

Martha Donald

NEIGHBORHOOD ENHANCEMENT PROGRAM

General Program Information

Purpose:

The City of Dunedin “Martha Donald” Neighborhood Enhancement Program is designed to make aesthetic improvements to Dunedin neighborhoods and to improve the pride, property values, safety and quality of life for our residents.

Eligible Projects:

Projects must be physical improvements of a permanent nature that will fulfill a public purpose by improving the physical appearance of the neighborhood, providing a safer environment, and/or creating or enhancing an identity for the area. Projects may include, but are not limited to: community identification signs, landscaping, trees, entryway embellishments, cleanup projects, etc. All projects must be located on public property such as City of Dunedin right-of-ways and medians on City-owned streets.

Ineligible Projects:

Neighborhood Enhancement Program funds cannot be used for organizational salaries, regular operating expenses, projects located on private property, projects located outside of the incorporated City of Dunedin limits, or any projects that do not fulfill the public purpose of this program. Volunteer hours during the planning process are not eligible. For sustainability purposes, cypress mulch may not be used. Please choose an alternative such as Melaleuca. Only one Neighborhood Enhancement Program project may be submitted per neighborhood per year.

Eligible Applicants:

The following groups are eligible to apply for funding: homeowners associations, community associations, neighborhood organizations such as Neighborhood Watch, or groups of interested residents in neighborhoods not otherwise represented by a neighborhood association.

City Funding:

The City of Dunedin appropriates limited funds for the Neighborhood Enhancement Program. The specific amount of funding is determined through the annual general fund budgeting process. The goal of the program is to assist with as many neighborhood improvements as feasible within the allocated funding. The Neighborhood Enhancement Program will provide funding of exactly 50% of a project, up to a maximum of \$7,500.00. Grant funds cannot exceed the total amount of the cash expenditures.

Applicant Match Funding:

The Applicant is required to match the requested City funding. The Applicant match may take the form of cash (direct expenditures) or in-kind contributions. Examples of in-kind contributions may include:

- Donated professional services (landscape design or engineering fees)
- Donated materials
- Volunteer labor (physical project assistance, planning hours are not eligible)

Project Criteria:

Proposed projects must:

- Provide a public benefit and be supported by a majority of the subject neighborhood

- Be in the public (City of Dunedin) right-of-way or otherwise on public property
- Be permissible under Federal, State, or local regulations
- Be located within the corporate limits of the City of Dunedin

Application Criteria:

Applications must include the following information for the proposed project:

- A description of the involvement of the residents in selecting and planning the project
- A plan for completing the proposed project
- A site map with project elements
- A project budget, including volunteer time and donated services and materials
- A description for the ongoing maintenance of the improvements

Applications will not be considered if:

- The submittals are incomplete
- The project is not located within the City of Dunedin corporate limits

Project Implementation:

Projects are to be coordinated by the Applicant with close interaction with the City of Dunedin Parks & Recreation Department. Grant-funded services and materials must be purchased in accordance with the City of Dunedin purchasing policies. Expenditures greater than \$1,000 must get 3 quotes, with the award going to the lowest bid unless good explanation is provided. Projects should be completed by August 1 to allow time for inspection and reimbursement prior to the end of the fiscal year.

Project Maintenance:

On-going maintenance of the project is a prime determining factor of this program. The maintenance of the project will be the responsibility of the Applicant. In project areas currently maintained by the City, the City will continue to project the same level of maintenance for which the area was previously budgeted (frequency of mowing, weeding, etc.). Any additional maintenance requirements will be solely the responsibility of the Applicant.

Program Schedule:

The program begins at the beginning of the fiscal year on October 1. Applications will be evaluated on a first-come, first-served basis. Projects will continue to be considered if funding is still available. Applicant will receive an official notification of whether the project has been approved. All projects must be completed by August 1.

Project Selection:

Final project approval will be made by the Dunedin Parks & Recreation Department based on available funding, neighborhood contribution to the project, and the project's impact on city-wide beautification.

Contact / Additional Information:

Dunedin Parks & Recreation Department
Neighborhood Enhancement Program
1920 Pinehurst Road
Dunedin, FL 34698
Phone: 727-812-4531
Fax: 727-812-4547

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Application

Organization Information

Name of Neighborhood or Community: _____

Organization Name: _____

Type of Organization: Homeowners Association Neighborhood Watch
 Other (please specify) _____

Address: _____

Authorized Person (President or individual authorized to act on behalf of the organization):

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Project Manager (Person responsible for the administration of the grant and completion of the project):

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Project Information

Name of Project: _____

Project Summary: Give a brief description of the project. Please attach additional pages if necessary. _____

Resident Involvement: Describe the involvement of community residents in selecting, planning and implementing the project. _____

Project Location: Provide the address or other identification of the project location, such as a street intersection.

Attach a map depicting the project location (i.e. Google or Mapquest printout)._____

Project Implementation: Provide a detailed plan for completing the project. Include the works to be done, by whom,

and give a schedule for completing the various parts of the project. Attach additional pages if necessary._____

Maintenance: Describe how the project will be maintained. Please indicate mowing, watering, fertilization, weeding and physical maintenance to signs or other hardscape improvements._____

Budget: Complete the attached budget page (Exhibit A) to show project expenditures. Please indicate all sources of community match including cash, volunteer hours, and in-kind services.

Schedule

Please submit the application unbound and with no staples. Copies will be made for distribution to the review subcommittee.

Dunedin Parks & Recreation Department
Neighborhood Enhancement Program
1920 Pinehurst Road
Dunedin, FL 34698
Phone: 727-812-4531

Attachments

- Photographs of existing conditions
- Project location map (i.e. google or mapquest printout)
- Site map (include project elements)

Certification

I hereby certify that I have read and understand the terms of the Neighborhood Enhancement Program, the information included in this application is correct, and the application represents the consensus of the residents in the neighborhood described.

Signature of Applicant

Date

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EXHIBIT A

Project Budget

Organization Name: _____

Cash Expenditures

(materials, supplies, plants, professional services, rental equipment, etc.)

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Subtotal	\$ _____

Volunteer Labor

(estimated hours to be worked, planning hours are not eligible)

Amount

Hours _____ x \$20 _____ **\$** _____

Donated Services / Materials

(List of services or materials to be donated and value of those services)

Amount

_____	_____
_____	_____
_____	_____
Subtotal	\$ _____

Project Total*

\$ _____

Grant funds requested from City of Dunedin*

\$ _____

- * Grant funds from the City of Dunedin cannot exceed 50% of the project or \$7,500.00, whichever is less.
- * Grant funds cannot exceed the amount of the cash expenditures.