A drawing of a cartoon character

Description automatically generated

# Application 2019-20

**DEADLINE: Monday, November 18, 2019 @ 4:00 pm. CST.**

*Email Submissions ONLY: pud@dallascityhall.com*

Instructions:

1. Before completing the Dallas Neighborhood Vitality Grant (DNVG) Application

Read the Dallas Neighborhood Vitality Grant Guidebook

Attend a DNVG information workshop and receive a certificate of attendance

1. The application **must** be completed using the online PDF application form found at: bit.ly/dnvgrant *(case sensitive). Alternative forms of the application will NOT be accepted.*

**Required Attachments:**

Proof of Internal Revenue Service (IRS) 501(c)(3), 501(c)(4) or 528 designation

Certificate of Good Standing with the State of Texas

City of Dallas Conflict Transparency & Full Disclosure Statement

Board/Membership meeting minutes authorizing submission of DNVG application

Board Member Roster

Dallas Neighborhood Vitality Grant Information Session Certificate

1. By signing below, I am acknowledging that I am the Authorized Representative and have approval to enter into an agreement with the City of Dallas. Further, I have read and understand the information provided in the guidebook and application.

|  |
| --- |
| ***Authorized Representative*** |
| ***Printed Name:*** |
| ***Title:*** |

|  |  |  |
| --- | --- | --- |
| **Section I: Applicant Qualifications (Up to 25 Preference Points)** | | |
| Organization Legal Name: | | |
| Organization Tax Status: Are you 501(c)(3); 501(c)(4) or 528?  Yes  No | | |
| Official Mailing Address: (Address where bank statement is mailed to) | | |
| New applicant?  Yes  No | | |
| Authorized Representative: | | |
| Title/Position: | Term end date (if applicable): | |
| Phone: | Email: | |
| Project Contact: | | |
| Title/Position: | Term end date (if applicable): | |
| Phone: | Email: | |
| **Project** | | |
| Name: | | |
| Type: | | |
| Project Location Address(es): | | |
| DNVG funds requested: | | **$** |
| Your organization applying for:  Reimbursement  Non-reimbursement | | |
| Is there a fiscal sponsor?  Yes  No | | |
| **Fiscal Sponsor** | | |
| Legal Name: | | |
| Official Mailing address: | | |
| Authorized Representative: Title: | | |
| Phone: Email: | | |

**Clearly describe the DNVG project in detail.**

* Provide brief history of neighborhood organization and its current leadership. Will there be a leadership change during the contract term?
* If there is a fiscal sponsor, describe the relationship and roles of both parties.
* Describe partners involved in the completion of the project and their roles.
* Why and how was the project selected and what need does it serve?
* What will DNVG funds be used for?
* Describe the project planning which has been done prior to the application submission.
* What City Departments did you speak with?
* What types of approvals, permits, licenses, insurance, etc. are needed?
* Was a contractor selected? Do you have quote?
* Do you have funding for the first reimbursement package?
* Have you considered equipment safety precautions?
* .

**Section II: Project Description- Feasibility & Readiness (30 points)**

**Section II: Project Description & Readiness (10 points)**

|  |
| --- |
|  |

**Provide a step by step outline on how the project(s) will be completed.**

* Who will be responsible for significant task(s)
* Who will be responsible for anticipated reimbursement schedule?

NOTE: Up to three (3) reimbursement packages are allowable during the 12-month grant term.

**Project Timeline** (Required as part of Section II)

**Section II: Project Description & Readiness (10 points)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Person(s) Responsible** | **Date** |
| **1.** | **Receive Notice to Proceed** | **Project Manager** | **April 2020** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| FINAL | Submit Final Disbursement and Grant Report |  |  |

**Describe the neighborhood demographics, culture, physical assets, etc.**

* What is the public purpose this grant serves related to neighborhood?
* How will project impact, improve, and enhance the neighborhood?

**Section III: Neighborhood Benefits (15 points)**

**Section II: Project Description & Readiness (10 points)**

|  |
| --- |
|  |

Describe how residents will engage in each phase (planning, implementation/participation and on-going maintenance) of the project.

* What strategies will be used to continue resident engagement after the grant period?

**Section IV: Resident Involvement (20 points)**

**Section II: Project Description & Readiness (10 points)**

|  |
| --- |
|  |

**Section V: Project Budget (10 points)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Description** | **Expense**  **Category** | **Qty** | **Per Item**  **Cost** | **Total** | **Grant Funds**  **Requested** | **In-Kind Contributions** |
| ***EXAMPLE: Mulch – 25lb bag*** | ***Supplies*** | ***10*** | ***$ 4.50*** | ***$45.00*** | ***$45.00*** | *X* |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
|  |  |  | $ | $ | $ | $ |
| **Total Project Budget** |  |  |  | $ | $ | $ |
| **DNVG GRANT REQUEST** |  |  |  | $ | **$** | $ |

**Required Attachments**

**Section VI: Attachments**

Proof of Internal Revenue Service (IRS) 501(c)(3), 501(c)(4) or 528 designation

Certificate of Good Standing with the State of Texas

City of Dallas Conflict Transparency & Full Disclosure Statement

Board/Membership meeting minutes authorizing submission of DNVG application and Board Member Roster

Dallas Neighborhood Vitality Grant Information Session Certificate

**Additional Attachments** (if applicable)

**Applicant:**

Fiscal Sponsor Agreement

Donor letter

**Sign Toppers:**

Sign Topper Spreadsheet Installation Form (required)

Sign Topper Illustration Installation Map (required)

No Objection Petition – signatures by homeowners residing on the block which sign toppers will be installed.

Sign Topper Design (preferred)

**Temporary Signage:**

Contractor quote/bid (required)

Preliminary design (preferred)

**Signage:**

Contractor quote/bid (required)

Property owner‘s written permission (required)

City of Dallas Real Estate Department approval if signage is in Right -of- Way (required)

Preliminary design (recommended)

**Beautification Projects:** Art installations (murals or sculptures), landscaping, median, and sidewalk replacement, ADD other may require:

Proof (water bill, title or deed of trust) of property ownership (required)

Site Survey (required)

Contractor bid/quote (required)

City of Dallas Living-Alleyway Beautification Agreement (Sustainable Development & Construction)

**Urban Gardens:**

Property owner’s permission to use property for garden (required)

Preliminary site plan design (required)

Contractor\* quote/bid (required)

Identify all zoning and land use requirements (required)

Identify City of Dallas Fees, License and/or Permit costs (required)

\*Note: Contractor will be required to have general liability insurance prior to grant agreement execution

**Park and Trail Improvements:**

Dallas Park & Recreation executed Beautification or Maintenance Agreements (required)

City of Dallas Fees, Licenses and/or Permit costs (required)

**Pedestrian Improvements:**

Preliminary design/renderings (required)

Professional service scope of work and quote (Department of Transportation)

Identify City of Dallas Fees, License and/or Permit costs (required)

**Capacity Building:**

Consultant (professional services) scope of work and quote (required)

Preliminary schedule of capacity building services (required)