



# **CITY OF PENSACOLA, FLORIDA**

FY 2021 *SUMMER CYCLE*

Pensacola Neighborhood Challenge Matching Grant Program

## Application Instructions

### **"Association-Owned" Property Improvements or "Programmatic Activities"**

#### **Funds available for this grant**

1. This grant will allow a maximum award of \$10,000 per project/application.
2. It will provide a "2 to 1" match to any association awarded monies. (Meaning, the City of Pensacola will grant up to two dollars for every dollar matched by the applicant up to two-thirds of the total project cost).
3. **\*\* All grants are subject to the availability of funds at the time of the award.**

#### **Deadlines**

**\*Date your completed application packet is due\* ..... 4:00 pm on 8/31/2021**

***\*VERY IMPORTANT NOTE: Please BE SURE your application is complete and is submitted by the date/time shown above. Late or incomplete applications will NOT be considered!***

#### **Submit your completed application:**

- In person: Neighborhood Services  
City Hall  
222 W. Main Street  
Pensacola, FL 32502
- Via Mail Service: Neighborhood Services  
City of Pensacola  
PO Box 12910  
Pensacola, FL 32521

Questions about the grant or completion of this application should be directed to:  
Kelsey D. Powell, Neighborhood Services Department  
435-1682

[kpowell@cityofpensacola.com](mailto:kpowell@cityofpensacola.com)

## **-General Information-**

### **1. What types of projects are possible?**

Each application must consist of a single project with a clearly defined goal that directly benefits the neighborhood and its residents. Applications for phase one of a two-phase project must be identified as such and must include information and costs for the entire project.

### **2. What are some examples of improvements that **WOULD** or **WOULD NOT** be considered "eligible"?**

Eligible programmatic activities include (but are not limited to):

Family/home safety training, drug, and fire prevention programs, cultural exhibit areas, youth and/or family literacy programs, neighborhood computer labs, after-school enrichment programs, and neighborhood music, dance, and/or art training programs. (Proposals for neighborhood cultural, educational, and recreational programs must include detailed information about the number of and demographic information for the residents to be served and how they will be recruited to participate. If awarded, documentation will be required on the actual participants and results of the program.)

**PLEASE NOTE: Grantees will be responsible for keeping track of all volunteer hours donated toward the association's project. If the project entails programmatic activity that involves payment to individuals for hours worked, the association is responsible for collecting and submitting timesheets to be paid by the City of Pensacola. Additionally, the association must draw up a contract inclusive of the SSN, the number of hours to be worked weekly, hourly rate, start and end dates, and the signatures of each "employee" and the association president; and an association officer must sign all timesheets before submitting for payment. The City of Pensacola is not responsible for calculating the number of hours worked or the payment amount.**

Eligible association-owned property improvements and landscaping projects include (but are not limited to):

- a. Improvements to association-owned property and/or rights of way (such as islands, street lighting, sidewalk repair/construction, entryway enhancements, and/or identification signs).
- b. Total replacement or rehabilitation of some existing physical improvements might be deemed eligible. (This would be based on the individual circumstances and available funding and will be judged on a case-by-case basis.)

**Ineligible projects** include (but are not limited to):

Routine maintenance or repair of existing physical improvements in a neighborhood (including, but not limited to streets, fences, irrigation systems, stormwater retention facilities, and entrance signs).

The City will neither provide funding for ongoing programs or administrative expenses nor provide funds to print brochures, guides, marketing, and promotional materials.

### **3. How does the process work?**

The Pensacola Neighborhood Challenge Program (PNC) makes funds available (for qualified projects) to associations/organizations to improve neighborhoods.

- a. An association obtains an application packet from the City of Pensacola website at [www.cityofpensacola.com](http://www.cityofpensacola.com), completes and submits along with supplemental information to Neighborhood Services as outlined on the first page of this document.
- b. The PNC Technical Review Committee reviews applications, and recommendations are forwarded to the Office of the Mayor. (**PLEASE NOTE:** Applicants should be prepared to present their proposal to the PNC Technical Review Committee if requested).
- c. If approved, a PNC funding agreement will be mailed to the grantee. Grantees then will be required to submit a signed contract (along with the check for any "matching" cash funds payable) to the City of Pensacola. The City will then finalize the contract and return a copy to the grantee (along with the reporting forms needed to complete the project).

### **4. What are the basic requirements for the grant?**

Awards are competitive due to the limited availability of PNC grant funds.

Preference will be given to:

- a. First-time applicants
- b. Projects that improve public rights-of-way or public property
- c. Projects that can be completed within the term of the grant agreement (1 year)
- d. Associations that demonstrate preparedness to address any ongoing maintenance created by the project.

All applications will be reviewed using the following criteria:

Quality and scope of the project:

- a. Applications must be for a "single project" with a documented, reasonable, and cost-effective budget. Applicants must provide three (3) quotes for each component of the project or items to be purchased.
- b. Projects must be well planned, clearly understood, and ready to be executed.
- c. Associations must complete the project within the term of the grant agreement.

- d. Associations must prove preparedness and commitment to address any ongoing maintenance created by the project.

Neighborhood participation and benefit:

- a. Associations should strive to create projects that involve and benefit a significant number of people with diverse interests.
- b. Projects should create opportunities for self-help.
- c. The City will consider past performance on PNC (or similar) grants.

General "match" information:

Associations are required to prove the ability to "match" the City's cash contribution with any combination of volunteer labor, in-kind donations, and/or cash to qualify for this grant. The match must meet the minimum requirement, be secured, and ready to be expended.

The City may assign bonus points if:

- a. An association is a first-time applicant.
- b. An association applied previously, and revisions were made as advised.
- c. The project is innovative or unique.

\*\*\* Grantees **MUST** provide "before and after" digital photographs documenting the project. \*\*\*

**5. What specifically is the "2 to 1" match?**

The total of all forms of "match," whether cash, donated materials or services, or volunteer labor, must equal at least 50% of the grant amount requested from the City. Meaning, for every dollar granted by the City of Pensacola, grantees will be required to match fifty cents in cash, donated materials or services, or volunteer labor toward the project. The match must meet the minimum requirement, be secured, and ready to be expended.

Volunteer Labor:

- a. The City credits "volunteer labor" at a value of \$20 per hour.
- b. If a professional (such as an electrician or a carpenter) donates "volunteer labor," the association may calculate the value of this labor at the hourly rate generally paid for this service.
- c. Remember: vendors will not accept volunteer hours as payment for goods or services.

The combined total of the grant and cash match must cover the project's cash costs. (Form "A").

In-kind donations:

The City gives credit for donated professional services, materials, or supplies at their "reasonable and customary" rates. Professionals who contribute their services as part of the match cannot receive compensation from the award money. This is intended to ensure that persons hired to provide services or skilled labor are selected based on their qualifications, experience, or fees, not on their willingness or ability to donate services.

Cash:

Must be deposited with the City before the project may begin. The cash cost of the project may be covered by a variety of combinations, including the following:

**Example 1:** The total cash needed for the applicant's proposed project is \$9,000. If approved, the City could award a cash grant of \$6,000, and applicants could "match" that award with \$3,000 in cash (i.e., a "2 to 1" match).

**Example 2:** The applicant association could request that the City award a cash grant of \$7,500 and provide a cash match (or secure a donation in services or materials) of \$1,500 plus provide 112.5 hours (multiplied by \$20/hour, valued at \$2,250) of volunteer labor to the project for a total match of \$3,750 (i.e., a "2 to 1" match).

**Example 3:** The applicant association could request that the City award a \$9,000 cash grant, with the association providing 225 hours (multiplied by \$20/hour, valued at \$4,500) of volunteer labor to the project (i.e., a "2 to 1" match).

**Example 4:** Any combination of "match" equaling half the total amount of the requested grant.

**PLEASE NOTE:** Vendors and contractors will not accept volunteer hours as payment but will require actual cash. Associations must be sure all cash costs incurred for the project are covered (even if it does not have a cash match).

- a. The amount and type of match must be appropriate to the needs of the project.
- b. The association must spend the proposed match during the implementation/construction of the project. (Costs incurred before an award or after the contract has ended will not be eligible as a match).
- c. Ongoing maintenance (or volunteer hour match) following the contract period will not be eligible.
- d. At least 25% of the association's match must come from the association itself (as opposed to other funding sources, such as community partners or non-member businesses).
- e. Pledged partner matches must be secured. Secured means that the donor has specifically valued and described the contribution and has signed the "Letter of Intent" (Form E) to confirm the commitment.

- f. Applicants should include fees for any required permits and liability insurance, for signs or structures to be placed in the public right-of-way, in project cost calculations.
- g. Activities that are **NOT** eligible as a "match" include: time spent preparing the PNC Matching Grant Application; time spent fundraising; assistance from City staff or funds from other City departments.
- h. The association is responsible for keeping track of all volunteer hours donated for its project.
- i. The neighborhood association carrying out a PNC project must make a good faith effort to ensure compliance with the American Disabilities Act. This Act extends the same Civil Rights protections to persons with disabilities that have already been granted based on race, color, religion, sex, and national origin.

**6. How is each of the vendors paid?**

- a. The vendor submits an original invoice to the association representative for approval.
- b. On or before the 25th of each month, the association representative submits a completed and signed "Certification for Payment" at the bottom of the Monthly Report Form, with the original vendor invoices and vendor's W-9 form attached.
- c. The request is reviewed and, if approved, a check is issued directly to the vendor on the 10th of the following month.
- d. Applicants may not contract with vendors who are also City of Pensacola employees on PNC funded projects.

**7. How often may a neighborhood apply for funding?**

Each neighborhood association will be eligible for one grant every other grant cycle. The only exception will be for a project identified in advance as a two-phase project. The project will be awarded funding for both cycles, pending annual allocation. Any association awarded phased funding will then be ineligible for funding for the following two (2) grant cycles.

Americans with Disabilities Act (ADA): A neighborhood organization, in carrying out a PNCG project, must make a good faith effort to ensure they comply with the Americans with Disabilities Act of 1991. This act extends the same civil rights protection to persons with disabilities, which have already been granted based on race, color, religion, sex, and national origin.

# Pensacola Neighborhood Challenge Grant Application FY 2021

## "Association-owned" Property Improvements or "Programmatic Activities"

Total amount of PNCG funds requested: \$ \_\_\_\_\_  
(Get this information from line #6, column B, Form C)

### ASSOCIATION INFORMATION

1. Neighborhood Association (Corporate name if applicable)  
\_\_\_\_\_
2. Project title: \_\_\_\_\_
3. Association President: \_\_\_\_\_  
*(this person will be the designated contact for all project matters)*
4. Contact information:  
Mailing address: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (fax) \_\_\_\_\_
5. City Council District: \_\_\_\_\_
6. Registered with City and all information up to date: YES/ NO
7. Attach the following to the back of the application:
  - A copy of the current Association's By-Laws (or governing policies)
  - A copy of the procedures and minutes from the Association or Board meeting -showing the vote to go forward with the PNCG project.

### SPECIFIC PROPERTY INFORMATION

*This information will be used to keep our database system up to date with the most current information about your association.*

1. Neighborhood Association boundaries: (must include areas within the City of Pensacola)  
Northern boundary: \_\_\_\_\_ Southern boundary: \_\_\_\_\_  
Eastern boundary: \_\_\_\_\_ Western boundary: \_\_\_\_\_
2. Attach the following:
  - A map showing the boundaries of the neighborhood.
3. When was Association organized? \_\_\_\_\_
4. How many total members are in the Association? \_\_\_\_\_

These members are: *(check all that apply)*

\_\_\_\_\_ Homeowners \_\_\_\_\_ Renters \_\_\_\_\_ Business Owners \_\_\_\_\_ Other (specify) \_\_\_\_\_

5. When does the Association meet? \_\_\_\_\_

6. Who are association's elected officers (chairman, president, treasurer), term of office and any other committee positions? (Standing committees, etc.)

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7. Please list the most important needs, issues, or concerns in the neighborhood:

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## PROPOSED GRANT PROJECT

1. Provide a detailed description of the proposed project:

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2. How will the project specifically address the needs, issues, and concerns of the neighborhood?

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3. Attach the following specific information to the application:

- Site plan, drawing or rendering of the proposed project - detailing the location (placement), size and measurements.
- Photographs of the project area(s).

**NOTE:** Approval and any required permits for projects in the public right of way must be obtained from the City Engineering and Building Inspections Departments prior to commencing work.

- *An application will be considered incomplete and will NOT be approved if the above information is omitted.*
- *Written permission must be obtained from the appropriate government agency for the use of public rights-of-way.*



## PROJECT MAINTENANCE AND SUPPORT

*Maintenance of the project is an important aspect of this grant. It is not the intent of the Pensacola Neighborhood Challenge Grant Program to increase maintenance by the City. The applicant is required to provide any initial and ongoing maintenance made necessary by the project.*

- Describe what type of initial and ongoing maintenance (such as tree trimming, painting signs, repairs to equipment, service contract, etc.) will be required upon completion of the project and how it will be achieved.

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- Because support and maintenance are critical to project success, consent of the owners of property immediately adjacent to proposed physical improvements must be secured. Please complete the information below as needed. *(For example: Support of a proposed sign in the right-of-way next to a residence, or support and ongoing maintenance of landscaping improvements adjacent to the owner).*

<b>Owner's name</b> <i>(Please print)</i>	<b>Address</b>	<b>Support and/or maintain project*</b> <i>(Circle all that apply)</i>	<b>Signature</b>
		Support - Maintain	
		Support - Maintain	
		Support - Maintain	
		Support - Maintain	

*\* Approved projects may require additional documentation of pledge/commitment from the affected property owner.*

- How will neighborhood residents be involved in the project? Who will perform maintenance and what is the maintenance schedule for each element? (Example: association members, residents adjacent to the project, a contractor hired by the association, etc.) Please be specific! Broad neighborhood participation is highly encouraged in all PNCG Awards.

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4. List five (5) association members who will serve as the association's project team:

Position	Name	Address	Telephone
1. Project Leader *			
2. Coordinator			
3.			
4.			
5.			

## PROJECT COSTS AND CONTRIBUTIONS

1. Attach the following specific information as part of the application (make additional copies if necessary):
  - Project Costs Breakdown (Form A) – **REQUIRED**
  - Volunteer Hours Pledges (Form B) – If applicable
  - Project Grant / Match Computation (Form C) – **REQUIRED**
  - Project Plan and Timeline (Form D) - **REQUIRED**
  - Partner's Letter of Intent (Form E) - If applicable

## PROJECT PROGRESS REPORTS

1. The City of Pensacola requires monthly status reports from PNCG grant recipients. (Once your application has been approved, you will receive these blank "status report" forms from us.)
  - a. Each month, until the completion of the project, the Association President will fill out one of the "monthly status reports, review it, sign it and submit it to the City. This must be done monthly until completion of the project.
  - b. This report should detail the project's activities. It must be submitted with copies of all receipts, invoices, Volunteer Hour sheets, and documentation of Partners' in-kind and cash contributions occurring in that month.

## APPLICATION SUPPORT

1. We certify that the \_\_\_\_\_ neighborhood association membership voted and approved this PNCG application on \_\_\_\_/\_\_\_\_/\_\_\_\_.
2. We pledge a matching contribution totaling \$\_\_\_\_\_ (*as outlined on Form B of this application*) for this Pensacola Neighborhood Challenge Program Grant request).

\_\_\_\_\_  
Signature of person preparing application

\_\_\_\_\_  
Signature of association President

\_\_\_\_\_  
Print name of person preparing application

\_\_\_\_\_  
Print name of association President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Form "A" – Required!

## Project Costs Breakdown

Page \_\_\_\_\_ of \_\_\_\_\_  
 (Make additional copies if necessary)

Neighborhood Association: \_\_\_\_\_

Project \_\_\_\_\_ Title: \_\_\_\_\_

1. Attach signed, written project estimates from at least three (3) separate vendor/contractors. (Remember, each of these estimates must include an itemized breakdown of the all the project costs with all labor and materials included.)
2. Once you have selected a vendor for your project, please provide a detailed breakdown of all project costs from that vendor (including material costs and/or services).
  - a. You will need to complete this form - using your contractor's information.
  - b. These are project expenditures to be paid from the GRANT AWARD and any CASH matched by the Association. Do not include volunteer labor or other in-kind donations. Vendors will not accept them for payment. The items on this breakdown should be the items that require cash expenditure only.
  - c. Be sure the amounts you are requesting combined with any cash will cover your cash expenditure.

Description of Materials, Services, or Labor	Quantity	Unit Cost	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
<b>13. Total project CASH costs</b> <i>(Put this figure in the space in line "3" on Form "C")</i>			<b>\$</b>

# Form "B"

## Volunteer Hours Pledged

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

Neighborhood Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

	Name	Address/Zip	Phone number	Hours pledged	Task(s)
1.				hrs.	
2.				hrs.	
3.				hrs.	
4.				hrs.	
5.				hrs.	
6.				hrs.	
7.				hrs.	
8.				hrs.	
9.				hrs.	
10.				hrs.	
11.	Total hours from extra attached sheet(s)			hrs.	
<b>12. Total number of volunteer hours</b>				_____ hrs. X \$20.00/hr = \$ _____ <i>(Put this figure in the space on line "5" in Form "C", column "A" &amp; "B")</i>	

# Project Grant / Match Computation (Form C) – Required!

Neighborhood Association: \_\_\_\_\_ Project Title: \_\_\_\_\_

Requested PNCG Grant Amount: \_\_\_\_\_ (Get this information from line 8 below)

Cash Needed for this project: \_\_\_\_\_ (From Form A, line #13) Match required for this grant: \_\_\_\_\_ (Line 7 below)

**Summary of Association’s Grant Match:**

<b>Cash Contribution(s):</b> <i>(these funds must be deposited with City of Pensacola Finance Department upon execution of PNCG Grant contractual agreement.)</i>			
		Form(s) required	Amount
1	Neighborhood Association		
2	Partner(s)	Form E	
3	<b>Total Cash Contribution(s)</b> (add item 1 & 2):		
<b>In-kind Contribution(s):</b>			
4	Volunteer labor: _____ hrs. at \$20 per hour <i>(Volunteer hours are valued at a rate of \$20 per hour for determination of match value only. Vendors will not accept them for payment.)</i>	Form B	
5	Materials/Supplies/Services	Form E	
6	<b>Total In-kind Contribution(s)</b> (add item 4 & 5):		
7	<b>TOTAL ASSOCIATION MATCH</b> (add item 3 & 6)		

**City of Pensacola’s Contribution**

8	<b>Pensacola Neighborhood Challenge Program (PNCG) Grant</b> , Equals up to 2X the total Association Match (item 7). <i>Association match may be greater than \$10,000; however, the City’s grant will not exceed \$10,000.</i>	
9	Total <b>cash</b> available for Project (add item 3 & 8) <b>Must equal ‘Total Project Costs’ on Form A</b>	

# Form "D" – Required! Project Plan and Timeline

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

Neighborhood Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

	Description of activity	Project team-member responsible	Estimated # of hours to complete task	Anticipated expenditures, In-kind contribution and Volunteer hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

**Form "E"**  
**Partner Letter of Intent**  
**(Donated materials/supplies/services)**

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

This letter is to confirm that \_\_\_\_\_ will participate as a partner  
*(Company/Agency)*  
with the \_\_\_\_\_ neighborhood association in the implementation of its  
*(Association Name)*

Pensacola Neighborhood Challenge Grant Program project.

**The contribution will consist of the following:**

1. Cash amount of \$ \_\_\_\_\_

2. The following in-kind services valued at \$ \_\_\_\_\_

*Please itemize (or attach list of) in-kind contribution(s):* \_\_\_\_\_

\_\_\_\_\_

3. The following in-kind materials/supplies valued at \$ \_\_\_\_\_

*Please itemize (or attach list of) in-kind contribution(s):* \_\_\_\_\_

4. We will donate a total of \$ \_\_\_\_\_ (in cash and/or in-kind services...  
*(Put this amount on line 7 in Form "C")*

and/or in-kind materials/supplies – see # 1 – 3 above).

Name: \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Please print your name)*

Company/Agency: \_\_\_\_\_  
*(Please Print)*

Mailing Address: \_\_\_\_\_  
*(Please Print)*

City/State/Zip: \_\_\_\_\_  
*(Please Print)*

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Date: \_\_\_\_\_



# Application Checklist

Please complete the attached checklist to help ensure that the application is finished.

## **Association Information**

- Association information complete?
- Association membership list attached?
- Association / Board meeting minutes attached? (last two meetings)
- Association map attached?
- Association by-laws or governing policies/procedures attached?

**Yes**


## **Proposed Grant Project**

- Project information/details complete?
- Site plan attached?
- Drawings attached?
- Photographs attached?

**Yes**


## **Project Maintenance and Support**

- Ongoing maintenance identified?
- Maintenance adequately addressed?
- Adjacent Property Owner(s) consent secured?

**Yes**

**N/A**


## **Neighborhood Participation**

- Participation Information complete?
- Project team identified?
- Appropriate organization signatures?

**Yes**

**N/A**


## **Forms**

- Form "A" (Cost Breakdown Sheet) completed and attached?
- Form "B" (Volunteer Hours Pledges) completed and attached?
- Form "C" (Grant / Match Computation Sheet) completed and attached?
- Form "D" (Project Plan and Timeline) completed and attached?
- Form "E" (Partner Letter(s) of Intent) completed and attached?
- Computation Sheet, Cost Breakdown and Project Description/site plan all correspond?

**Yes**

**N/A**
