CITY OF TALLAHASSEE
NEIGHBORHOOD PARTNERSHIP GRANT PROGRAM

Overview

The City of Tallahassee's Parks, Recreation and Neighborhood Affairs (PRNA) Department has partnered with the Tallahassee Community Redevelopment Agency (CRA) to establish the Neighborhood Partnership Grant (NPG) program for the Greater Frenchtown/Southside (GFS) Redevelopment Area. The NPG Program was established to provide grant funding to neighborhoods in the GFS Redevelopment Area to help improve their physical and safety conditions.

The program is administered by PRNA's Neighborhood Affairs (NA) Division.

Projects funded by the NPG Program must provide a clear public benefit and fall under one of the following categories:

- Public Safety
- Beautification
- Placemaking

The intent of each funding category and examples of possible projects are shown in the table below:

Funding Category	Minimum Amount	Maximum Amount	Funding Category Intent	Examples of Potential Projects
Public Safety	$1,000	$7,500	Projects which enhance already existing neighborhood safety measures, or add additional safety measures New amenities which enhance neighborhood safety	Lighting, security cameras, approved safety signage, house and street numbering*
Beautification	$1,000	$7,500	Projects in this category enhance the physical appearance of an area to make a positive impact on the neighborhood	Landscaping, gardening*
Placemaking	$1,000	$7,500	Projects in this category assist in reimaging efforts in public space to maximize shared value of the neighborhood and add neighborhood-specific character to the community	Entryway signage, historical markers, landscaping for signage*

*The examples provided are not meant to be inclusive. Grant applicants can submit other hardscape projects for funding consideration. Such projects will be reviewed and approved if they meet the funding requirements on a case-by-case basis.

Emerging and established neighborhood and homeowners associations (HOA) in the Greater Frenchtown-Southside Redevelopment Area are eligible for NPG funding. Condominium associations are also eligible to apply for the Neighborhood Partnership Grant. However, grant funds awarded to condominium associations can only fund eligible improvements/ enhancements that are implemented, or constructed on property owned, and/or will be dedicated to the condominium association. Improvements/enhancements to buildings, structures, parts of buildings and structures owned by the condominium association but attached to a building or unit owned by an individual member, or that is deemed by City staff to constitute maintenance are not eligible for program funding. The grant funds and technical assistance provided by the NPG Program are intended to empower neighborhood groups to effectively plan and implement solutions to neighborhood concerns.

To be eligible for funding, projects must be located within the Greater Frenchtown-Southside Redevelopment Area and meet the requirements of the Neighborhood Partnership Grant Program. The maximum grant offered by the NPG Program is $7,500, and the minimum grant amount is $1,000.00. The CRA Executive Director and Neighborhood Affairs Manager reserve the right to make an award for less than the amount requested in the application.

Grants will be awarded on a first-come, first- approved basis to qualified applicants whose proposed project meets the eligibility criteria. Applications for the NPG will be logged and documented with a time stamp. Confirmation of application submittals will be acknowledged on the date of receipt. Application review time, including discussion with Review Committee will be 14 business days. If grant application is deemed incomplete, the applicant will be made aware of this determination, and the review clock re-starts upon receipt of completed application packet. Applications not meeting the eligibility criteria will be returned to the applicant. The application may be revised to meet the requisite criteria and resubmitted. For recording and time-stamping purposes, resubmitted applications will be treated as a new submittal.

Additional information about the program can be obtained by contacting City of Tallahassee Neighborhood Affairs at (850) 891-8795 or (850) 354-3740. If there are any questions regarding whether your neighborhood is located within the CRA boundaries, please consult the attached map.

Applications may be submitted via email to Neighborhoods@talgov.com, hand delivered by *appointment only* to the Neighborhood Affairs office at Smith-Williams Service Center, 2295 T-Pain Lane, Tallahassee, or mailed to Smith-Williams Service Center at 2295 T-Pain Lane Tallahassee, FL 32310. No faxed applications will be accepted. Please call (850) 354-3740 to make an appointment to deliver application.

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Frequently Asked Question (FAQs)

WHAT IS IT?

The Neighborhood Partnership Grant (NPG) program provides grants to neighborhood and homeowners associations within the Greater Frenchtown-Southside Redevelopment Area to undertake small-scale neighborhood improvement projects. Qualified applicants can apply for grants ranging from $1,000.00 to $7,500 to fund projects/programming/events that will take place within the GFS Redevelopment Area. Grants will be awarded on a first-come, first-approved basis to qualified applicants whose project and funding request meet the criteria noted below.

WHO MAY APPLY?

This program provides grants to homeowner associations, and neighborhood associations, both formally or informally organized, within the Greater Frenchtown-Southside Community Redevelopment Area. To qualify for funding, proposed projects must meet the eligibility criteria and be located within the Greater Frenchtown-Southside Redevelopment Area.

WHAT TYPES OF PROJECTS ARE FUNDED?

Funded projects must provide a clear public benefit and fall within one or more of these funding categories: Public Safety, , Beautification and Placemaking. Examples of potential projects include but are not limited to neighborhood lighting enhancements, neighborhood signs, and community gardens

Funded physical improvement projects must be done in the public rights of way, on public property or property owned by the neighborhood or homeowner's association. Additionally, the application must demonstrate neighborhood support, have the consent of the adjacent property owners, and be a project that can be permitted by federal, state, and local regulations, as applicable. Any necessary permits, including authorization to install/construct a project within the rights of way or on publicly owned properties, will be the responsibility of the applicant.

WHAT ARE THE ELIGIBILITY CRITERIA?

To be eligible for funding, a project must:

1. Be located within the Greater Frenchtown-Southside Redevelopment Area

2. Submitted by an HOA or neighborhood association, either formally or informally organized and with or without nonprofit status, within the GFS Redevelopment Area

3. Fall into one or more of the following funding categories: Public Safety, Beautification, and/or Placemaking

4. Provide a clear public benefit

5. Be completed within six months of the execution of the grant contract

6. Include a detailed budget

7. Show the applicant's capacity to complete and maintain the project. Examples include previous partnership support and/or completion of similarly sized projects, etc.

8. Identify a person, association, or a responsible entity who will maintain the project

9. Not conflict with existing or proposed public improvement projects or programs, but may supplement them

10. Result in a definitive project that benefits a specific neighborhood

WHEN ARE THE APPLICATIONS DUE?

Applications are accepted on a first come-first approved basis until grant funds are exhausted. Applications may be submitted via email to Neighborhoods@talgov.com, hand delivered by *appointment* to Neighborhood Affairs office at Smith-Williams Service Center, 2295 T-Pain Lane, Tallahassee, or mailed to the Smith-Williams Service Center at 2295 T-Pain Lane , Tallahassee FL 32310. No faxed applications will be accepted. Please call (850) 891-8795 or (850) 354-3740 to make an appointment, if needed.

HOW MUCH MONEY CAN A NEIGHBORHOOD RECEIVE IN A GRANT?

The maximum grant award per neighborhood is $7,500. A neighborhood/HOA may only apply for one grant per fiscal year, and it must be between $1,000.00 and $7,500. Fiscal year is defined as the period beginning October 1st of current year through September 30th of the following year. The CRA Executive Director and Neighborhood Affairs Manager reserve the right to make an award for less than the amount requested in the application.

HOW DO I RECEIVE AN APPLICATION PACKET?

Applications are available online at Talgov.com under Neighborhood Services, and at the City's Neighborhood Affairs Office by *appointment*, located at the Smith-Williams Service Center, 2295 Pasco St., Tallahassee. Or you can request an email copy by contacting Theodus Baker at (850) 354-3740.

HOW WILL NEIGHBORHOOD AFFAIRS DECIDE WHICH PROJECTS ARE FUNDED?

A Grant Review Team (comprised of CRA, City Neighborhood Affairs staff, neighborhood representatives, and other city staff) will review the applications received to determine eligibility and funding levels for qualified projects. Confirmation of application submitted will be acknowledged on the date of receipt. Application review time, including discussion with Review Committee will be 14 business days. If application packet submitted is incomplete, applicant will be made aware, and clock re-starts upon receipt of completed application packet. The Grant Review Team will notify applicants whose proposed project do not meet the eligibility criteria. An applicant can revise its project to meet the grant eligibility criteria and resubmit the application. No funds will be reserved for a project that does not meet the eligibility criteria. Resubmitted applications will be treated as a new application.

WHEN WILL I KNOW IF MY PROJECT IS FUNDED?

The Grant Review Team will notify successful applicants within five days of the decision to make an award to their proposed project. All successful applicants will be asked to sign an agreement and will be given notice to proceed with their projects.

WHO DO I CALL FOR MORE INFORMATION OR TO RECEIVE ASSISTANCE?

The Grant Coordinator, Theodus Baker, may be reached at Theodus.Baker@talgov.com or at (850) 354-3740.

SELECTION CRITERIA:

1. **Location**
   The applicant and proposed project must be located within the GFS Community Redevelopment Area

2. **Participation**
   The applicant must be the neighborhood/homeowner's association or have the commitment of participation and support from the neighborhood association. The project must be located within the boundaries of GFS Community Redevelopment Area

3. **Neighborhood Impact**
   The proposed project must address a concern and/or matter of significance to the neighborhood

4. Funded Project

Funded projects must be well planned, adequately budgeted and ready for implementation. The grant application must be filled out thoroughly and correctly. All participants, or those who may be affected, have been informed and concur with the project. Details such as timing, communication and grant administration have been considered. Applicants shall include a description of plans for any necessary government or agency permits and regulations