



# City of Branson Neighborhood Grant Program

## 2017 Application Guide



Branson North Neighborhood  
2016 Grant Recipient



Lucia Ridge Neighborhood  
2016 Grant Recipient



Hiawatha Heights Neighborhood  
2016 Grant Recipient

# What is the Neighborhood Grant Program?

## Program Description

The Neighborhood Grant Program provides a partnership between the City of Branson and its neighborhood organizations by supporting projects aimed at strengthening the community while benefiting residents. Availability of the grant program is one of the benefits of being a recognized neighborhood organization of the City. Through an application process, qualifying neighborhoods may be awarded funds to assist with projects aimed at improving the sense of community within their own area.

Grant proposals should clearly describe how the project will help neighborhood organizations build livable, equitable, and sustainable neighborhoods for all by meeting one or more of the following goals:

1. BUILDING COMMUNITY
2. ATTRACTING NEW AND DIVERSE MEMBERS
3. SUSTAINING THOSE ALREADY INVOLVED

## Eligibility Requirements

Neighborhood organizations officially recognized by the City of Branson are eligible to apply. In order to be a recognized organization, a neighborhood must have a formal governing body and operate under approved by-laws. Projects and events which will benefit from this grant shall take place within Branson city limits.

To be considered for funding, proposed projects shall meet the overall goals of building community, attracting new and diverse members, and sustaining those already involved. Additionally, applicants must be able to answer yes to more than one of the following questions:

1. Does the project or event seek to increase or promote safe, healthy, clean and friendly neighborhoods?
2. Is the event or activity unique, new or not part of an otherwise regular board or membership meeting?
3. Is the project or event open to all neighborhood residents?
4. Does the project or event address a known neighborhood deficiency as identified through previous neighborhood meetings or neighborhood walks?
5. Will the project or event provide an environmental benefit such as water and/or energy conservation?
6. Will the project or event enhance the aesthetics or overall beauty of the neighborhood?

## Funding Availability

The following award categories will be available from the \$10,000 total fund allocated by the Board of Alderman from the City's General Fund during the 2016 fiscal year:

### Small Grant:

- \$2,000 or less

### Large Grant:

- Greater than \$2,000
- Requires a neighborhood match of 10%
- Match value may include donated labor, services, supplies and/or monetary funds

## More Details

- Funds may not be provided to reimburse a project that occurred in the past.
- If a neighborhood would like to partner with another neighborhood organization to complete a larger project, please contact staff to discuss your ideas.



# What types of projects are funded?

## Project Examples

**Community-building activities:** plant street trees, neighborhood clean-ups, etc.

**Crime prevention activities:** National Night Out, foot patrols, block watches, etc.

**Community design/place-making projects:** plan for playgrounds, intersection upgrades, community gardens, etc.

**Identification:** neighborhood signage, design new website, etc.

**Festivals or fairs:** gatherings of cultural or neighborhood significance, etc.

**Special one-time events and projects:** block parties, neighborhood forums, neighborhood guide, etc.

## Ineligible Projects

1. Costs that may be incurred in preparing this application
2. Direct social services such as food baskets, health clinic services, etc.
3. Ongoing general organizational support such as rent or utilities
4. Direct grants, scholarships or loans for the benefit of specific individuals
5. Loans or debt retirement
6. Neighborhood fund drives
7. Emergency funding
8. Purchase of land or buildings
9. Political campaigns
10. Food (may be funded up to 25% of award amount)
11. Alcoholic beverages
12. Regular neighborhood organization meeting supplies
13. Improvements that directly benefit an individual household
14. Landscape maintenance and/or supplies that directly benefit an individual household
15. Traveling expenses

## Steps and Tips

- Brainstorm project ideas as an organization
- Reflect on previous grant successes and inefficiencies
- Define the project scope and goals
- Determine a list of necessary resources
- Involve other organizations or businesses
- Ask for ideas from youth in the neighborhood
- Allow enough time to complete the application



## Requirements

1. If the project involves the use of or changes to property the organization does not own, written permission from the owner must be submitted with the application.
2. The applicant shall provide at least two bids for the budget of the project.
3. Grantees must complete the project by the reporting deadline and expend all grant funds.

## Project Evaluation and Selection

The City's Finance Committee will review all proposals and grant those applications they feel meet the purpose and intent of this program. Applicants should illustrate to the Committee how their project seeks to build community, attract new and diverse members and sustain those already involved. Decisions made by the Committee will be finalized by in April 2017.

## Reporting

### Final Report

After the completion of the project, each grantee shall complete an end-of-project evaluation and expense report. This information shall then be submitted to the Planning & Development Department within 30 days after completion of the project.

### Photographs

At least one photograph (preferably in electronic format) of the project activities shall be provided within the evaluation.

# How do you apply for the program?

## Important Deadlines

**April 3, 2017 - Application Due Date:** All applications shall be submitted to the Planning & Development Department by 4:30 p.m.

### April 2017

- **Review Period:** Planning staff will review and evaluate all submitted applications based on provided criteria. Planning staff recommendations will be provided to the Finance Committee. Finally, the Committee will vote to determine final award recipients and amounts.

### May 2017

- **Award Announcement and Recognition:** Final awards will be announced to the public and grant recipients will be recognized by the Board of Aldermen.

### December 31, 2017

- **Project Completion Date:** Projects shall be a one-time expenditure and be completed within one year of the award.

## How to Apply

Applications are available in the City of Branson's Planning and Development Department and on the City's Website at:

<http://www.cityofbranson.org/214/Neighborhoods>

### Applications may be submitted to:

#### Mailing

City of Branson  
Planning and Development  
110 W. Maddux St., Suite 215  
Branson, MO 65616

#### Email

kvarner@bransonmo.gov  
Kim Varner, Planning and Development

#### Fax

(417) 334-2391

### For more information please contact:

Email: kvarner@bransonmo.gov  
Phone: (417) 337-8568

## Application Checklist

- Proposed Idea**  
How will your project build a more vibrant community? Explain what will be done, how it will benefit the neighborhood and the reason for the project. Also include the activities of the overall project.
- Neighborhood Involvement**  
Explain how the project will involve as many neighbors as possible including volunteers to complete project tasks.
- Outcomes**  
Describe tangible and/or intangible results and how the project's success will be measured.
- Project Coordinator**  
Identify a representative from the neighborhood to serve as the primary contact for the project.
- Budget**  
Provide a detailed project budget including bids and identify how the City's match will be utilized, if applicable.
- Project Resources**  
Describe any additional information regarding labor, donated professional services and donated materials.



**City of Branson  
Planning & Development**