



## City of DeSoto

### Neighborhood Grant Program Process Fiscal Year 2022-2023

The City of DeSoto Neighborhood Grant Program provides matching grant funds to neighborhood and homeowner associations (HOAs) 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 HOAs annually, depending on the amount of funds appropriated by the City Council.

#### GUIDELINES

All HOAs that apply for grants and meet the eligibility requirements will be **guaranteed** funding, not to exceed \$500, in the first distribution of funds. The eligibility requirement for the second distribution of funds will be a competitive process.

Eligibility Requirements Include:

- HOAs must be **registered with the City by October 31<sup>st</sup> of each calendar 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 HOAs 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;
- HOAs 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> of the current fiscal year.**

## PROCESS TIMELINE

1. HOA must be **registered** with the City by **October 31<sup>st</sup>** of each calendar year.
2. Applications shall be submitted to the City of DeSoto **by October 31<sup>st</sup> of each calendar year.**
3. 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 TWO - DISTRIBUTION**

Any grant funds remaining after the first distribution will be made available to HOAs during a competitive process for Round Two. 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 the deadline identified for the current fiscal year. ***For Spring 2023 the application deadline is Friday, April 14, 2023.*** A volunteer committee made up of to 7 individuals, who are a combination of members of HOAs and City staff, will review the applications and make a recommendation to the DeSoto City Council.

**Grants will be announced and awarded by the City Council in May 2023.**

### Committee Selection Process

One representative from each HOA not involved in the Round Two process will be asked to volunteer as a Committee Member. The goal is to have at least one representative from each of the four (4) City quadrants (defined by Pleasant Run Road and Hampton Road). Two (2) alternates may also be recruited if needed to reach an odd number of participants.

### 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 request an application for a grant by contacting the City of DeSoto at 972-230-9643 or email to [blewis@desototexas.gov](mailto:blewis@desototexas.gov).

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 and for any amount that is matched in Round Two.
- ◆ 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)

**You must direct all submissions by the deadline to the City of DeSoto by US Postal Mail, drop off at the Action Center, or email to [blewis@desototexas.gov](mailto:blewis@desototexas.gov).**

Becky Lewis  
Executive Assistant to the City Manager  
211 E. Pleasant Run Road  
DeSoto, TX 75115  
(972) 230-9643 office  
(469) 822-1387 mobile