



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 and streets. The City encourages citizen participation in projects of this nature by providing funds to qualified applicants. Instructions for applicants-Please read carefully.

******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.** All attachments should be 8.5 x 11 in size. Confirmations will be sent out for receipt of applications.

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. Remember that the applicant / member must be present if a presentation to the Board is required.

Applicant(s) Contact Information

Name: _____

Address: _____

Phone: _____

Email: _____



PROJECT DATA

Project Address / location: Indicate location of project site on a map. Include a north arrow, major cross streets and the exact location(s) of the project. Must be a minimum 8 1/2" x 11". Attach the map to the application.

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.

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



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

Start _____

Completion _____

Volunteer or Donations: List any donated materials, partnerships, and / or volunteer efforts for this project. (500 Character Limit)

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

How will you publicize this project and get neighbors involved?

(500 Character Limit)

How will this project meet and promote the goals of this year's theme of sustainability and connectivity? (250 Character Limit)



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

Upon completion, you will be required to submit a narrative of how the goals of the project were achieved, the final number of people involved. The grantee will also be required to provide a 1-year report to help the City monitor the continuing success of the project.

Official Development Plan: All plans must be submitted to the City Planning Department for a potential Official Development Plan (ODP) modification. This process can take several weeks, and must be completed before a group is approved for the grant. Any changes or new landscape plans that differ from your community's existing Official Development Plan (ODP) must be approved prior to any work commencing.

Contact a Community Development representative at (303) 658-2342 to discuss your communities' upgrades and improvements to determine required submittals.

No application or recording fees are required for standard landscape modifications.

Forms and instructions for ODP Modifications are located on the Grant website .

If you have you applied for an ODP modification already, please fill in the date of contact and person you talked to.

Date Name of Contact



WESTMINSTER

NEIGHBORHOOD ENHANCEMENT PROJECT GRANT FUNDING INFORMATION

Total Project Cost \$ _____

Amount of Grant Request (max. of \$ 5000) \$ _____

Project Materials:

- 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 plants 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.
- List the Landscaper / Product supplier name and phone number below the item description.
- Donated materials and labor should be shown, but does not count towards the total cost of the project.

Cost of Project: fill in blanks, add lines as needed (you may also attach a separate proposal, or Excel spreadsheet)

Item Description / supplier / phone	Quantity	(square foot; lineal foot; cubic yard; or each)	Total Cost For Item



Total Project Cost

Notes:

1. DUE DATE (NEW for 2022): Requests for funding will be reviewed throughout 2022 and funding will be dispersed on a FIRST-COME, FIRST-SERVED basis to qualifying projects until funds are fully expended.

REQUESTS WILL BE ACCEPTED BEGINNING TUESDAY, MARCH 1ST, AT 4:00 PM.

City Hall office hours are Monday through Thursday 7 a.m. to 6 p.m. City Hall is closed on Fridays. The PRL Main Desk is currently closed to the public.

2. ALL APPLICATIONS MUST BE SUBMITTED BY EMAIL to jvann@cityofwestminster.us. All emails must be limited to 10MB of attachments; multiple emails are acceptable. Please send a separate email to confirm receipt.

Please remember that all projects must be completed and have submitted for their awarded grant reimbursement by December 31, 2022. Any project that has not submitted for their grant reimbursement may have their award canceled.

Extensions may be requested, at the approval of PRL.

3. Please provide a current and completed W-9 with your application.
4. The grant is a reimbursement grant of up to **\$ 5000.00** towards the approved project. The project must be completed, approved, and paid for completely by the Grantee before the City will authorize reimbursement. Matching funds are no longer required; however, matching funds and / or significant volunteerism will improve project scoring.

1. **Please remember that all projects should be enhancements and/or upgrades to your current Official Development Plan and NOT a maintenance project (such as replacing dead plant material, replacing broken concrete or installing new mulch) throughout the project site.**
2. Send one (1) electronic copy of the application to mlaguard@cityofwestminster.us Note: Electronic submissions are limited to 10 MB per email. Applications with many plans or photos may need multiple e-mails to submit.
3. Questions: Contact Andie Murtha, Senior Landscape Architect: Email: amurtha@cityofwestminster.us