

Ogden's "Neighbor Up" Small Grant Pilot Program

The **Neighbor Up Grant Program** is designed to help neighbors better connect with each other by strengthening a sense of community and improving the quality of life in Ogden's neighborhoods. The goals of the Program are as follows:



1. Build sense of community.
2. Develop or renew neighborhood relationships.
3. Encourage interaction between generations and cultures.
4. Increase governance and organizational leadership of neighborhood organizations or associations.

Neighbor Up Grants are intended to facilitate bringing people together. Citizens or neighborhood associations may apply for up to \$1000 for activities such as block parties or picnics, special event kick-off celebrations, ice cream socials, neighborhood crime prevention or other safety-related activities, trainings or other functions or gatherings that build connections between neighbors. Grants are also available to fund supplies for neighborhood cleanup or beautification projects.

Neighbor Up Grant applications may be submitted any time throughout the year (at least two months prior to event date), and will be awarded on activities that meet eligibility requirements on a first come, first served basis until the allocated funding is depleted. The City's budget year runs from July 1 to June 30. Funding for the pilot program became available August 15, 2017.

Grant Guidelines & Eligibility Requirements

1. **Eligibility.** To be eligible for a Neighborhood Grant, the following criteria must be met:
 - a. Applicants must be Ogden residents and may be representatives of a formal neighborhood association, neighborhood or community group, or informally associated neighbors.
 - b. At least two unrelated people must sign and submit the application.
 - c. Applicants must complete a W-9 form prior to disbursement of funds.
 - d. Activities must be neighborhood-focused, initiated and supported by residents living in the neighborhood and have a well-developed plan.
 - e. Activities must benefit the neighborhood.
 - f. Activities must focus on one or more of the following areas:
 - i. Increase communication among neighbors.
 - ii. Enhance neighborhood pride and identity.
 - iii. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
 - iv. Create new and innovative ideas for neighborhood events.
 - v. Increase governance or organizational development of neighborhood associations.

- f. Grant-supported events must be open to everyone who resides in the neighborhood or are guests of those residing in the neighborhood, without regard to race, gender, religion, national origin, age, disability,
2. **Non-Eligible Activities.**
 - a. Fund raisers of any kind.
 - b. Political events.
 - c. Boutiques, craft fairs or other profit-motivated ventures.
 3. **Location.** Events must be held within Ogden City limits.
 4. **No Admission Fees.** Groups may not charge admission to grant-supported events.
 5. **Eligible Expenses.** The following types of expenses ARE eligible for prepayment or reimbursement with grant funds:
 - a. Food (must comply with Weber County Health Department Guidelines)
 - b. Non-alcoholic beverages
 - c. Entertainment
 - d. Facility and equipment rentals (e.g., portable toilets, dumpsters or garbage cans)
 - e. Park/Pavilion fees
 - f. Insurance (if required)
 - g. Hard cost of materials and supplies
 - h. Advertising
 - i. Permit fees (Fees will be paid directly to the City on behalf of the organization.)
 6. **Non-Eligible Expenses.** The following expenses ARE NOT eligible for prepayment or reimbursement with grant funds:
 - a. Salaries or stipends for members of the sponsoring group
 - b. Tobacco products
 - c. Alcoholic beverages
 - d. Travel expenses (e.g., lodging/hotel, private transportation including mileage, gas, insurance, or car rentals)
 - e. Routine operating expenses and ongoing programs or services
 - f. Supplies and materials that benefit an individual or homeowner verses a neighborhood
 - g. Political campaigns
 - h. Fund raising activities
 - i. Commercial activities (e.g., craft fairs, farmers markets)
 - j. Regular neighborhood association or homeowner meetings
 - k. Items not specified in the grant application
 7. **Permits.** Projects may require permits depending upon the location or activity planned. The applicant is responsible for obtaining all applicable permits that apply to the planned activity.

8. **Application.** Applicants must submit a completed and signed Neighborhood Grant Application to be considered.

Evaluation Criteria

Grant applications will be evaluated on the criteria listed below:

1. Does the activity/event focus on one or more of the following five areas?
 - a. Increase communication among neighbors.
 - b. Enhance neighborhood pride and identity.
 - c. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
 - d. Create new and innovative ideas for neighborhood events.
 - e. Increase governance or organizational development of neighborhood association.
2. Does the activity/event meet the eligibility requirements outlined above?
3. Is the work plan well developed (clear tasks, adequate resources allocated, community or organization need addressed)?
4. If for neighborhood association training, how does training increase governance and organizational leadership of your association?

Application Process

1. To apply for a grant, complete Neighbor Up Grant Application online or submit the hard copy to the following address:

Ogden City Council
2549 Washington Blvd.
Suite 320
Ogden, UT 84401

The application and other forms can be found on the City's website at ogdencity.com/neighborup. Submitted applications will become the property of Ogden City and subject to public records access laws.

2. The City Council Office will review each application. Funding decisions will be made on a first come, first served basis. Each applicant will be notified of the result of the evaluation of the proposal. The City may request additional information prior to making a decision.
3. The Neighbor Up Grant is a partially reimbursable grant. Approved funds which are not eligible for prepayment as outlined below must first be spent by the grantee. Receipts or invoices showing payment must be itemized and submitted within 10 days of the event conclusion. Upon review of eligible receipts or invoices, the City will reimburse the grantee.

Expenses that are eligible for prepayment include the following:

- a. Permit fees, park rental fees, dumpster fees and all other fees to be paid to Ogden City. (These will be paid directly to the City division or department by the Council office in behalf of the organization.)
- b. Barricade rental. (Must provide a bid showing costs.)
- c. Special event insurance. (Must provide a bid showing costs.)
- d. Portable toilets rental. (Must provide a bid showing costs.)

Final receipts for prepaid funds not paid to Ogden City must be submitted within 10 days of the conclusion of the event. Failure to do so may result in collection action and/or ineligibility for future grants.

4. Neighbor Up Grant Program funding will be determined by City Council during the adoption of the budget each year. If Council approves the funding, eligible applicants may apply for up to two grants in a fiscal year not to exceed \$1,000 each, if the grants have different purposes. The City reserves the right to suspend or cancel the Neighborhood Grant Program at any time, at the City Council's discretion, whether or not all allocated funds have been awarded or dispensed.
5. Neighborhood groups must complete their activities/events within eight months of receiving notification from the City of grant award. Activities may begin after grant approval and must be completed by June 15 of each fiscal year. A follow-up evaluation must be completed within 30 days of conclusion of the activity or event. This evaluation should provide photos and detail how the activity helped strengthen the neighborhood, how many people were impacted, new ways neighbors worked to create a more connected community, if objectives were met, and if the project was successful. The evaluation may also include a "lessons learned" section which will be used to improve future activities across the City.
6. Grantees agree to allow photographs of the grant funded activity to be posted to the City's website or otherwise disseminated through the City's social media outlets.

For more information, please contact the Ogden City Council Office, at (801) 629-8153 email neighborup@ogdencity.com, or visit ogdencity.com/neighborup.

MORE INFORMATION:
ogdencity.com/neighborup