



## CITY OF APPLETON

# THE NEIGHBORHOOD GRANT PROGRAM & APPLICATION

*Updated July 23, 2024*

### **Background and Overview**

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The Neighborhood Grant Program (TNGP) is open to all Appleton registered neighborhoods that participate in the City's Neighborhood Program. The grants assist in strengthening and sustaining the social network of the Appleton community and may be applied to projects that enhance cultural, beautification, recreation, education, neighborhood cleanup, neighborhood safety, and family/youth issues through resident-driven activities within each neighborhood. The grants encourage and support neighborhood groups to invest in and build on the existing strengths and assets of each neighborhood. Grants are intended to spur small, grassroots community efforts and improve the quality of life of each neighborhood through resident involvement. TNGP provides an opportunity for residents to partner with the City, promote the value of community, and support strong and stable neighborhoods throughout the City of Appleton.

### **How to Apply**

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Typically, the grant applications will be processed twice per year on August 1 and February 1. However, staff shall reserve the option, but not an obligation, to process applications at other times when warranted. Applications should be submitted to the Community Development Department (CDD) by the target date, unless arrangements have been made with CDD staff ahead of time. In the event a project takes more than six months to complete, the neighborhood will not have to re-apply unless substantial changes to the project are proposed. All grants will be subject to funding source(s) and availability.

### **Grant Requirements and Scoring Criteria**

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All grants will be subject to the requirements of the funding source (ex: Community Development Block Grant (CDBG), General Fund, partner businesses, etc.). The following are additional requirements and scoring criteria for award:

- Only registered neighborhoods will be considered for TNGP grants.
- Each application must have a minimum of three (3) households within the registered neighborhood “signed on” as supporters of the project. Preference will be given to those neighborhoods that have engaged a higher percentage of their residents.
- Preference will be given to neighborhoods that have actively participated in the programs offered by the City’s Neighborhood Program.
- Each grant will be reviewed against how well it would “assist in strengthening and sustaining the social network of the Appleton community.”
- Consideration to whether a neighborhood has received TNGP grants in the past and whether the project was completed as proposed will be given.
- Project cannot commence prior to approval of grant award.
- A pre-application meeting with CDD staff is required.

Grant funds will not be provided directly to the neighborhood. Instead, funds will be paid to the provider of the service/materials directly upon submittal of the proper documentation to CDD. The City of Appleton Procurement Policy applies to all CDBG and General Fund activities that involve the purchase of equipment, materials, supplies, and/or services. A copy of this policy will be distributed to all TNGP recipients.

### **Funding Sources**

Funds available for TNGP are currently administered through two funding sources, the CDBG program and General Fund. The location and type of project may impact which source(s) could be utilized, as explained below.

### **Information Specific to the CDBG Program**

**Qualifying Projects:** CDBG funds come with restriction of use area and use type. The attached low and moderate income (LMI) map indicates use areas. The following list is a summary of possible project types that could qualify.

#### In LMI Areas Only:

- Improvements to “Publicly Accessible” property:
  - Publicly accessible is typically a park, school, etc.
  - Examples: benches, lighting, signage, artwork, play equipment, plantings
- Projects that qualify as an “Area Benefit” to all residents of an LMI area:
  - Infrastructure
  - Paving of streets/curb & gutter

- Neighborhood facilities
- Commercial facade improvements in primarily residential areas

Spot Blight Removal (does not have to be in LMI area):

- Spot blight removal includes:
  - Demolition of vacant/deteriorated and abandoned building(s)
  - Physical removal of environmental contaminants
  - Movement of structures to other sites
  - Rehabilitation, only to the extent necessary for safety
  - Historical preservation

*\*\*Eligibility for spot blight removal will be considered on a case by case basis. \*\**

**Review Process:** CDD staff will perform a review of each application, in accordance with the rules and regulations of the funding source and offer an analysis to be considered by the Community Development Committee and Common Council. The Community Development Committee makes a recommendation to the Common Council who makes the final decision on the matter.

**Information Specific to the General Fund**

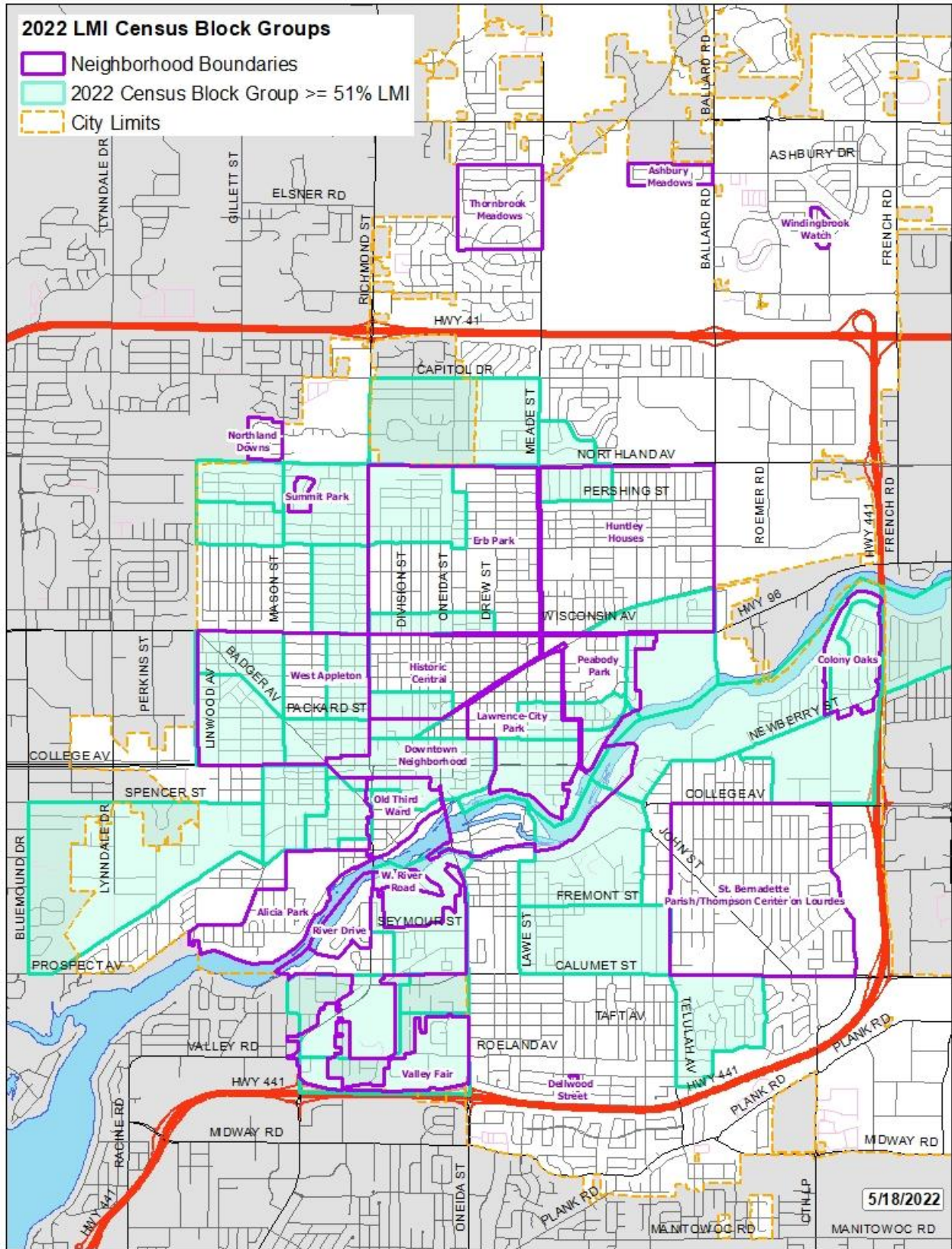
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**Qualifying Projects:** Funding from the General Fund is available to all registered neighborhoods, not just those that meet restrictive CDBG criteria. To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Eligible projects could be:

- Polls/surveys of the neighborhood
- Community gatherings
- Other opportunities to promote communication and identify needs

**Review Process:** Applications will be administratively reviewed by CDD staff, based on the criteria described above.

ATTACHMENT: Map detailing low and moderate income (LMI) areas.





Questions and completed applications can be directed to:

Olivia Galyon, Community Development Specialist  
City of Appleton  
Community Development Department  
100 N. Appleton Street  
Appleton, WI 54911  
(920) 832-6469  
olivia.galyon@appletonwi.gov

## NEIGHBORHOOD GRANT PROGRAM APPLICATION

*A pre-application meeting with CDD staff is required.*

1) Name of Registered Neighborhood:

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2) Applicant Name:

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Applicant Phone:

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Applicant Email:

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3) Anticipated funding source(s):

CDBG: \_\_\_\_\_

General Fund: \_\_\_\_\_

4) Please list any Neighborhood Program activities in which representatives of this neighborhood have participated in:

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5) Describe, in detail, what your proposed project entails (provide map or sketch as appropriate):

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6) What is the project's anticipated "service area" (area that will benefit from the project)?

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7) Describe how this project would assist in strengthening and sustaining the social network of the Appleton community:

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8) What is the estimated total cost of the project? How much is the neighborhood looking for from TNGP? Are there any funding sources other than TNGP? If so, please list other participating individuals/agencies.

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9) Please include an itemized budget (attach price quotes as necessary).

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10) Estimated start and completion dates:

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11) Please list residents by name/address that support this project (minimum three households must be represented, feel free to attach sheet with more):

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Signature

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Signature

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