



Love Your Block

Mini-Grant Request for Proposal

INTRODUCTION

Love Your Block is a partnership initiative between the City of Buffalo, Cities of Service, Cities RISE, and Keep WNY Beautiful to empower community-led projects that eliminate blight and provide measurable visual and physical improvements in their neighborhoods. The long term goals of the program include increased quality of life, increased safety within the participating neighborhoods, and increased social cohesion. The purpose of the Mini-Grant Program is to provide resources and funding to block clubs, community-based organizations, and small, locally-owned businesses for the implementation of volunteer-led projects addressing blighted public spaces in their neighborhoods. Residents may apply for projects with a budget of up to \$1,500.

IMPORTANT DATES

- Application Release Date: February 7, 2020
- Grant Workshops: March 16, 19, 24, 25, and 30, 2020
- Application Due Date: April 16, 2020
- Winners Announced: April 23, 2020
- Mandatory Winners Workshop: May 7, 2020*
- Projects Begin: May 10, 2020
- Project Completion Deadline: August 10, 2020
- Love Your Block Celebration: August 19, 2020

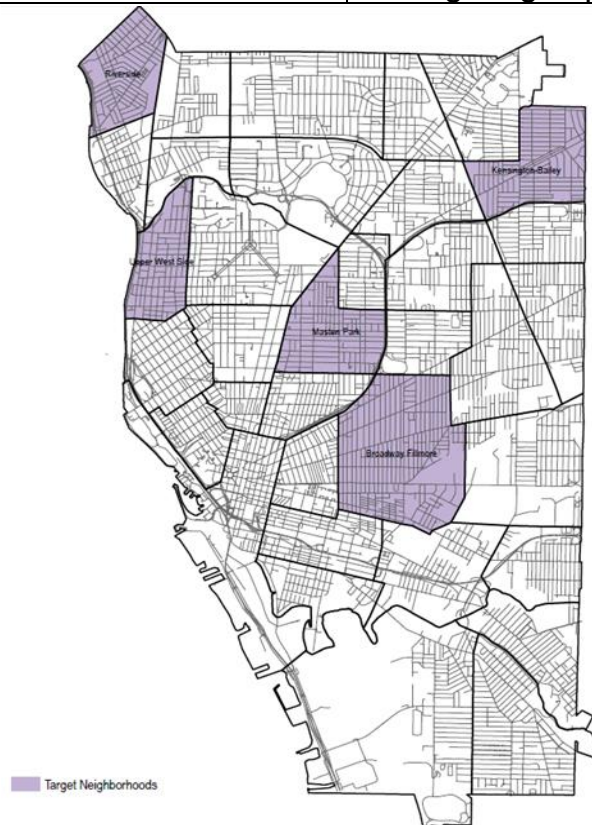
We look forward to receiving your applications. Your dedication to the community is greatly appreciated. If you have any questions about Love Your Block and the application, please reach out to Dominic DiFiglia and Megan Blahuta at **716-851-5515** or loveyourblock@city-buffalo.com.

*Dates are subject to change. Please visit buffaloveyourblock.org for official workshop dates and locations.

PROJECT CATEGORIES

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

Project Category	Project Example
Vacant Lot Activation	Community garden/greenhouse, playground, public art installation, recreational space
Community Space Revitalization	Repairs or modifications to community facilities (schools, community centers, park shelters, senior centers, etc.), graffiti removal and/or replacement of graffiti with a mural, planting trees and/or landscaping community facilities
Accessibility Improvement	Implementing creative lighting, replacing broken or worn-out litter bins, creating/managing a “tool library” where neighborhood groups can borrow & return tools for cleanup projects
Streetscape Improvements*	Community volunteer-led beautification on the business strips in the five identified target areas. This includes landscaping, art installments, and lighting improvements.



ELIGIBLE APPLICANTS

Block clubs, community-based organizations, or small, locally owned businesses in one of five target areas (**Broadway-Fillmore, Kensington-Bailey, Masten Park, Riverside, and Upper West Side**) are eligible for funding. Block clubs and community-based organizations outside of these five neighborhoods are eligible to apply, however preference will be given to projects in these neighborhoods.

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

- Describe their organization's/business'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 10 or more committed volunteers
- Propose a budget that does not exceed \$1,500, or otherwise provide evidence of additional funds & in-kind donations
- Submit a plan that outlines how the project will be maintained after the grant period

Priority will be given to applicants 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

Additional requirements for businesses

- Businesses must be small (under 50 employees) and locally owned (owned by a resident of the City of Buffalo)
- Businesses must match the amount they are granted to further expand on their project and maximize impact
- Businesses must be located in one of the five identified target areas, with preference given to the following business strips in these neighborhoods:
 - **Broadway-Fillmore**: Broadway between Jefferson Ave. and Milburn St.
 - **Kensington-Bailey**: Bailey Ave. between Winspear Ave. and Route 33
 - **Masten Park**: Jefferson Ave. between Best St. and Main St.
 - **Riverside**: Tonawanda St. between Arthur St. and Vulcan St.
 - **Upper West Side**: Grant St. between Hampshire St. and Letchworth St. OR Niagara St. between Albany St. and Forest Ave.
- Partnerships with local block clubs and/or non-profits is required.

INELIGIBLE APPLICANTS

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 purposes of neighborhood revitalization.
- Project 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, award ceremonies, or parties are not eligible.

The following restrictions apply:

- Former Love Your Block grant recipients cannot re-apply before they complete the project(s) funded by this grant.
- Individuals and government/public agencies are NOT eligible to apply.

TERMS

- Grants awarded are up to \$1500.
- Projects must be completed by **August 10, 2020** or else funding will be terminated.
- Funds are given directly through a pre-approved list of supply distributors during project implementation. Grantees will submit invoices to vendors, and the Love Your Block staff will pay the vendor upon invoice approval.
- 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 16, 2020**. Applicants will be notified of funding decisions within 30 days after the due date. **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 send **one original and one additional copies** of the application by **5:00 p.m.** 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 board of block club and community members, will review each proposed project and send a letter of approval or denial to each applicant. Love Your Block staff may reach out to the applicant if any additional information is needed or to make project recommendations.

GRANT APPLICATION WORKSHOPS

A technical assistance workshop in each of the five target areas will be available to those who are interested in applying for the Love Your Block grant. The workshops 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 March 6th-24th, with time and location details to come.

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 will not be limited to: photographs, post-project surveys and detail 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 or feature projects, or on Love Your Block & Division of Citizen Service's social media. We will also host an event after the completion of projects to celebrate the efforts of the grantees and their community impact.



Buffalo Love Your Block Grant Program Application 2020

Copies of this form are available through the Division of Citizen Services located at 65 Niagara Square, 218 City Hall or visit: www.buffaloveyourblock.org
Completed applications can be submitted in 218 City Hall or via email (loveyourblock@city-buffalo.com)

Name of organization or business: _____

Address: _____

Organization or Business Telephone: _____

Fax: _____

Organization or Business E-mail: _____

Contact person(s), title(s), e-mail address, telephone and fax numbers of each:

Contact Name: _____ Secondary Contact Name: _____

E-mail: _____ Email: _____

Phone #: _____ 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

Please attach proof of registration of Block Club if possible.

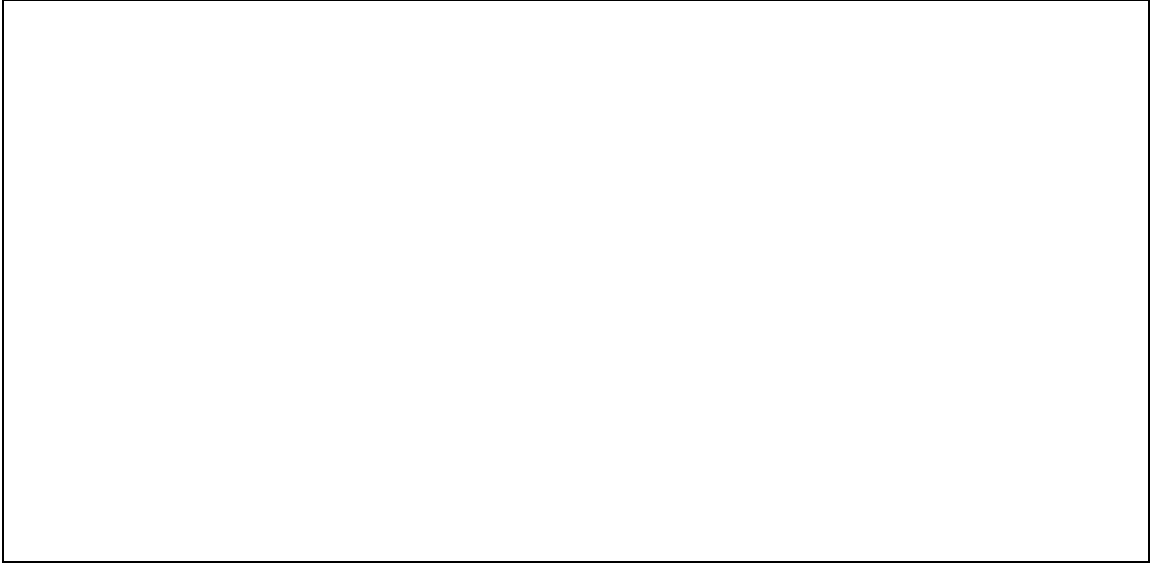
Signature of Lead Organizer: _____

(Please print name): _____

I. NARRATIVE

A. Organization Background and Capacity (10 points)

- Briefly describe your organization or business's history, mission, and goals. **(5 points)**

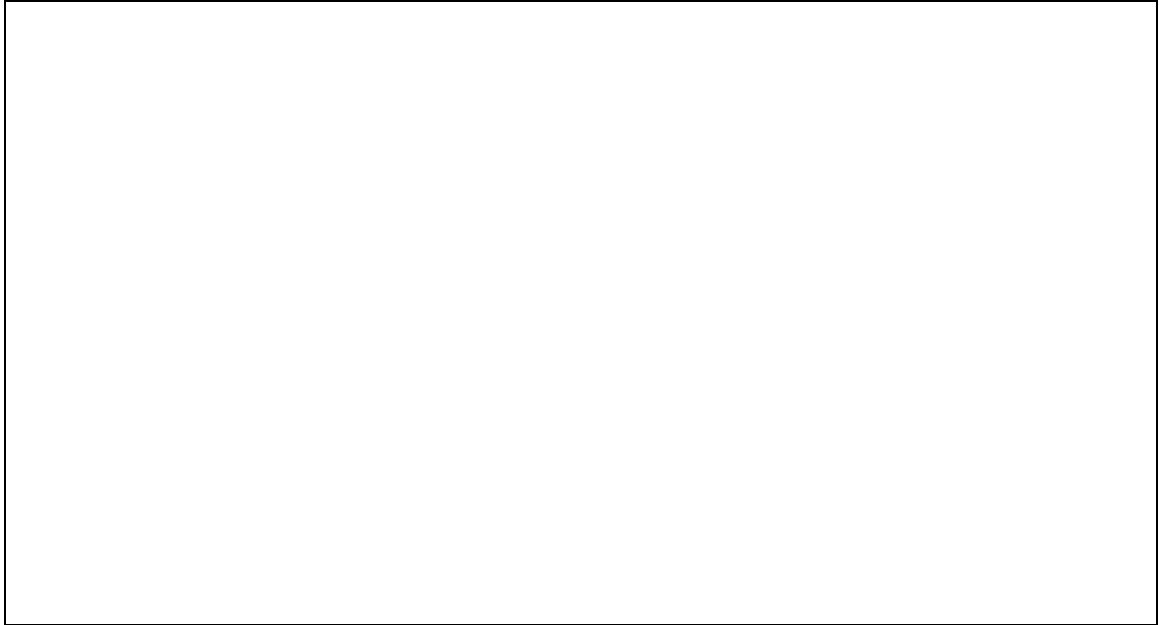


- What are your organization or business's current activities and past accomplishments? **(5 points)**



B. Community Problem & Needs Assessment (10 points)

- Briefly explain the need or problem your group wishes to address. **(7 points)**



- Describe the project's potential for crime prevention and safety, using Crime Prevention through Environmental Design (CPTED) principles if possible. **(3 points)**

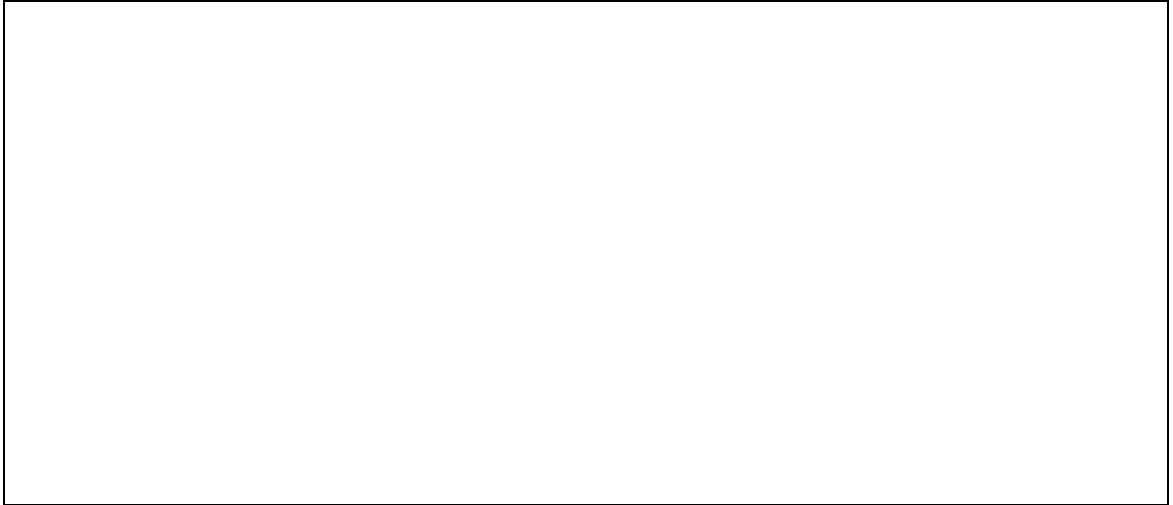


C. Project Activities (25 points)

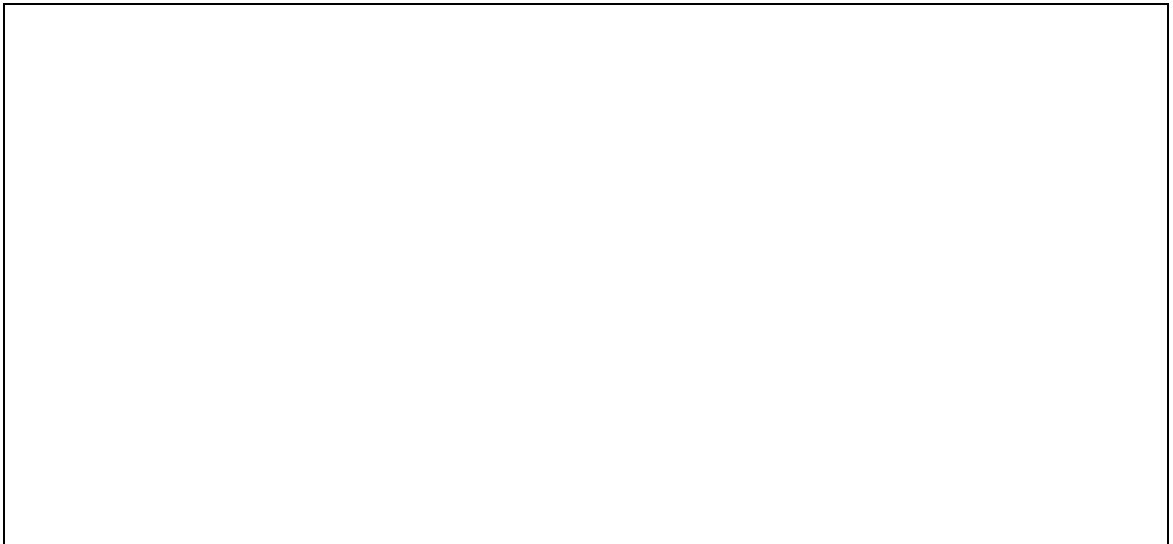
- Give a detailed description of the proposed project action plan with rough timeline estimates. **(15 points)**

Estimated Date	Action	Details
<i>Ex. 7/1/2020</i>	<i>Ex. Planting</i>	<i>Ex. Community volunteers will be gathering to plant flowers in the garden</i>

- Roughly how many volunteers does this project require? From where in the community does your organization plan to recruit volunteers (schools, churches, community centers, block clubs, etc.)? **(5 points)**

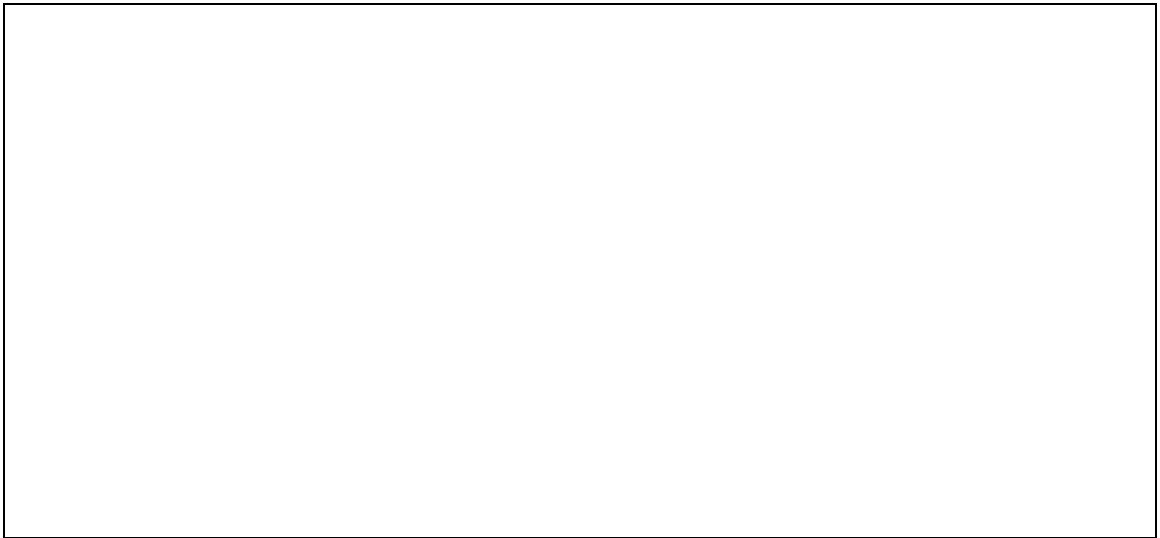
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- Include information about any other partners involved in the proposed project. How will they be involved and what specific contributions will they make? **(5 points)**

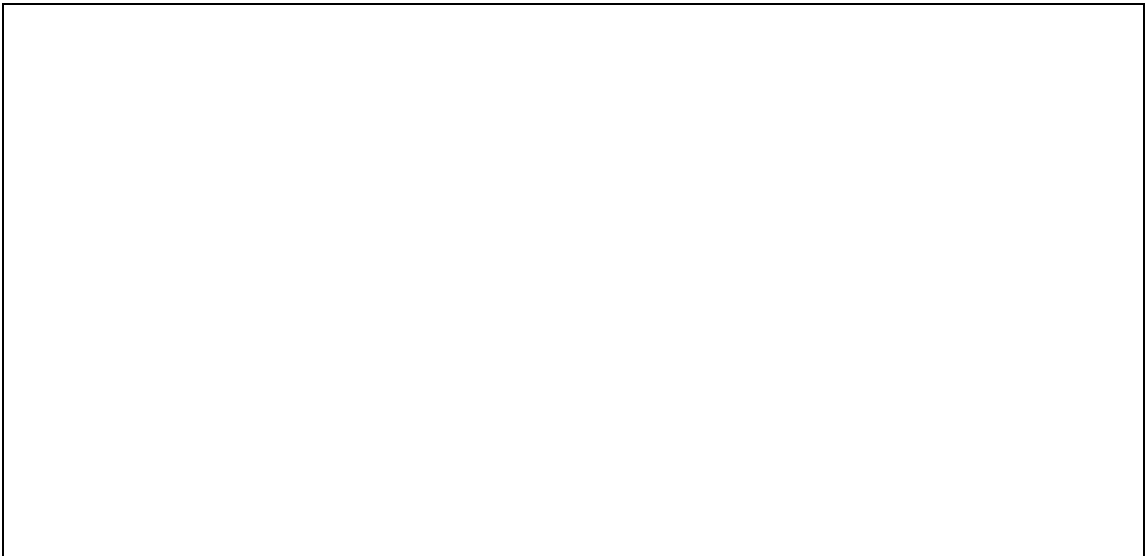
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D. Impact (10 points)

- Winners will be expected to track the project's progress and impact (ex. the amount of trash cleared or graffiti removed, the number of residents/volunteers participating in the project) with the progress sheet that is provided to them. How will your organization be sure that progress is properly recorded at every event and submitted to the Love Your Block team? **(5 points)**



- How will this project impact the surrounding neighborhood? **(5 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
What equipment and materials will be necessary to ensure the project's survival? (15 points)	
How will your group fund your project after the Love Your Block grant is finished? (15 points)	
How will your group promote the project in years to follow? (10 points)	
How will your group continue to evaluate the project and share its success with the community? (5 points)	

II. PROJECT BUDGET

A. Itemized budget

Provide an itemized cost of the project. Include the source of funds: grant, cash, or in-kind contribution, for each item. Please note: The purchase of small tools and equipment is not allowed **unless your organization or business has written agreement from a local CBO that such items will be kept in their possession and made available to the community at large.**

Item	LYB Grant	Cash Match	In-Kind Match	Total
<i>(ex. 50 bags of wood chips at \$2.00/bag)</i>	\$50	\$50		\$100

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 (Already have, Pledged, or Pending)
(ex. block club treasury)	10 shovels	In-Kind	Pledged

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

III. VOLUNTEER FORM

A minimum of 10 volunteers are required for the project proposal. If necessary, Love Your Block is able to provide volunteer recruitment assistance.

(Make copies if extra pages are needed)

Name (please print)	Hours	Phone #/E-mail	Signature

Total Sweat Equity Match (\$13.00/hour x # of persons): _____

Project Lead Signature: _____

IV. BUSINESS INFORMATION

The following section is for small, local businesses only. Other organizations, leave blank.

Business name: _____

Business location: _____

Which target area is your business located in?

- Broadway-Fillmore** **Kensington-Bailey** **Masten Park**
 Riverside **Upper West Side**

How many employees are employed at this business? _____

Does your business have any additional locations? If yes, how many? _____

Applicant affiliation with the business:

- Owner** **Employee** **Other**

What is the home address of the business owner?

What is the amount of money that your business is able to provide for materials for this specific project? _____

How will this project decrease blight in the neighborhood that your business is located in?

Please list any community organizations (ex. Block Clubs, non-profits) that you will be partnering with.

Organization Name	Phone Number	Location	Brief description of partnership

For Office Use Only:

Target Area/Neighborhood: _____

Score #1 _____ Score #2 _____ Score #3 _____ Score #4 _____

Category: _____ Total Avg. Score: _____

Reviewed By _____

Committee Recommendation: Approved _____ Not Approved _____

Amount Awarded: \$ _____