



## City of DeSoto

### Neighborhood Grant Program

The City of DeSoto Neighborhood Grant Program provides matching grant funds to neighborhood and homeowner associations (HOA's) in DeSoto. ["Matching grant funds" means that the City will provide a given amount of funds, and the Homeowners' Association must show evidence that the grant funds are equally matched.] *For the purpose of this program, HOA shall refer to Homeowners' Association and/or Neighborhood Association.*

#### PRIMARY OBJECTIVES

- 1) To strengthen and improve neighborhood associations
- 2) Improve the appearance of City neighborhoods
- 3) Cement the relationship between the HOA and the City government
- 4) Stimulate inter-neighborhood coordination/cooperation, encourage new communities to develop their own neighborhood associations, and stimulate interaction between all DeSoto HOA's.

Grant funds will be available to HOA's annually, depending on the amount of funds appropriated by the City Council.

#### GUIDELINES

All HOA's that apply for grants and meet the eligibility requirements will be **guaranteed** funding in the first distribution of funds. The eligibility requirement for the second distribution of funds will be a competitive process.

Eligibility Requirements Include:

- HOA's must be **registered with the City by October 28<sup>th</sup>** of that fiscal year to be eligible to apply for the grant;
- Application project must meet at least one of the primary objectives, for Round One distribution;
- Associations are distinguished as official HOA's by showing evidence of Articles of Incorporation;
- Registered with the Secretary of State and be in good standing with State and Federal entities;
- Have an official bank account;
- HOA's must give timeline for the project and show evidence that the funds were used by the set deadline.
- **All previous grant funds must be spent and reported to the City of DeSoto no later than September 30<sup>th</sup>, 2016.**

## **PROCESS TIMELINE**

1. HOA must be **registered** with the City **by October 28<sup>th</sup>** of that year.
2. Applications shall be submitted to the City of DeSoto **by October 28<sup>th</sup>, 2016**.
3. City staff shall review all applications, determine eligibility, and make a subsequent recommendation to the City Council, for Council action in December of that year.
4. It is the intent, that all funds be expended by September 30<sup>th</sup> of the fiscal year, regardless of issue date. If funds are NOT spent by September 30<sup>th</sup> of that fiscal year, the HOA will not be eligible for any grant money until documentation of funds is given to the City. The HOA must show evidence that grant funds (grant money + matching funds) were spent on the approved project.

## **ROUND ONE - DISTRIBUTION**

All Homeowner Associations that apply and meet the following criteria will be guaranteed funding.

### Criteria for Round One Distribution:

- **Application submitted by October 30<sup>th</sup>**
- All eligibility requirements are met
- Project meets program objectives
- HOA matches grant fund.

## **ROUND TWO - DISTRIBUTION**

Any remaining grant funds, after the first distribution, will be made available to HOA's. The criteria for Round Two are the same as Round One, with the exception that the application for Round Two must be submitted to the City of DeSoto Assistant to the City Manager/Community Initiatives by **March 17, 2017**. A committee made up of 12 individuals who are members of HOA's (committee selection is described in the following paragraph) will review the applications and make a recommendation to Council. Grants will be awarded by the City Council in April.

The name of one representative from each HOA not involved in the Round Two process will be entered onto a random list, which will be divided geographically by the four (4) City quadrants (defined by Pleasant Run Road and Hampton Road). From each of the quadrants, three (3) individuals will be randomly selected to serve on the Round Two Selection Committee. Two (2) alternates will also be randomly selected.

## **AREAS OF INTEREST**

The following are examples of **eligible** projects, but are not limited to:

- Landscaping Projects
- Cooperative Neighborhood Work or Odd Projects
- Seasonal Decorations
- Creative Neighborhood Beautification Projects
- Safety-related Equipment

The following are **ineligible** projects, but are not limited to:

- Purchase of alcoholic beverages or other illegal substances
- Contributions to political campaigns
- Projects that benefit a single individual or family (requests from individual property owners on their own behalf will not be accepted)

### **APPLICATION PROCEDURES**

HOA representatives may receive an application for a grant by contacting the City of DeSoto at 972-230-9643.

The application must be completed, including the following information:

- ◆ The amount of grant funding that is being requested by the HOA, not to exceed \$500.00 in Round One.
- ◆ Explanation of how the applicant will match or exceed the grant funding, through volunteer labor, donated materials and/or funding from other sources
- ◆ Financial resources of the association
- ◆ Geographic area the project will benefit
- ◆ Outline of the project, including method of operation, goals, and anticipated results of the project
- ◆ Contact names of those persons who will maintain the project and report estimated volunteer hours
- ◆ A detailed list of costs of materials to be purchased with grant funds

### **ATTACHMENTS THAT MAY BE INCLUDED**

- ◆ Letter-size landscaping plan (hand-drawn is sufficient)
- ◆ Photographs of the area
- ◆ Letters of approval from property owners or person(s) responsible for the area (if private property)
- ◆ Description of the soil type, measurements of the area to be landscaped and any special reasons for choosing specific plants for that area (freeze resistant plants, drought tolerant, etc.)
- ◆ All pertinent documentation sufficient to describe project
- ◆ Permit for construction if project requires (Contact Building Inspections at 972-230-9610)

# Neighborhood Grant Application

Name of Association: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

E-mail  
Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

E-mail  
Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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Grant Funds Requested: \_\_\$\_\_\_\_\_

How will association match funds: \_\_\_\_\_

Geographic Area to be Focused On: \_\_\_\_\_

## **OUTLINE OF PROJECT**

Detail description of the Project:

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How will you complete the Project?

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Anticipated Results: \_\_\_\_\_

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Names of the people who will maintain the Project and estimated number of volunteer hours per month: \_\_\_\_\_

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Detailed cost breakdown for materials to be purchased with grant funds: \_\_\_\_\_

In addition to the above information, please submit the following where applicable:

- ◆ Letter-size landscaping plan (hand-drawn is sufficient)
- ◆ Photograph(s) of the area
- ◆ Letters of approval from property owners or person(s) responsible for the area (if private property)
- ◆ Description of the soil type, measurements of the area to be landscaped and any special reasons for choosing specific plants for that area (e.g.: freeze resistant plants, drought tolerant, etc.)
- ◆ Any other information or materials that would further explain/illustrate the planned project.

*Please keep all receipts pertaining to the project. All projects are subject to audit.*

**Please provide a recent bank statement or treasurer's report with application.**

**All information provided above is true and correct, and has been authorized by the membership of the HOA.**

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**Signature of HOA President or Designee**

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**Date**