

Love Your Block
Buffalo, NY
Mini-Grant Application

INTRODUCTION

Established in 2018, the Love Your Block Mini-Grant Program, originally funded by a grant received from Cities of Services, a national nonprofit organization, aims to enhance neighborhoods by connecting residents and mayors. This program was recognized as a priority initiative within the Division of Citizen Services, and additional funding was secured to sustain the initiative.

The program's primary objective is to offer mini-grants of up to \$2,000 to block clubs, community-based organizations, small local businesses, and schools in the City of Buffalo. These grants are intended to fund volunteer-led projects to promote a better quality of life, improve safety, and encourage stronger social cohesion in participating neighborhoods.

IMPORTANT DATES

Application Release Date:	January 8 th , 2024
Grant Workshops:	January 27 th , 2024 (The Belle Center, 104 Maryland St.) February 17 th , 2024 (Delavan Grider Community Center, 866 E. Delavan) March 17 th , 2024 (Virtual)
Application Due Date:	April 5 th , 2024
Winners Announced:	May 15 th , 2024
MANDATORY Winners Workshop:	May 25 th , 2024
Projects Begin:	July 2024
Project Completion Deadline:	October 14 th , 2024
Love Your Block Celebration:	TBD

We look forward to receiving your applications. Your dedication to the community is greatly appreciated. If you have any questions about Love Your Block and the application, please reach out to us at **716-851-5322** or loveyourblock@city-buffalo.com

PROJECT CATEGORIES

Proposed projects must fall under one of the three categories listed below.

Project Category	Project Example
Vacant Lot Activation	This includes creating playgrounds, installing public art, and developing recreational spaces
Community Space Revitalization	This includes repairs or modifications to community facilities, removing graffiti and replacing it with murals or public art, planting trees, and landscaping community facilities
Accessibility Improvement	This includes implementing creative lighting, replacing broken or worn-out litter bins, and creating a ‘tool library’ where neighborhood groups can borrow tools for cleanup projects
Streetscape Improvements	Community volunteer-led beautification on the business strips in the identified targeted areas. This includes landscaping, art installments, pedestrian spaces, lighting improvements, and public safety

ELIGIBLE APPLICANTS

Block clubs, community-based organizations, small local businesses, and schools throughout the city of Buffalo. Applicants are required to register for the City of Buffalo and Buffalo Urban Renewal Agency’s Crime Prevention Through Environmental Design (CPTED) classes for the year 2024 or demonstrate completion of CPTED during 2023.

Those applicants that fall within one of our targeted areas (Broadway-Fillmore, Genesee Moselle, Delavan Grider, Masten Park, Hamlin Park, Upper West Side, and Riverside-Black Rock) will receive priority.

In order to qualify for the Love Your Block application process, each group will be asked to:

- Describe their organization’s background, history, and goals
- Propose a revitalization project that addresses a specific blight problem in their neighborhood, and identify an exact location for the project
- Recruit 5 or more committed volunteers
- Propose a budget that does not exceed \$2,000, or otherwise provide evidence of matching funds & in-kind donations
- Submit a plan that outlines how the project will be maintained after the grant period.

Priority will be given to applications who:

- Apply jointly with other community partners such as nonprofits, local businesses, or educational institutions

- Secure additional resources through fund matching or in-kind donations
- Show clear use of Crime Prevention Through Environmental Design (CPTED) principles in their project design

INELIGIBLE PROJECTS

Grant funds may be used only for the implementation of visual and physical neighborhood improvement projects and **cannot** fall under the following:

- The primary purpose of the grant cannot be the advancement of any religious purpose. Projects must serve the secular purpose of neighborhood revitalization
- Projects may not duplicate an existing program (Funds may not be used for infrastructure improvement: curbs, sidewalks, or repaving of a street.) Funds cannot be used for initial planning and/or concept design, however, construction drawings are considered a part of implementation
- Funds may not be used for purchase of holiday lights and decorations, t-shirts, lawn mowers, and other power tools.
- Funds may not be used for the improvement of private properties **unless applicants get approval from the property owner.**
- The purchase of small tools and equipment is not allowed **unless your organization has written agreement from a local CBO that such items will be kept in their possession and made available to the community at large.**
- Salaries and overhead and any cost associated with fundraising are not eligible.
- Soft projects such as social services, training, awards ceremonies, food, or block club parties are not eligible.

The following restrictions apply:

- Grantees of this program cannot re-apply before they complete the project(s) funded by this grant.
- Individuals, private businesses, and public agencies are **NOT eligible** to apply.
- Awardees within the past 4 grant cycle are **NOT eligible** to reapply.

TERMS

- Grants range from \$750 to \$2,000.
- Projects must be completed within **five months** of grant approval unless given a waiver by the Division of Citizen Services
- Funds will be disbursed once 3 quotes have been submitted to and approved by the Division of Citizen Services
- Proof of permission to use public land is required if the proposed project is located on public land, including a right-of-way (The Division of Citizen Services can assist with this). Permission from the property owner is required if the proposed project is located on private land.
- Original invoices are required for funding disbursement.
- Grant funds may be used only for items included in the application.

APPLICATION DEADLINE

Grant applications are due on **April 5, 2024**. Applicants will be notified of funding decisions May 15th, 2024, barring no delays. **Please consider the timeframe necessary for the application processing when you plan your organization's project.** Please submit a Word Document or PDF form through email to loveyourblock@city-buffalo.com OR submit **one original and two additional copies** of the application by **5:00pm** on the due date to:

Attn: Love Your Block
Division of Citizen Services, 218 City Hall
65 Niagara Square
Buffalo, New York 14202

APPLICATION EVALUATION

The Love Your Block staff, along with a peer-review committee, will review each proposed project and send a letter of approval or denial to each applicant. Love Your Block staff may reach out to applicants if any additional information is needed or to make project recommendations.

GRANT APPLICATION WORKSHOPS

Three technical assistance workshops will be available to those who are interested in applying for the Love Your Block grant. The workshop will focus on how to fill out applications, develop ideas for projects, draft maintenance plans, and recruit volunteer assistance for projects to be completed in the community. Workshops will be held between the end of January and March.

PROJECT & IMPACT EVALUATION

The Love Your Block team, with City staff and community partners, will evaluate all funded projects throughout implementation. Evaluation will include, but are not to be limited to: photographs, post-project surveys, and detailed reports, and fiscal reviews of expenditures. If a project fails to stay within stated guidelines, all remaining funds will be retracted and the organization will be disqualified from future funding.

Projects may be featured in a newsletter of feature projects, or on Love Your Block & Division of Citizen Services social media. We will also host an event after the completion of projects to celebrate the efforts of the grantees and their community impact.

City of Buffalo
Love Your Block Grant Program Application
2024

Copies of this form are available through the Division of Citizen Services located at 65 Niagra Square, 218 City Hall.
For an electronic version of the form please visit www.buffaloveyourblock.org

Name of organization: _____

Address: _____

Telephone: _____ Fax: _____

Organization E-mail: _____

Contact person: _____ e-mail: _____

Phone: _____

Second Contact person: _____ e-mail: _____

Phone: _____

Proposed Project Title: _____

Project Category (check one):

Vacant Lot Activation

Accessibility Improvement

Community Space Revitalization

Streetscape improvements

Project Location: _____

Project Start and finish Dates: _____

Grant Amount Requested	Cash Match	In-Kind Match	Total Project Cost
_____	_____	_____	_____

Has a representative from your group participated in a City of Buffalo CPTED training? YES / NO

Signature of Lead Organizer: _____

(Please type name): _____

I. NARRATIVE

A. Organizational Background and Capacity (10 points)

- Briefly describe your organization's history, mission, and goals. (10 points)

- What are your organization's current activities and past accomplishments?

B. Community Problem & Needs Assessment (10 points)

- Briefly explain the needs or problem your group wishes to address.

- Describe the project's potential for crime prevention and safety, using Crime Prevention Through Environmental Design (CPTED) principles if possible.

- Would your organization be interested in applying for either of the following opportunities for your community?

- Participating in a CEPTED training
- Hosting or participating in a Great American Clean Up event

C. Project Activities (25 points)

- Give a detailed description of the proposed project action plan with a rough timeline estimate (15 points)

Estimated Date	Actions	Details

- Roughly how many volunteers does this project require? From where in the community does your organization plan to recruit volunteers for your project (schools, churches, community centers, block clubs, etc.)? (10 points)

- Include information about any other partners involved in the proposed project. How will they be involved and what specific contributions will they make?

D. Impact (10 points)

- How will you measure the success of the proposed project on your neighborhood? (Examples: the number of residents using the space, the amount of trash cleared, or graffiti removed, the number of residents participating in the project) (10 points)

E. Maintenance & Sustainability (45 points)

Applicants are required to submit a maintenance plan to ensure long-term sustainability of the project.

Sustainability Objective	Sustainability Actions
<p>Maintenance Requirements: What equipment and materials will be necessary to ensure the project’s survival? How often will it need to be serviced? (10 points)</p>	
<p>Financing: What steps will your group take to fund your project after the Love Your Block Grant is finished? (10 points)</p>	
<p>Activity Support: How will your group promote the project in years to follow and recruit people to champion the work involved? (10 points)</p>	
<p>Project Evaluation: How will your group continue to evaluate the project and share its success with the community? (5 points)</p>	
<p>Other: Ex. Do you expect project needs to change after the initial grant period? If so, how will you account for that change? (10 points)</p>	

B. Source of funds

List the source and amount of all matching funds and in-kind contributions being provided or potentially provided to support this project. Indicate what funds are currently in-hand, pledged, or pending. Fields may be left blank if unsure.

Funding Source	Amount	Cash or In-Kind	Status (<i>Already have, pledged, or pending</i>)
(ex. Block club treasury)	10 shovels	In-Kind	Pledged

If additional funds have not been secured, what are your plans to secure these resources?

For Office Use Only

Target Area: _____ Score #1 ____ Score #2 ____ Score #3 ____

Category: _____ Total Avg. Score _____

Reviewed by: _____

Committee Recommendation: Approved ____ Not Approved ____ Award Amount \$ _____

Additional comments
