



2026 Neighborhood Enhancement Grant Application Form

The Neighborhood Enhancements Grant Program makes funding available for projects that improve the appearance and quality of life of individual neighborhoods and areas within the City of Westminster. The City supports residents and businesses desiring to improve or beautify their neighborhoods. The City encourages community participation in projects of this nature by providing funds to qualified applicants.

This application form must accompany all applications for the grant. USE THIS FORM TO SUBMIT YOUR APPLICATION.

First, save this form to your computer and rename it. You may either type directly into this form, or print and fill out legibly by hand. The submittal will then need to be scanned or otherwise converted to pdf files. **ALL APPLICATIONS MUST BE MADE ON THIS FORM.** Confirmation of received application will be sent out via email.

NAME OF PROJECT

Neighborhood / Location

Applicant(s) Contact Information **Date:** _____

Name: _____

Address: _____

Phone: _____

Email: _____

If you are a management company submitting on behalf of a HOA please provide contact information for both the management company and a Board member responsible for this project.

Applicant(s) Contact Information

Name: _____

Address: _____

Phone: _____

Email: _____



PROJECT DATA

Project Address / location: Indicate location of project, and include a site on a map with major cross streets and the exact location(s) of the project. Attach the map to the application (you may combine application and attachments as one PDF, or leave application and attachments as separate PDFs).

Project Site Plan: Provide a site plan (can be on an aerial photo) showing what improvements or changes your community is proposing. Label all items on the plans (streets, landscape improvements, materials, plants etc.) Include north arrow and a scale. Photos may be used to help illustrate the plan design, materials, and concepts. Attach the site plan(s) to the application. Details of site plan may vary depending on project scope.

Project Description: Describe your project in detail in the box below. Explain how this project demonstrates SUSTAINABILITY AND COMMUNITY BUILDING, and enhances your community and the City of Westminster. (750 Character Limit)



WESTMINSTER

Project Schedule: Indicate approximate start and completion dates of your project.

Start _____

Completion _____

PROJECT MAINTENANCE

Describe specifically how this project will be maintained by your group in the future - funding, upkeep, volunteering, etc. (500 Character Limit)

PROJECT THEME

How will this project meet and promote the goals of this year's theme of Community Building and Sustainability? (500 character limit)

COMMUNITY BENEFIT AND ACCESSIBILITY

How will this benefit the neighborhood/community and how will public access be guaranteed? (500 character limit)

PROJECT BUDGET AND MATERIALS

Total Project Cost \$ _____

Amount of Grant Request (max. of \$ 10,000) \$ _____

Project Materials:

- List all materials planned for use in this project
- Plant sizes must meet City requirements and specifications - 2½"caliper trees, 5 gallon shrubs and 1 gallon size perennials / grasses.
- A one-year warranty on all plant material is required by the sponsoring group (this means if the plant should perish within 1 year of completion, it must be replaced). Additionally, all plans must be maintained in perpetuity in accordance with the ODP document.
- Provide written information, photos, and source on any non-living material, such as rock, mulch, landscape cloth, benches, boulders, or other construction materials that will be used in the project. This can be included as an attachment.
- Donated materials and labor should be shown, but does not count towards the total cost of the project.



Notes:

1. DUE DATE: Requests for funding will be accepted starting **February 4** and must be submitted by Friday **March 13**. Selected Applicants will be notified by Friday April 17. **Selected projects must be completed by October 31, 2025.**

2. ALL APPLICATIONS MUST BE SUBMITTED BY EMAIL to mnoltero@westminsterco.gov. All emails must be limited to 10MB of attachments; multiple emails are acceptable.

3. There is a \$ 10,000.00 maximum on the project award. The project itself may be of any size. Amounts awarded are subject to the direction of the Parks, Recreation, Libraires and Open Space Advisory Board. Grants will be distributed either via reimbursement to the grant recipient upon completion of the project or could be paid directly to a verified contractor who is completing the work on behalf of the grant recipient.

4. A current W-9 for your organization may be requested if the applying entity is to be directly reimbursed, or a current W-9 for a grant recipient's selected contractor will be required for direct payment to the contractor. Verification of the W-9 will occur prior to dispersing funds.

5. If selected and upon completion of the project, you will be required to submit a narrative of how the goals of the project were achieved, the final number of people involved, and photos of completed project.

6. An Official Development Plan (ODP) Amendment may be required. Any changes or new landscape plans that differ from your community's existing ODP must be approved prior to any work commencing. If your project requires an ODP amendment, PRL staff will reach out for additional information to begin the amendment process. Following preliminary approval of a project by PRL and the Advisory Board, staff will contact the planning division to initiate the ODP amendment process. Fees will be waived for application and recording.

7. All projects should be new enhancements and/or an upgrade with community benefit and NOT a maintenance project