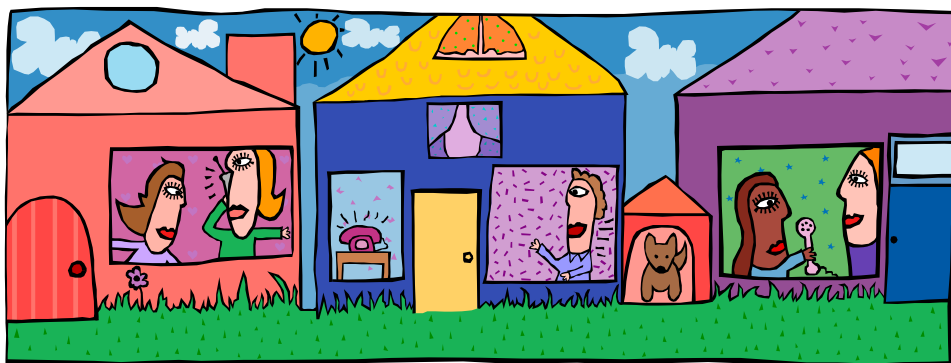


Mason City

CITY OF MASON CITY



Neighborhood Improvement Matching Grant Program



City of Mason City Neighborhood Improvement Matching Grant Program Guidelines

Purpose

The City of Mason City is committed to improving the quality of life for its residents. The City Council has allocated \$3,000 for projects that will enhance individual neighborhoods to promote this goal.

Eligibility Requirements

Any neighborhood-serving and/or neighborhood-based organization that has been in existence for at least three (3) months prior to date of application and is located within the corporate limits of Mason City is eligible. This includes, but is not limited to, Neighborhood Watch areas, neighborhood and homeowner associations, civic organizations and other community groups. Eligible projects must address a need that benefits the entire neighborhood. Examples of eligible projects include, but are not limited to:

- Neighborhood clean-up (dumpster charges, landfill fees)
- Minor housing enhancement (painting, gutters, roofing)
- Security lighting
- Demolition of unsightly structures
- Sidewalk repair
- Enhancements to the “parking” area between sidewalk and street
- Neighborhood welcome signs

Maximum Grant Amount and Match

The maximum grant amount for each project is \$1,000 and requires a 100% match. (Applicants must provide one dollar in matching resources for each dollar of grant funds invested in the project). For example, if a \$1,000 grant is requested, the applicant must provide at least \$1,000 in matching resources. Source(s) of match must be documented.

Eligible forms of match include cash, in-kind contributions of donated services, materials or equipment, and volunteer labor. Volunteer labor is valued at \$10 per hour for purposes of match only. Donated professional services, such as architectural, engineering, construction, etc. and materials or equipment are valued at the full cost of services, materials, and equipment provided. These services, materials, and equipment must have a direct contribution to the project in order to be counted as a match.

Additional Requirements

- Projects must involve all or most residents in the neighborhood through cash or in-kind donations or volunteer hours.
- Grant funds must be expended and project completed by date stated in the letter of agreement with the City of Mason City.
- Applications are accepted in the Development Services Department, City Hall - 3rd floor 10 – 1st St. NW, Mason City, IA 50401.
- Applicants may apply for one project in any given funding cycle each fiscal year (July 1-June 30).
- Projects assisted with Neighborhood Improvement Matching Grant Program funds may be featured in media events or on the Government Channel (Cable Channel 4).

Approval Process

Each month the Neighborhood Improvement Committee will review all applications received for the month and make funding determinations. Applications recommended for funding will be forwarded to the City Administrator for final approval. Applicants will be notified of the status of their request for funding by the end of the month in which they applied.

Project Monitoring

The successful applicant will be required to enter into a written agreement with the City of Mason City. This agreement will specify funding amounts and program requirements.

Additional Information or Technical Assistance

Contact: Development Services
 10 1st Street NW
 Mason City, IA 50401
 Phone: (641) 421-3626
 E-mail: developmentreview@masoncity.net



CITY OF MASON CITY

Neighborhood Improvement
Matching Grant Program Application

NOTE: It is important that each item in the application is completed. All answers must be typed or neatly printed in ink. If you have any questions or require additional information please contact Steven Van Steenhuyse, Development Services Department, (641) 421-3626.

APPLICANT INFORMATION

Name of Association/Organization: _____

Contact Person: _____

Address: _____

Home Phone: _____ Best Time to Call: _____

Work Phone: _____ Best Time to Call: _____

E-mail Address: _____

BUDGET SUMMARY

Grant Request: \$ _____

Cash Participation \$ _____

Donated Materials
and Services \$ _____

Volunteer Hours
(at \$10/hr.) \$ _____

PROJECT TOTAL \$ _____

PROGRAM NARRATIVE (1-2 pages)

Please answer all of the following questions in the order they are listed. Number each response and write the question before your response.

1. Briefly describe the project in your application. Include: the date your event will occur, how your organization will use the funds, who will participate, what steps your organization will take to carry out this project.
2. Describe the need for your proposed project. How will this project improve the quality of life in your neighborhood?
3. Who will your organization collaborate with on your proposed project? Describe the roles of each collaborator in the proposed project.
4. What commitments for volunteer labor, donated materials, and/or matching funding has your organization secured for the project? Please explain.

BUDGET FORMAT AND SUMMARY

Describe how the requested grant funds will be spent. Please list each category item and costs. Round all figures to the nearest dollar. The maximum for grant requests is \$1,000.

<u>Category/Item</u>	<u>Amount Requested</u>	<u>Match</u>	<u>Total Cost</u>
Project Labor			

Project Supplies

Other Costs

Total Project Cost

Submit your grant application (coversheet, program narrative and budget) to:

Neighborhood Improvement Matching Grant Program
Development Services Department
10 1st St. NW
Mason City, IA 50401