



# **Neighborhood Initiative Grant Program**

**Cycle 37 Application**

## Neighborhood Initiative Grant Program Cycle 37

### Introduction

Thank you for your interest in the Neighborhood Initiative Grant Program (NIGP). The objective of the NIGP is to improve the community's capacity to preserve and enhance the quality of life in our neighborhoods, by offering matching funds of up to \$10,000 per neighborhood per cycle.

The dates and deadlines for Cycle 37 are listed below. Deadlines expire at 5:00pm.

1. **Third Thursday (Aug- Dec.): Attend an Application Seminar.** Certificate of Attendance is valid for three years.
2. **December 22, 2023: Submit Intent to Apply to Neighborhood Services in writing before or by this date.** Failure to meet this deadline may impact staff's ability to accommodate a timely on-site consultation.
3. **January - February 2024: Site Visits.** Staff will work with each applicant to schedule an on-site consultation.
4. **March 1, 2024: Complementary Application Review.** This ensures that Neighborhood Services staff has adequate time to complete a complimentary application review before the submission deadline to ensure you have all the required staff signatures and documentation before formally submitting an application.
5. **April 1, 2024: Submit a Completed Application.**
  - Six application pages, followed by Appendices A-D.
  - Please, no binders, tabs, or dividers.
  - Deliver one single-sided copy by hand or post to
    - *Attn: Neighborhood Services 1660 Ringling Blvd Sarasota FL 34236 or via email to [neighbor@scgov.net](mailto:neighbor@scgov.net).*
6. **May 10, 2024 at 9:00am: Scoring Meeting.** grants will be scored by the Neighborhood Initiative Grant Advisory Committee during a public meeting. *Applicant attendance is recommended.*
7. **July 2024: Board of County Commissioner Approval.** Grants will be awarded by the Board of County Commissioners during a public meeting. *Applicant attendance is optional.*
8. **July 2025: Submit Final Report.** Applicants must submit a Final Report no later than one year from the date of County Commission approval.

## Table of Contents

(click to navigate)

### Guidelines and Process

• <a href="#">Dates and Deadlines</a>	a
• <a href="#">Project Themes</a>	c
• <a href="#">Scoring</a>	d
• <a href="#">Intent to Apply</a>	e
• <a href="#">Staff Reviewers</a>	e
• <a href="#">Matching Funds</a>	f
• <a href="#">Vendors</a>	g
• <a href="#">Donors</a>	g
• <a href="#">Permits &amp; Permissions</a>	h
• <a href="#">Required Documentation for Appendices A-D</a>	i-j
• <a href="#">Sample Grant Agreement</a>	k-n
• <a href="#">Once Your Grant Has Been Approved</a>	o
• <a href="#">Application Checklist</a>	p

### Application

• <a href="#">Applicant Information</a>	1
• <a href="#">Project Summary</a>	2
• <a href="#">Project Scope &amp; Timeline</a>	3
• <a href="#">Scoring Justification</a>	4-5
• <a href="#">Proposed Budget</a>	6
• <a href="#">Supporting Documents</a>	i-vii

## Project Themes

The Neighborhood Initiative Grant Program will facilitate neighborhood projects aligned with the themes of defining character, cultivating leadership, improving safety, improving the environment, and promoting healthy lifestyles.

1. **Defining Character:** This theme addresses “place-making.” It focuses on assets that are a source of pride and identity – histories, landmarks, beautification projects, branding, etc.
2. **Cultivating Leadership:** Governance and problem-solving can be difficult to navigate for large groups such as neighborhoods. Cultivating leadership through training and skills development for neighborhood organizations, or fostering communications, will prepare neighborhoods to tackle their challenges with confidence.
3. **Improving Safety:** Neighborhoods across the country face the potentials of crime, danger, and disaster. Equipping neighborhoods with the knowledge or tools to prevent, prepare for, confront, or respond to those incidences is an objective within the neighborhood safety theme.
4. **Improving the Environment:** Our natural resources – found in land, water, or air – are vital to quality of life. This theme embraces efforts to protect native habitats, conserve water and energy, and remove pollutants from our environment.
5. **Promoting Healthy Lifestyles:** The health of our population impacts the health of our community. Residents who have access to a nutritious diet, and physical or mental fitness opportunities, will be more able to help themselves and help their neighbors.

Projects may fall within more than one theme.

**Please observe that the NIGP is intended for *improvements or enhancements* above and beyond the existing standard; therefore, the following expenses are not eligible for the NIGP:**

- Maintenance or operational costs.
- Conducting studies or developing plans.
- Hosting social events or purchasing gifts.

Additional prohibitions:

- Projects intended to meet mandated responsibilities/regulatory compliance.
- Services that could be addressed through an alternate Sarasota County program.
- Projects on property owned by an individual person or business.
- Work performed or payments made prior to the County Commission's approval of the NIGP application

### Neighborhood Services

## Scoring Criteria

After staff review, applications are submitted to the Neighborhood Initiative Grant Advisory Committee (NIGAC) for scoring. The NIGAC evaluates the eligibility of projects in light of the NIGP themes, and scores projects in four categories. Grant applications receiving a score equal to or greater than 70 may be recommended to the Board of County Commissioners for approval.

### Scoring Category 1: Public Benefit (30 points)

Indicators that might contribute to scores in this category include:

- A clearly stated, positive result of the project that
- Is accessible, visible, or in other ways extended to Sarasota County residents who do not live in the neighborhood.

### Scoring Category 2: Community Need (25 points)

Indicators that might contribute to scores in this category include:

- Evidence indicating the neighborhood is facing a challenge and
- Evidence indicating the proposed project will address the stated challenge.

### Scoring Category 3: Community Strengthening (25 points)

Indicators that might contribute to scores in this category include:

- Project-related activities that will involve outreach to neighbors or require neighborhood teamwork
- Project-related outcomes that will bring neighbors together or cause neighbors to identify with one another.

### Scoring Category 4: Community Support (20 points)

Indicators that might contribute to scores in this category include:

- Signatures, messages/letters, or survey responses indicating support from neighborhood residents.

## Intent to Apply

In order to facilitate a timely site visit, applicants should notify Neighborhood Services of their intent to apply no later than **December 22, 2023**. Notification via email to [neighbor@scgov.net](mailto:neighbor@scgov.net) is preferred. The following paragraph would suffice:

*(Neighborhood name) intends to apply for a Cycle 37 neighborhood grant. We are proposing to (describe anticipated project). Please contact (main project contact person) at (email address) to arrange a site visit or discuss additional details.*

## Staff Reviewers

Once Neighborhood Services has received an applicant's intent to apply, the grant coordinator will arrange a site visit with county staff reviewers. If the project falls under the jurisdiction of an alternate agency, it is the applicant's responsibility to work with that agency.

Discussions from the site visit should guide the project. County staff reviewers will also inspect applications after they have been submitted and will provide their final comments to the NIGAC/County Commission. County staff contact information is provided below, in case questions arise after the initial site visit.

**Landscaping:** UF/IFAS Extension Services; Forest Hecker, 941-861-9812, [fhecker@scgov.net](mailto:fhecker@scgov.net)

**Watershed improvement:** Mollie Holland, NEST Coordinator; 941-861-0672  
[mkholland@scgov.net](mailto:mkholland@scgov.net)

**Habitat enhancement – any addition or removal of plants or animals, any waterway impacts, and earthmoving:** Andrea Lipstein, Environmental Specialist; 941-780-2529  
[alipstein@scgov.net](mailto:alipstein@scgov.net)

**Community signs:** Donna Thompson, Zoning Administrator; 941-861-6161  
[dthompson@scgov.net](mailto:dthompson@scgov.net)

**Projects in a County Right of Way:** Mike Wayne, Compliance/Maintenance Specialist;  
[mwayne@scgov.net](mailto:mwayne@scgov.net)

**Pathways:** Patrick Lui, Bicycle and Pedestrian Coordinator; 941-861-0945 or [plui@scgov.net](mailto:plui@scgov.net)

**Disaster Preparedness:** Dennis O'Hara, Emergency Management; 941-861-5472  
[dohara@scgov.net](mailto:dohara@scgov.net)

**Historic preservation:** Josh Goodman, Historical Resources; 941-861-6883 or  
[jgoodman@scgov.net](mailto:jgoodman@scgov.net)

**Animal habitat enhancements:** Katherine Clements, UF/IFAS Extension Services; 941-861-9822 or [kclements@scgov.net](mailto:kclements@scgov.net)

**Sustainability & energy conservation:** Sara Kane, Sustainability Office; 951-518-3421 or  
[skane@scgov.net](mailto:skane@scgov.net)

**Community gardening:** Mindy Hanak, Community Educator; 941-861-9815 or  
[mhanak@scgov.net](mailto:mhanak@scgov.net)

### Neighborhood Services

941-861-5000  
[scgov.net/neighborhood](http://scgov.net/neighborhood)

[neighbor@scgov.net](mailto:neighbor@scgov.net)  
[Return to Introduction Page](#)

## Matching Fund Guidelines

The maximum amount for which a neighborhood may apply during a grant cycle is \$10,000.

- Neighborhoods may apply for any amount up to and including \$10,000.
- Although neighborhoods may “phase” larger projects into multiple grant cycles (treating each phase as a single project), the NIGAC may choose not to fund subsequent phases.
- NIGP funds will not be applied beyond the actual expense of a project.
- NIGP funds will not be provided for project amounts in excess of the amount stated in the signed grant agreement.

Any funds requested from the NIGP must be matched by the neighborhood. The neighborhood must contribute *at least* 50% of the project value. Acceptable contributions on the neighborhood’s behalf include:

- Cash
- In-kind donations (credited at market value)
- Professional services (credited at the customary rate) and
- Volunteer hours (credited at \$20/hour).

NIGP funds may not be used to match funds received by the applicant from other Sarasota County programs (i.e. grants or improvement districts). **Paid vendor invoices** (\$0.00 balance), **merchant receipts, reimbursement requests** (accompanied by receipt) and **record of payment** for all project-related expenses must be retained and submitted with the [Final Report](#). Without such documentation, county funds will not be released.

## Fund Disbursement

The applicant may select to receive NIGP matching funds one of two ways. If the applicant is not an incorporated entity, only Option 2 may be utilized.

- **Option 1:** The applicant will pay vendors and seek reimbursement from Sarasota County upon project completion. Funds will be released after review of the Final Report. The applicant must be an incorporated neighborhood association and provide a *Form W-9: Request for Taxpayer Identification Number and Certification*, with their application.
- **Option 2:** Sarasota County will directly pay vendors through a Purchase Order or by use of a Purchasing Card. All vendors must comply with the insurance guidelines required by Sarasota County Government and submit a *Form W-9: Request for Taxpayer Identification Number and Certification*. To initiate payment to the vendor, the neighborhood must provide written confirmation to Sarasota County that the vendor’s work is complete and satisfactory. This is the only option for ad hoc applicants.

## Neighborhood Services

## Vendor Guidelines

### Quotes – All Projects

All services and products:

- At least one written, *itemized* quote must be provided *on company letterhead* for each anticipated project expense.
- Vendor quotes should not include labor that will be performed by volunteers or materials that will be supplied by donors.
- Vendors/applicant must adhere to all applicable federal, state, and local codes.
- Vendors/applicant must obtain all appropriate permits prior to initiating work on the project.

### Services, products, or cumulative vendor costs of \$3,000 or more:

- Three written quotes must be obtained and included in the application.
- Quotes must be for identical products or services; for example, the same plant list & quantities, or the same sign size, design and materials.
- In accordance with Sarasota County policy, the lowest bid shall determine the project budget.

### Quotes – For Applicants Selecting Payment Option 2

When selecting vendors for the project, please keep in mind that any vendor paid directly by Sarasota County must:

- Provide the appropriate tax and insurance information
- Remove sales tax from the total cost
- Accept a county Purchase Order in lieu of any deposits



## Donation Guidelines

One hour of volunteer labor is credited as \$20 *spent by the neighborhood* to match NIGP funding. No actual payment or exchange of money will occur for volunteer labor. Hours spent fundraising for the project, preparing the grant application, or post-completion maintenance/operation of the grant project, may not be included in the budget.

- Labor that will be performed by volunteers or materials that will be supplied by donors, should be removed from vendor quotes.
- Volunteers must “sign off” on the Volunteer Recording Form when they have completed their hours.
- NIGP funds will not match volunteer hours in excess of the applicant’s purchase costs.
- The value of professional services and in-kind contributions must be determined by the donor (not the applicant) and should be equal to the “usual and customary charge.” No actual payment or exchange of money will occur for service or in-kind donations.
- Every donation of materials must be accompanied by a Donor Worksheet. Donations of professional services should be documented as a discount on a vendor invoice.
- NIGP funds will not match donated services and materials in excess of the applicant’s actual expenses.

## Permission & Permit Requirements

### Permission

- A copy of meeting minutes, at which the governing association voted in support of the grant project to be located on their lands, must be included for any project located on commonly owned lands.
- A statement of permission, on letterhead of the land-owning agency, must be included for any project located on publicly owned/agency-owned lands.

### Permits

- Alterations to easements, work in right-of-ways, building projects, entry signs, tree removal and other endeavors may require the applicant to obtain a permit.
- It is the **applicant's responsibility** to consult with the governing body, planning or zoning department **before the application deadline** to determine whether the proposed project will require a permit, and whether the project is eligible to receive that permit.
- Any documentation pertaining to permitting regulations and costs should be included with the application.

Permit requirements vary by location. Applicants should contact their local government as planning for the NIGP project progresses.

- |  |                         |
|--|-------------------------|
| • Permitting, City of North Port                       | 941-429-7044            |
| • City Building Division, City of Sarasota             | 941-365-2200 ext. 4156  |
| • Permit Technician, City of Venice                    | 941-486-2626 ext. 22006 |
| • Building Official, Town of Longboat Key              | 941-316-1966            |
| • Building Official,<br>Unincorporated Sarasota County | 941-861-6637            |

The following types of projects often require permits or dictate minimum standards. **This list is not all-inclusive; check with the local authority to confirm regulations.**

- Work done in a public right-of-way
- Some types of signage
- Removal of trees from commonly owned areas
- Electrical, plumbing (irrigation), or air-conditioning
- Masonry or engineered foam privacy walls or fences
- Construction, repairs or alterations to a building or an accessory structure (including storage or utility sheds)
- Dock, boatlift, seawall, or bulkhead installation or repair

### Neighborhood Services

## Required Documentation

### Appendix A: Applicant Information

- i. *Certificate of Completion of Application Seminar:* The Certificate of Completion of Application Seminar must be included as documentation that the applicant attended a mandatory Application Seminar.
- ii. *Form W-9: Request for Tax Identification Number and Certification:* This form is required for applicants who identified reimbursement Option 1.
- iii. *Permissions and Permits:* A copy of minutes from the governing association, including a vote to approve the location of the grant project on association lands; or any letters granting permission to install the grant project on publicly-owned land, and any statements detailing permit requirements.

### Appendix B: Project Summary

- i. *Visual aids:* Maps/diagrams that illustrate the location and scope of the project; photos will be taken by the Grant Coordinator at the site visit.
- ii. *Landscaping Plan and Landscaping Form:* For projects with a landscaping component, a Landscaping Plan and accompanying Landscaping Form (signed by Dr. Pat Williams, see Consultation information above) must be included with the application. All landscaping must meet Florida-Friendly principles.
- iii. *Aerial photo and Aquatic Planting Form:* For projects with an aquatic planting component (ie, shoreline plantings or floating vegetation), an aerial photo marked with the proposed actions, accompanied by an Aquatic Planting Form (signed by Mollie Holland, see Consultation information above), must be included with the application.
- iv. *Aerial photo and Habitat Enhancement Form:* For projects addressing native plant and animal habitat, an aerial photo marked with the proposed actions, accompanied by a Habitat Enhancement Form (signed by Andrea Lipstein, see Consultation information above), must be included with the application.
- v. *Disaster Plan and Disaster Response Form:* For projects addressing disaster preparedness and response, a neighborhood disaster plan, accompanied by a Disaster Response Form (signed by Scott Montgomery, see Consultation information above), must be included with the application.

### Neighborhood Services

**Required Documentation**  
(continued from previous page)

**Appendix C: Scoring Justification**

- i. *Support Signatures Form:* Neighborhood residents should pledge their support for the project by providing their signature and address on this form. One signature per household unit.
- ii. *Additional indicators of support:* Email messages, written articles and other demonstrations of support may be included.

**Appendix D: Budget**

- i. *Volunteer Recording Form:* This form should track the hours and assignments available to volunteers. The number of hours anticipated on the recording form must match the number of hours included in the Proposed Budget.
- ii. *Donor Worksheets and Donor Invoices:* Each donation of materials must be documented with a Donor Worksheet. Each donation of professional services must be documented on a vendor invoice, indicating the discount or donation provided. The cumulative donations of the worksheets must match the value of donations included in the budget.
- iii. *Vendor Quotes:* Written quotes must be obtained from vendors. See Vendor Guidelines.

## Sample Agreement

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_, by and between Sarasota County, a political subdivision of the State of Florida, herein after referred to as the “County”, and \_\_\_\_\_, hereinafter referred to as the “Grantee”, governs the disbursement and use of \_\_\_\_\_dollars and \_\_\_\_\_cents (\$\_\_\_\_.\_\_\_\_) in grant funds received by Grantee from County’s Neighborhood Initiative Grant Program.

### WITNESSETH:

**WHEREAS**, the Board of County Commissioners of Sarasota County established a Neighborhood Initiative Grant Program on December 18, 2002, to be implemented by the County; and

**WHEREAS**, the purpose of the Neighborhood Initiative Grant Program is to strengthen neighborhood associations and the community they serve by preserving and enhancing the quality of life in their neighborhoods; and

**WHEREAS**, the County funds the Neighborhood Initiative Grant Program through the Neighborhood Initiative Grant annual budget; and

**WHEREAS**, the Grantee represents that it is an entity dedicated to addressing issues within recognized neighborhood boundaries, and that those neighborhood boundaries are contained wholly within the boundaries of Sarasota County at the time the Grantee submitted a Neighborhood Initiative Grant Application (“Grant Application”) for grant funds to the Sarasota County’s Neighborhood Initiative Grant Program; and

**WHEREAS**, Grantee represents that its Board of Directors or other legally binding entity has approved the Grantee’s application for grant funds from the County’s Neighborhood Initiative Grant Program; and

**WHEREAS**, Grantee desires to acquire the items or services for the construction and/or completion of the project specified herein and within the Grant Application (the “Project”) and pledges the use of those items to enhance the community by providing a more attractive environment for the residents of the area as well as the general public that passes by the area; and

**WHEREAS**, the Project will preserve and enhance the property values of homes in the area and it will strengthen a sense of community; and

**WHEREAS**, the Sarasota County Board of County Commissioners finds that this Project serves a public purpose and provides a public benefit;

**NOW THEREFORE**, County and the Grantee, in consideration of the mutual covenants, promises and representations contained herein, do agree as follows:

### Neighborhood Services

1. **RECITALS.** The above recitals are true and correct and incorporated herein by reference
2. **DESCRIPTION OF THE PROJECT.** Grantee agrees to perform, or supervise the performance of, the work on the Project which consists of \_\_\_\_\_. The County and the Grantee agree the Project shall be further defined as that described in the Grant Application, made a part of this Agreement by this reference.
3. **RESPONSIBILITIES OF THE GRANTEE.**
  - A. Grantee agrees to use grant funds from the County’s Neighborhood Initiative Grant Program for purposes specified by the Neighborhood Initiative. Further, Grantee agrees to perform the activities specified in its Grant Application submitted to the County for grant funds, and to use all County Neighborhood Initiative Grant Program funds in furtherance of those activities specified in the Grant Application. The Grant Application will be kept on file in the County’s Planning and Development Neighborhood Services Division, 1660 Ringling Blvd., First Floor, Sarasota, FL 34236.
  - B. Grantee agrees that all grant funds distributed will be made as a direct payment to licensed vendors or as a reimbursement to Grantee for expenditures it has made under this Agreement. Original invoice (marked “Paid”) and copy of cancelled check will be required for all reimbursements.
  - C. Any unused property from the Neighborhood Initiative Grant Program provided to Grantee as governed in this Agreement shall be returned to County at the completion of the Project.
  - D. In the event that the Grantee requests that the County directly pay a third party vendor (“Vendor”) for work pertaining to the Project, the Grantee shall secure proof of insurance, in compliance with County standards as shown at [www.scgov.net](http://www.scgov.net), from the Vendor and submit such proof of insurance to the County before the commencement of any Project work.
  - E. Grantee agrees to submit “Program Performance Reports” in a format approved by the County prior to deadlines described therein.
  - F. Grantee hereby agrees to keep records regarding any and all use or any proposed, planned, or considered use of funds received hereunder and to permit County access to such records during normal business hours.
  - G. In the event that the Grantee does not complete the Project within one (1) year from the date of this Agreement, this Agreement shall terminate and neither party will have any further obligation to the other except that Grantee shall return to the County upon demand all funds paid to Grantee under this Agreement.

**Neighborhood Services**

- H. Grantee agrees to publicize the use of grant funds from the County’s Neighborhood Initiative Grant Program. On all written materials or oral presentations related to the activities specified in this Agreement, Grantee shall identify “Sarasota County” as the provider of grant funds from the Neighborhood Initiative Grant Program.
- I. Grantee hereby assumes all responsibility for any permitting that may be necessary according to County codes.
- J. Grantee shall maintain the Project as designed and constructed (or installed) subject to normal wear and tear. If the Grantee has difficulty continuing to maintain the Project, outside of the course of normal wear and tear, the Grantee must notify and consult with the County within thirty (30) days of learning of the problems with the Project as described in the Grant Application.
- K. Grantee understands and acknowledges that the County has the right but not the obligation to conduct an audit of the Grantee’s continuing performance and the condition of Project improvements within five (5) years and agrees to fully cooperate with County requests for information, records and to provide access to Project improvements for such audit purposes.
- L. In the event the County determines the Grantee has not fulfilled the obligations contained in this Agreement, County may require reimbursement for any or all grant funds from the County’s Neighborhood Initiative Grant Program governed by this Agreement. The County retains the right to be the sole determiner of whether Grantee has fulfilled its obligations under this Agreement.

**4. INDEMNIFICATION.** Grantee shall indemnify, hold harmless and defend the County, its Commissioners, Officers, Employees, Volunteers and Agents from and against all claims, actions, damages, fees, fines, penalties, defense costs, suits, or liabilities which may arise out of any act or omission of Grantee, its Officers, Employees, Agents, Contractors, Suppliers or Volunteers related to this Agreement.

**5. MISCELLANEOUS.**

- A. Grantee assures that no person shall be discriminated against on the grounds of race, color, creed, national origin, handicap, age, or sex in any activity under this Agreement.
- B. This Agreement can be modified only in writing executed by both the County and Grantee.

**IN WITNESS WHEREOF**, the parties have executed the Agreement as of the date first above written.

WITNESSED BY:

NAME OF NEIGHBORHOOD:

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA

BY: \_\_\_\_\_

CHAIRMAN

DATE: \_\_\_\_\_

ATTEST:

KAREN E. RUSHING, Clerk  
of the Circuit Court and  
Ex-Officio Clerk of the  
Board of County Commissioners

BY: \_\_\_\_\_

DEPUTY CLERK

Approved as to form and correctness:

BY: \_\_\_\_\_

COUNTY ATTORNEY



## Once Your Grant Has Been Approved

After the County Commission has approved the applicant's NIGP grant agreement, the grant coordinator will set up accounts for each recipient and will notify recipients when work on their project may begin.

It is the recipient's responsibility to document and retain the following items for submittal as the *Final Report*, which is required within one year of Commission approval to close-out the grant: *Final Budget* including documentation of payments and credits

- Project expenses: merchant receipts (including those turned in by neighbors for reimbursement) and *paid* vendor invoices
  - Itemized
  - Marked paid in full (\$0.00 balance)
  - Labeled with Final Budget item number
- Project payments: including reimbursement checks issued to neighbors for any expenses listed in the Final Budget
  - Cancelled checks (front and back side) to merchants/vendors/neighbors, labeled with Final Budget item number **OR**
  - Bank statements showing payments to merchants/vendors/neighbors labeled with Final Budget item number
- *Volunteer Recording Form* signed and showing actual hours worked by volunteers
- *Donor Worksheets and Invoices*

*Invoice to Sarasota County Government* showing remaining balance to be paid by Sarasota County (Fund Disbursement Option 1), or \$0.00 balance owed by Sarasota County (Fund Disbursement Option 2).

### *NIGP Evaluation*

*NIGP Promotional Items (should include reference to "Sarasota County Neighborhood Grant")*

- News articles or other stories on the project
- Photos of on-site signage

### OPTIONAL:

**Digital** photographs showing neighborhood participation in the project  
Letters of appreciation addressed to the Board of County Commissioners

### Neighborhood Services

## Application Checklist

Prior to submitting your application, please complete this checklist to ensure your packet is ready to be received by Neighborhood Services. Documents should be arranged in the order they are presented on this list.

**N/A**    **Included**

### [Application pages 1-6](#)

#### Appendix A

Form W-9 Request for Taxpayer Identification

Approved minutes from association meeting

Certificate of Completion of application seminar

#### Appendix B

Visual aids (maps, diagrams, site photos)

Landscaping Plan & [Landscaping Form p. i](#)

Marked aerial photo & [Aquatic Planting Form p. ii](#)

Marked aerial photo & [Habitat Enhancement Form p. iii](#)

Neighborhood disaster plan & [Disaster Response Form](#)

#### Appendix C

[Support Signatures Form p. iv](#)

Other indications of support (emails, letters, etc.)

#### Appendix D

[Volunteer Recording Form](#)

[Donor Worksheet](#) or invoice

One quote for any service/product under \$3,000

Three quotes for any service/product \$3,000+

**Applicant Information**

<b>Neighborhood Information</b>				
Organization Name				
Organization Type	Incorporated Mandatory Association	Incorporated Voluntary Association	Ad-Hoc Partnership	
Neighborhood location				
City of North Port	City of Sarasota	City of Venice	Town of Longboat Key	Unincorporated Sarasota County

<b>Leadership Information</b>	
<i>Grant Contact's Name</i>	
Contact Person Address	
Contact Person Phone	Email
<i>President's Name</i>	
President's Address	
President's Phone	Email

<b>Accessibility Information</b>		
Projects may not be on privately-owned property. On what type of property is the project site located?		
Project is not in a physical location	Public property	Commonly owned
Is access to the property restricted (gated, guarded, etc.)?	Yes	No

<b>Financial Information</b>		
Option 1	Reimbursement	The neighborhood will work with and pay vendors throughout the life of the project and will seek reimbursement from Sarasota County upon project completion. The applicant must be incorporated and provide a completed <i>W-9 Form: Request for Taxpayer Identification Number and Certification</i> .
Option 2	Sarasota County payment to vendor(s)	Sarasota County will pay vendors to meet its matching fund contribution. Vendors must meet County insurance requirements and provide a <i>W-9 Form: Request for Taxpayer Identification and Certification</i> . Applicants that are not incorporated must select this option.

***Any supporting documentation for the Applicant Information should be included in Appendix A.***

**Neighborhood Services**

## Project Summary

**Project Description** – Summarize the intent and features of the project

**Project Theme** – Explain how your project aligns with one or more themes of the Neighborhood Initiative Grant Program (character, leadership, safety, environment, health).

**Project Location** – Physical improvements must be located within commonly-owned property or in the public right-of-way. Please include driving directions to the project site.

*Any supporting documentation for the Project Summary should be included in Appendix B.*

Neighborhood Services

941-861-5000  
scgov.net/neighborhood

neighbor@scgov.net  
[Return to Introduction Page](#)

### Project Scope & Timeline

**Work Plan** – List in chronological order the tasks that will take place *during the period of the grant funding*. Work on the project must not begin until Commission approval, and the Final Report must be submitted within one year of Commission approval.

**Anticipated start date:**

Task	Duration

**Anticipated finish date:**

### Scoring Justification

**Community Need (25 points)** – How does this project address the needs, issues, or concerns of the neighborhood?

**Community Strengthening (25 points)** –How will this project improve relations or foster a sense of community among residents?

*Any supporting documentation for Community Need or Community Strengthening should be included in Appendix C.*

Neighborhood Services

941-861-5000  
scgov.net/neighborhood

neighbor@scgov.net  
[Return to Introduction Page](#)

### Scoring Justification

**Public Benefit (30 points)** –How will this project benefit both the neighborhood and the greater Sarasota County community?

**Community Support (20 points)** – How did the applicant cultivate support for this project? How did the applicant address any obstacles or challenges to support?

Number of homes/units represented\*

Number of neighborhood signatures collected

\*Applicants must be registered with the Neighborhood Online Directory; the “number of homes/units represented” should match directory registration.

***Any documentation supporting Public Benefit or Community Support should be included in Appendix C.***

Neighborhood Services

941-861-5000  
scgov.net/neighborhood

neighbor@scgov.net  
[Return to Introduction Page](#)

**Proposed Budget**

<b>TABLE 1: EXPENSES</b>		
<b>Goods and Services</b>	<b>Selected Vendor</b>	<b>Quoted Amount</b>
Subtotal of Expenses		\$

<b>TABLE 2: PLEDGES</b>		
<b>Volunteer Hours, Professional Services, In-kind Contributions</b>	<b>Identified Donor</b>	<b>Value</b>
____ hours x \$20/hour	See Volunteer Recording Form	
Subtotal of Pledges		\$

*Total Project Value:* Add subtotals from Table 1 & Table 2. \$\_\_\_\_\_

NIGP Request Amount shall be Table 1: Expenses or 50% of Total Project Amount (whichever is less) and may not exceed \$10,000.

***NIGP Request Amount:*** \$\_\_\_\_\_

***Any documentation supporting the Proposed Budget should be included in Appendix D.***

**Neighborhood Services**

941-861-5000  
scgov.net/neighborhood

neighbor@scgov.net  
[Return to Introduction Page](#)



## **Supporting Documents for Appendices A-D**

**Landscaping Form**

*Provide your landscaping plan and the following information to Forest Hecker for his signature no later than March 1, 2024*

<b>Grounds and Maintenance</b>	
Square footage of area to be landscaped	square feet
Soil pH	Soluble salts ppm
Type of irrigation to be used	Hand-watering      Micro-irrigation
Source of irrigation water (must be reclaimed if it is available)	
Type of mulch or ground-covering (must be non-cypress)	

<b>Plants</b>		
<i>Plant Name/Species</i>	<i>Size</i>	<i>Quantity</i>

I, an agent of Sarasota County UF/IFAS Extension Services, have reviewed and approved this landscaping plan.

\_\_\_\_\_ Signature of Extension Agent

\_\_\_\_\_ Date

***Include this signed form and the landscape plan in Appendix B.***

**Aquatic Planting Form**

Provide a marked aerial image and the following information to Mollie Holland for her signature *no later than March 1, 2024*

<b>Grounds and Maintenance</b>		
Area to be planted	linear feet	square feet
Planting pattern		

<b>Plants</b>		
<i>Plant Name/Species</i>	<i>Size</i>	<i>Quantity</i>

I, coordinator of Neighborhood Environment Stewardship Teams, have reviewed and approved this plan for aquatic plantings.

\_\_\_\_\_  
Signature of NEST Coordinator

\_\_\_\_\_  
Date

***Include this signed form and the marked aerial image in Appendix B.***

## Habitat Enhancement Form

Provide a marked aerial image and the following information to Andrea Lipstein for her signature *no later than March 1, 2024*. Submit one form for each habitat type.

Ecological Assessment			
Habitat type	Habitat size	square feet	
Neighborhood Name			
Project Location			
Littoral zone in compliance?	Yes	No	N/a
<i>Existing vegetation</i>			
Plant Name/Species	Exotic/Nuisance/Invasive	Percent Coverage	
		%	
		%	
		%	
		%	
		%	
		%	
<i>Potential Wildlife</i>			

Removal of Exotic, Nuisance, and Invasive Vegetation	
Primary method of removal	
Secondary method of removal	

Native Vegetation to be Added	
Plant Name/Species	Plant Name/Species

Upon project completion, the site must be maintained to no more than 15% exotic, nuisance, or invasive vegetation. Maintenance may not be included in the project cost.

I, an agent of Sarasota County Environmental Protection, have reviewed and approved this habitat enhancement form.

\_\_\_\_\_  
Signature of Environmental Protection Staff

\_\_\_\_\_  
Date

**Neighborhood Services**

## Disaster Response Form

Provide the *Neighborhood Disaster Plan* and this completed form to Dennis O'Hara for his review *no later than March 1, 2024*.

<b>Disaster Plan Contents – Must Include the Following</b>	
Incident Commander: role, name & contact information	
Incident Management Team: roles, names & contact information	
Zone Captains & Deputy Zone Captains: role, names & contact information	
Zone map of neighborhood	
Pre-event task list & assignments	
Pre-event: checklist for homeowner disaster kit	
Pre-event: survey of homeowner needs, skills, and available resources	
During event task list & assignments	
During event: disaster supplies inventory	
Post-event task list & assignments	
Post-event: neighborhood points of distribution/care	
Post-event: damage assessment form	
Post-event: disaster support providers & contacts	

<b>Purchase List – May Include Any of the Following</b>	
Medical supplies/First Aid kit	
Defibrillator (AED) (applicant must include valid CPR certs for team)	
Stretcher/back-board	
Fire extinguisher	
Hand-held (two-way) radio	
HAM radio	
Dry box/storage containers	

I, Emergency Management Section Chief, have reviewed this plan for disaster preparedness and recovery.

\_\_\_\_\_  
Signature of Emergency Management Staff

\_\_\_\_\_  
Date

***Include this signed form and the Neighborhood Disaster Plan in Appendix B.***

**Neighborhood Services**

941-861-5000  
scgov.net/neighborhood

neighbor@scgov.net  
[Return to Introduction Page](#)

### Support Signatures Form

The neighborhood of \_\_\_\_\_ is seeking a grant from Sarasota County. Grant funds will be used to \_\_\_\_\_.

Neighborhood residents, please sign below (including your address) to show your support for this project. Use as many copies of this sheet as necessary.

Neighborhood Resident's Name	Neighborhood Resident's Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

***Include this signed form and other documentation of support in Appendix C.***

**Neighborhood Services**

**Volunteer Recording Form**

Volunteer Task	Anticipated Hours	Volunteer Sign-up (not required at this point)	
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:
		Name:	Phone:

Total Anticipated Hours

**Neighborhood Services**

941-861-5000  
scgov.net/neighborhood

neighbor@scgov.net  
[Return to Introduction Page](#)

### Donor Worksheet

The value of in-kind contributions must be determined by the donor, not the applicant, and should be equal to the “usual and customary charge” of the donor. Monetary donations do not require a donor worksheet. Donations of professional services should be documented on a vendor invoice.

Donation Information		
Type of Donation	Description	Total Value
Materials or Supplies		

<b>How was the “per item” or “per hour” value determined?</b>

Donor Information		
Company/Individual Name		
Address		
City, State, Zip		
Phone	Fax	
Email		
Date	Signature	

***Include this signed form in Application Appendix D. Include this signed form with Final Report upon project completion.***

**Neighborhood Services**