



# Application Submission Checklist

## Before Completing and Submitting A Loving My Community Neighborhood Improvement Grant Application Packet

- Has a team member attended an Idea Development & Application Workshop?
- Did you review the Loving My Community (LMC) Application Guidelines?
- Are your responses for the Idea Description Segments clearly communicating the items listed in the evaluation criteria, if applicable?
- Is the budget included in your application packet sensible for your project or program?
- Did you use an 8½ x 11 format for all application material?
- Did you number the pages of your responses to the Idea Description Segments?
- If you have donations or volunteer pledges, did you complete and place the Pledge Summary page IN FRONT of documented community match commitments and pledges?
- Is your completed application packet no more than 10 pages long, excluding volunteer and donation documentation?
- Have you completed all applicable forms and signed the Application Summary Page agreement?
- Did you remember to use only binder clips to hold your application packets together (NO staples, folders or other enclosures)?
- Did you include four (4) copies of your application packet in your submission?
- Are you preparing to deliver completed applications in one of the following manners no later than 5:00pm on due date to the Office of Strategic Customer Services?

### Mail or Hand Delivery

Office of Strategic Customer Services  
c/o Loving My Community Program  
1500 Marilla Street, L2AN-B  
Dallas, Texas 75201

### Email Delivery

Files emailed should be no larger than 3MB  
Email application to [lovingmycommunity@dallascityhall.com](mailto:lovingmycommunity@dallascityhall.com)  
(Actual signature MUST be included on Application Summary Page)

Due to the size of City Hall, we strongly recommend that applications mailed be postmarked at least three (3) days prior to the deadline to ensure they are received on time. All applications received after 5pm on the deadline date will be automatically rejected.

Any applications submitted with missing information, or with a budget that seems excessive for the project or program will be rejected and the applicant will be notified of the problem. If the deadline has not past, the application team may submit revisions or justifications before the due date or must submit the application during the next application cycle.

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Office of Strategic Customer Services  
1500 Marilla Street, L2AN-B Dallas, Texas 75201  
214-670-5551



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## **LOVING MY COMMUNITY APPLICATION GUIDELINES**

### **ELIGIBLE APPLICANTS**

To apply for LMC funding, applicants must be a neighborhood-oriented organization. Examples of eligible groups include but are not limited to the following:

- Neighborhood associations
- Homeowners associations
- Crime watch groups
- Community garden groups
- Area PTAs
- Organized children's groups (community scouts, sports teams)
- Group of neighborhood members that come together to develop and submit a project or program idea

Who must apply with a group of area residents and serve in a support role:

- Individuals residents or community businesses
- Religious, business or social organizations
- Universities or hospitals
- Groups or associations where a majority of members live outside the community
- Elected Officials may not manage a project or program or be a primary on an application

### **IDEA TYPES & DESCRIPTIONS**

Communities are encouraged to explore creative and innovative ideas that support the unique needs and dynamics of their neighborhoods. All ideas submitted will either be a service program or a construction project and fall under one of four (4) "general" idea descriptions. The following are the definitions of a service program and a construction project with the general descriptions connected to each one.

#### **Service Program**

An idea qualifies to be a Service program if the idea or concept includes beneficial community activities that can be executed again once launched. Service programs should have a method incorporated into the implementation plan that will allow it to continue without the need of continual funding through the LMC program or City services.

1. **Community Enrichment** – Service program that includes events or activities, which increases community involvement or supplement city programs geared to improve the quality of life of residents or the environment. Examples of a community enrichment idea include but are not limited to the following:
  - Neighborhood participates in doing maintenance work on elderly residents' houses
  - Kick off event for an annual neighborhood clean up

#### **Construction Project**

An idea qualifies to be a Construction project if the idea or concept revolves around building and altering the look of an area. Construction projects should have a method incorporated into the implementation plan that will allow it to be maintained without the need of continual funding through the LMC program or City services.

1. **Physical Community Enhancement** – Construction project that will enhance an area currently landscaped. Examples of a physical community enhancement include but are not limited to the following:
  - Adding new bushes and flowers along a neighborhood thoroughfare
  - Installing benches in dog park
  - Adding to an existing community garden



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2. **Neighborhood Feature** – Construction project that designed to improve the entrance of the area. Examples of a neighborhood feature project include but are not limited to the following:
  - Constructing new sign with neighborhood name at the entrance of neighborhood
  - New landscape design for existing gateway feature
  - Structural repairs to existing gateway feature
  
3. **New Physical Community Improvement** – Construction project that involves new large-scale area landscaping within the community. Examples of a new physical community improvement project include but are not limited to the following:
  - Creating a new community garden or rain garden
  - Design and development of a pocket park or dog park

### **PRINCIPLES FOR IDEA DEVELOPMENT**

Ideas submitted either need to be service programs that can be on going or construction projects. All on-going service programs submitted will need to be implemented and be able to show positive results within one (1) year of receiving awarded funds. However if the idea submitted is a construction project it will need to be completed within (1) year of receiving awarded funds.

#### **Requirements**

All ideas submitted should accomplish the following:

1. Result in building a stronger, healthier community
2. Provide a public benefit
3. Meet a neighborhood need or desire
4. Involve residents and other members of the community in various aspects of the project
1. Be maintained by the neighborhood or the applicant group for a minimum of
  - 4 years (construction projects)
  - 2 years (on-going service programs)

#### **Restrictions**

Ideas submitted cannot request funding that will be used for any of the following:

- Fund individual maintenance type projects or improvements that are required by City Code
- Replace or serve as an association's operating budget
- Fund projects that will require ongoing maintenance from the City of Dallas
- Fund projects that conflict with City policies or codes
- Fund projects that would require ongoing City Staffing and/or City operating expenses
- Pay for expenditures incurred or payments made prior to receiving funding
- Pay for food, beverages and/or catering services over \$250 for projects under \$5,000 and \$500 for projects over \$5,000
- Pay for travel expenses
- Provide payment to individuals other than those who provide their professional services
- Provide payment to community members for volunteer services connected to a project

The City of Dallas reserves the right to reject any project program submitted automatically that will result in a conflict with current City services, goes against the vision and/or the mission of the organization, or is deemed as illegal or immoral.



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**CRITERIA USED TO RANK APPLICATIONS**

The goal is to award great projects and programs and not to “give” money away. In order to achieve this goal, all program or project applications submitted **MUST** receive a minimum score of 40 points to be considered for funding. Any application that ranks lower than 40 points regardless of its position in the overall ranking will not be eligible to receive a LMC Grant. Therefore, it is possible, but highly unlikely, that a given application cycle could result with no LMC grants being awarded.

<b>CATEGORY</b>	<b>Weight</b>
<b>Project or Program Idea (15)</b>	
<ul style="list-style-type: none"> <li>Idea concept is unique or innovative</li> </ul>	5
<ul style="list-style-type: none"> <li>Idea is based on principles of local control or self-help and will provide documented measures of positive outcomes</li> </ul>	10
<b>Community Benefit (30)</b>	
<ul style="list-style-type: none"> <li>Idea improves the quality of life in the neighborhood and/or the aesthetics of the area</li> </ul>	10
<ul style="list-style-type: none"> <li>Idea promotes and builds community interaction between different members of the neighborhood</li> </ul>	10
<ul style="list-style-type: none"> <li>Idea has a positive environmental impact and/or increases the community’s “Going Green” involvement</li> </ul>	5
<ul style="list-style-type: none"> <li>Idea promotes positive and meaningful area youth activity or involvement within the community</li> </ul>	5
<b>Community Match (30)</b>	
<ul style="list-style-type: none"> <li>All cash and in-kind donation commitments are clearly documented               <ul style="list-style-type: none"> <li>- Donation log showing individual cash commitment amounts and</li> <li>- Letters of intent for each in-kind donation</li> </ul> </li> </ul>	10
<ul style="list-style-type: none"> <li>Half (½) of documented sweat equity hours are provided by individuals from the area</li> </ul>	10
<ul style="list-style-type: none"> <li>Documented sweat equity match hours are evenly distributed among individuals and demonstrates widespread participation from all areas of the community in the planning, implementation and maintenance process</li> </ul>	10
<b>Feasibility (15)</b>	
<ul style="list-style-type: none"> <li>Idea’s overall budget, including any ongoing activity needed, is cost-effective and does not require future assistance or funding from the City. This includes any city departmental budget increases if the Idea involves City property.                ** Letter of Consent from the property owner must be submitted, including City property.                Lack of a detailed consent from property owner will result in automatic disqualification.</li> </ul>	10
<ul style="list-style-type: none"> <li>Work plan, including the completion date, are clear, logical and realistic.</li> </ul>	5
<b>Neighborhood Condition (10)</b>	
<ul style="list-style-type: none"> <li>The condition of the neighborhood demonstrates a need for improvement assistance.</li> </ul>	5
<ul style="list-style-type: none"> <li>Current organization has not received funding from Loving My Community in the past</li> </ul>	5
<b>TOTAL</b>	<b>100</b>



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## **IDEA DESCRIPTION SEGMENTS**

Refer to the Loving My Community (LMC) Application Guidelines for additional details concerning developing your idea prior to completing and submitting an application packet to prevent possible disqualification or resubmission requests. Read the idea description segments thoroughly and respond on a separate sheet of paper. Completed applications should contain no more than 10 pages, not including volunteer or in-kind documentation. Please contact the Office of Strategic Customer Services if you have any questions.

### **1. Describe Project/Program Idea**

- Include the general type and description of idea being proposed and the size and description of the target area where it will be implemented.
- Describe the area will benefit from the idea, any problems it will solve and how it will solve them.
- Include estimated measures that will be used to evaluate success of implemented idea.

### **2. Community Building**

- Describe the neighborhood area make-up, including boundaries, the number of homes, businesses, etc.
- Identify any factors of this idea that may help unify the neighborhood demographics within the target area.

### **3. Neighborhood Involvement**

- Explain how the community participated in developing the idea and how they will be involved. Include how many community members are involved in the development and the implementation and what parts of your community they represent.
- If applicable, describe the involvement of youth/young people in this project
- Provide a list of all active members on the idea development team including full name, street address, who is the team principal and who is the workshop certificate holder.

### **4. Project/Program Budget (Complete Project Application Attachment I page of packet)**

### **5. Project/Program Work Plan (Complete Project Application Attachment II page of packet)**

### **6. Property Owner Permission - if applicable (Include as an attachment)**

- For physical improvement projects, it is mandatory to include in the application a letter of consent signed by the property owner showing project plan approval, including land owned by the City of Dallas.
- Letter of consent should include owner name, contact information, and outlined details of the project including any ongoing maintenance activity.
- Letter of consent is still required even if the property owner is participating in the project.

### **7. Other - if applicable (Include as an attachment)**

- Please include a copy of your team's valid Idea Development and Application Workshop certificate.
- Provide area maps and any information that will help illustrate the vision of the proposed project.
- You may need Commercial General Liability insurance for your construction project. To limit your liability as well as the City please include this in your budget. This cost can vary depending on the scope of the project.



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*For Internal Use Only*

<b>Project #:</b>	
<b>Copy #:</b>	
<b>Date Received:</b>	
<b>Service Area:</b>	

**APPLICATION SUMMARY**

Complete the Loving My Community (LMC) application summary and make it the cover page of your application. Responses on this summary page should reflect the information in the Application's idea Description Segments.

**PROJECT/PROGRAM OVERVIEW**

<b>Project/Program Name:</b>			
<b>Target Area/Address:</b>			
<b>Idea Overview:</b> <i>Summarize idea in 100 words or less</i>			
<b>Idea Type:</b>	<input type="checkbox"/> Service	<input type="checkbox"/> Construction	<b>Idea Description:</b>
<b>Service Area:</b>			<b>Council District:</b>

**APPLICANT INFORMATION**

<b>Area Community Group:</b>		<b>Registered with SCS:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Organization:</b>	<input type="checkbox"/> Neighborhood Association <input type="checkbox"/> Homeowner Association <input type="checkbox"/> Crime Watch <input type="checkbox"/> Applicant Development Team (Community members that come together to create the project/program)		
<b>Team Name:</b>		<b>Team Principal:</b>	
<b>Mailing Address:</b>			
<b>Daytime Phone:</b>		<b>Evening Phone:</b>	
<b>Fax:</b>			
<b>Email Address:</b>			

**PROJECT/PROGRAM BUDGET SUMMARY**

<b>Loving My Community (LMC) Funds Requested</b>	\$
<b>Community Volunteer Sweat Equity</b>	\$
<b>In-Kind Service and Material Donations</b>	\$
<b>Cash Contributions</b>	\$
<b>TOTAL COST</b>	\$

**LMC WORKSHOP CERTIFICATION**

<b>Certificate Recipient:</b>		<b>Workshop Date:</b>	
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**APPLICATION AGREEMENT**

The signatory declares she or he is the team principal and/or the organization principal of the applicant organization. They also declare that the information provided in this application is accurate and represents the consensus of the residents in the target area described and that any LMC funds received because of this application will be used only for the purpose set forth herein.

\_\_\_\_\_   
 Team Principal Name (Print)

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date



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**Attachment I - PROJECT/PROGRAM BUDGET**

Specify items for this project/program and clearly explain what is being proposed. Include materials, equipment, professional services, personnel assistance and any other related expenses.

Community volunteer hours are valued at \$10.00 an hour per person. Professional services rendered that are donated are valued up to \$50.00 an hour per person. Please be sure to provide quotes or other documentation to verify cost. Do not include sales tax in your calculations for volunteer or donated material costs.

No project/program expenses may be incurred until after award date, signing of funding agreement, and City of Dallas authorization of the expense.

Description of Project/Program Budget Items	Funding Sources To Be Used			
	LMC Grant Request	Community Volunteer Sweat Equity	In-Kind Donations Materials, Supplies & Professional Services	Cash Contributions Fundraising and Financial Sponsors
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
•	\$	\$	\$	\$
<b>Budget Funding Source Subtotals</b>	\$	\$	\$	\$

**TOTAL Budget** \$



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**Attachment II - PROJECT/PROGRAM WORKPLAN**

List in chronological order the specific steps it will take to complete the project or program. Identify who will be responsible for completing each step and provide an estimated date (month and year) step will be completed.

Step or Activity	Responsible Party	Completion Date (Month/Year)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		



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**Attachment III - PROJECT/PROGRAM PLEDGE SUMMARY PAGE**

Pledge Commitments for:

\_\_\_\_\_ Project/Program Name

Information provided is a summary of the commitments to donate volunteer time or services for the above project.

Note

- Professional services provided by members of the community area should be listed as an in-kind donation
- Non-professional volunteer work provided should be listed as volunteer labor (Sweat Equity)
- Non-professional services provided by a professional **MUST** be logged as volunteer labor (Sweat Equity)
- Volunteer Labor is valued at \$10.00 an hour
- In-kind professional services are valued up to \$50.00 an hour.

**CASH DONATION PLEDGES SUMMARY**

Total Number of Cash Pledges	
Total Value of Cash Donations	\$

**VOLUNTEER SWEAT EQUITY SUMMARY**

a) Number of Volunteers from Target Area	
b) Total Number of Volunteers	
c) Total Volunteer Hours	
Total Value of Sweat Equity (c*10)	\$

**IN-KIND DONATED PROFESSIONAL SERVICES SUMMARY**

a) Total Professional Service Hours Donated	
Total Value of Professional Services (a*50)	\$

**IN-KIND MATERIAL AND SUPPLY DONATIONS SUMMARY**

a) Total Number of In-kind Pledges	
Total Value of All In-kind Material Donations	\$



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**VOLUNTEER PLEDGE LOG**

Volunteer Commitments for:

\_\_\_\_\_ Project/Program Name

Name Address	Volunteer Activity Commitment	Total Hours Committed	Labor Value (Hrs*10)	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				



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**IN-KIND DONATION COMMITMENT LOG**

In-Kind Commitments for: \_\_\_\_\_

Project/Program Name

Individual or Company Name Address	Description of Item or Service Pledged	Qty/Hrs Committed	Market Value <i>(Non Taxed)</i>	Signature
1.			\$	
2.			\$	
3.			\$	
4.			\$	
5.			\$	
6.			\$	
7.			\$	
8.			\$	
9.			\$	
10.			\$	