neighborhood Partners Program (NPP) is to provide assistance to neighborhood projects that substantially, positively, and measurably impact the community.

ELIGIBILITY

Neighborhood associations or civic organizations located within Chattanooga city limits.

Applicants may submit only one proposal for one project during the funding cycle. Project period is January 1, 2009 – December 1, 2009. **The City is not responsible for funding any project beyond December 1, 2009. Proposals are due Monday, October 13, 2008 at 4:00 p.m. Applicants should submit one (1) original and nine (9) copies of the completed application. Bind applications with paper clips. Do not staple applications. Proposals received after the deadline will not be considered.**

Private businesses, churches, and governmental entities are ineligible for funding.

TECHNICAL ASSISTANCE WORKSHOPS (REQUIRED)

Technical Assistance Workshops are available to applicants and will be held on the following dates in City Hall, 3rd Floor Training Room, 101 E. 11th Street.

Applicants must attend one of these sessions:

Session 1: Thursday, August 21, 2008 at 10 a.m - 12 noon

Session 2: Thursday, August 21, 2008 at 6 p.m. – 8 p.m.

Session 3: Thursday, September 11, 2008 at 10 a.m- 12 noon

Session 4: Thursday, September 25, 2008 at 6 p.m. – 8 p.m.

Parking is available at Warehouse Row parking garage or at metered spaces at City Hall.

PROJECT APPLICANTS MUST:

- Propose a project that is inclusive of residents and benefits the neighborhood.
- Demonstrate resident participation by active involvement of a project team.
- Attend independent selection committee interview to present project and answer questions. (date TBA)
- Provide Letter of Commitment from organization(s) identified as project partner(s).

If awarded funding, applicants and recipients must:

- Sign an agreement with the City with timelines and benchmarks for project activities prior to implementation.

- Secure necessary permits, clearances, and supporting documentation required. All fees associated with the above are the responsibility of the awardee.
- Coordinate project activities and ongoing performance evaluation with assigned staff.
- Provide recognition to the City and the Department of Neighborhood Services and Community Development in all public statements and media releases regarding awarded projects.
- **Expend no funds;** no person shall be reimbursed for any unauthorized expenditures. **Expending funds before authorization by Department Administrator (or designee) shall result in forfeiture of funding.**
- Provide copy of organization's bylaws (upon request).
- Provide copy of the organization's annual budget for current year.

Project Team: Applicant organizations are required to form a project team consisting of at least four members responsible for managing the project. The project team will provide written summary to document project achievements.

EXAMPLES OF THE TYPES OF PROJECTS ELIGIBLE FOR FUNDING

Below are examples of projects for which funding may be requested.
(Examples are not intended to exclude other possible projects except as noted.)

Neighborhood Development:

- Projects promoting harmony, respect, understanding, and appreciation for intergenerational and/or multicultural diversity.
- Neighborhood identity programs such as banners 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 association/ organization to have a positive effect on the community
- Adult or family literacy projects
- Youth career preparation programs
- Day field trips, however the funded organization must provide written verification that carriers are fully insured and submit hold harmless confirmation releasing the City from all liability. Overnight events are ineligible.
- Neighborhood directories, newsletters, and brochures
- Meeting notices and signs
- Promotional T-Shirts for first time applicants.
- Advertisement for neighborhood association events or promotional materials (flyers, brochures, signs, and etc.)
- Neighborhood association meeting supplies (easels, flip pads, markers, and etc.)

Neighborhood Safety:

- Projects that focus on issues of neighborhood safety (i.e. National Night Out, fire safety, disaster preparedness programming).
- Curb markings to identify street address numbers
- Programs or services designed to sustain or improve the health, safety, or welfare of neighborhood residents.
- Projects to involve youth in crime reduction and safety improvement activities.

Neighborhood Beautification:

- Beautification, tree planting, 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
- Small scale community markers (non-permanent structures)

PROJECTS THAT ARE NOT ELIGIBLE FOR FUNDING:

- Projects promoting religious activities.
- Brick, stone, concrete gateways and community marker structures.
- Infrastructure projects eligible for funding under City or County capital improvement programs (e.g., sidewalks, streetlights, road improvements, etc.)
- Projects requiring personnel costs.
- Projects requiring ongoing funding or multi-year projects.
- Projects that duplicate an existing public program.
- 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.
- Playgrounds and related equipment.
- Landscaping equipment (lawnmowers, weed eaters, etc)
- Neighborhood association incorporation or tax-exempt application.
- Projects that conflict with City policy.

2008 - 2009 FUNDING LIMIT AND MATCH REQUIREMENT

The maximum amount awarded to an organization is \$7,000. First time applicants may request up to \$3,000 and 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 \$7,000 **are required** to provide a ten percent (10%) cash match. The cash match dollar amount is determined 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 \$3000 (First time applicant)	Cash Match: 0%
Up to \$3,000 (Previously funded applicant)	Cash Match: 5%
From \$3,001 to 7,000 (First time or previously funded applicant)	Cash Match: 10%

Recipients are required to pay the match, in advance of the City expending any funds, and provide the Department of Neighborhood Services Department and Community Development with a copy invoice of the expenditure.

PROPOSED PROJECTS WILL BE EVALUATED 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.

Project Capacity – Projects should be designed relative to the organization’s ability to adequately staff and implement the scope of work, including the adequacy and appropriateness of the proposed budget.

Project Description - Projects should be described briefly; outlining the activities needing to be completed for successful project implementation.

Project Impact – 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).

Project Implementation and Partnerships – 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 within the targeted area. These may include faith-based, non-profit, and civic organizations that have a vested interest in the community and in project implementation.

Project Sustainability – Projects should be well structured and should present a plan for sustainable development and long-term growth.

Project Evaluation Method – Projects should include a process to measure its effectiveness in the community.

PLEASE MAIL OR DELIVER COMPLETED PROPOSALS TO:

Tony Sammons, Deputy Administrator
Department of Neighborhood Services and Community Development
City of Chattanooga
101 East 11th Street
City Hall, Suite 200
Chattanooga, Tennessee 37402
(423) 425-3700

You May Also Contact Mr. Sammons For Additional Information Or Technical Assistance

SHOULD YOU NEED INDIVIDUALIZED HELP DURING THE APPLICATION PROCESS, YOU MAY CONTACT A NEIGHBORHOOD RELATIONS SPECIALIST (423) 425-3700.

Funded Projects will be announced December 2008.