JAMES CITY CLEAN COUNTY COMMISSION

Good Neighbor Environment Matching Grant

Fall 2013

General Services
5320 Palmer Ln., Ste. 2A
Williamsburg, VA 23188
P: 757-259-5375 F: 757-259-5833
dawn.oleksy@jamescitycountyva.gov

Good Neighbor Environment Grant Program
PURPOSE & GUIDELINES

1) **Purpose**
The Clean County Commission offers **Good Neighbor Environment Grants** of up to $500 to homeowner associations (HOA), neighborhoods and neighborhood committees. They are available on a reimbursable basis (50 percent upfront and 50 percent upon project completion). Their purpose is to enhance the sense of community and environmental wellness of our neighborhoods through the development and accomplishment of a neighborhood sustainable landscape beautification project.

2) **Grant Categories**
Physical Improvement/Sustainable Landscaping – projects that focus on the physical aspects of the neighborhood common areas through the installation of native plants, implementation of environmental sustainability measures and projects that minimize water runoff and improve water quality. Common areas typically consist of amenities owned for the benefit of the whole neighborhood. Examples: entrance improvements or nature and exercise trails.
Multi-Neighborhood Project Partnerships - projects that are jointly sponsored by at least two neighborhood organizations that address physical issues. Example: greenway paths.

3) **Guidelines** - In order to compete for grant funds:
- An HOA, neighborhood association or neighborhood committee must be authorized to manage and/or maintain the common areas of a community. See Item 4 for clarification.
- If a neighborhood or HOA is the applicant, at least one board member must sign the application.
- Successful applicants must agree to match dollar for dollar County grant funds.
- Successful applicants must agree to maintain a record of volunteer, partner and/or sponsor support for the project. The match can be generated through:
    - Volunteer hours valued at $24.64 per hour
    - In-kind donations
    - Cash donations
- Successful applicants must agree to maintain the project and grant records or a period of five years.
- **Applications are due no later than 5 p.m. Sept. 30, 2013**.
- **Emailed applications are preferred** - email to dawn.oleksy@jamescitycountyva.gov or submit six copies to the General Services Department at 5320 Palmer Ln., Suite 2A, Williamsburg, VA 23188.
- A Project Completion Report, including photos of the completed project and receipts, must be forwarded to the Clean County Commission at the above address **no later than Jan. 31, 2014**.
- James City County/Williamsburg Master Gardeners will provide free assistance in plant selection and sustainable practices by contacting jccwmg.org.

4) **Special Instructions For Neighborhood Committees Without Associations** - It is the intention of the Clean County Commission to provide funding to as many neighborhoods as possible. Applications from neighborhoods without an association must include signatures from at least two residents as well as three-fourths of the residents adjacent to the common area to be improved. All other requirements apply.

5) **Grant Application Review**
- A panel of judges from the public and private sector will review and rank applications.
- Applications will be evaluated based on:
    - Benefit to the community
    - Community involvement
    - Sustainability (supporting healthy habitats, native plants, environmental measures & conservation).
- Grants will be announced on Oct. 15, 2013.

Good Neighbor Environment Grant Program
APPLICATION

Name of neighborhood: _____ # of homes _____

Name, email and phone number for two points of contact for this project:

1. _____

_____

2. _____

_____

Title of project & project description: _____

_____

_____

How will the project benefit the neighborhood?: _____

_____

Describe how the community will be involved in this project: _____

_____

Describe the sustainable aspects of this project: _____

_____

What is the plan for the maintenance of the project?: _____

_____

NOTE: Project must be maintained for a period of five years.

Project start date: _____ Project completion date: _____

Names of applicable community partners/sponsors: _____

_____

Record of project, volunteer and partner/sponsor support will be maintained for five years. If a HOA is applying, the application must be signed by at least one board member. Neighborhoods without associations should attach a list of signatures for those properties adjacent to the project.

Signature-HOA Board Member	Printed Name	Title and Date
Signature	Printed Name	Title and Date

Good Neighbor Environment Grant Program
PROPOSED PROJECT BUDGET

A. **Description of Budget Items**: List each resource needed to complete your project.
B. **James City County Clean Commission Grant:** Enter the amount of County money you will spend on this item.
C. **Cash from Other Sources:** Enter any cash contributions, etc. received from partners/sponsors.
D. **In-kind Goods/Services:** Enter the value of the donated goods, services from partners/sponsors and volunteer labor. (Please note volunteer labor should be valued at $24.64 per hour.)
E. **Total:** Calculate the total cost.

A. Description of Budget Items	B. James City Clean County Commission Grant	C. Cash from Other Sources	D. In-kind Goods/Services (include volunteer hours At $24.64 an hour)	E. Total
TOTAL BUDGET	$	$	$	$

Please note that the sum of Columns B, C and D must equal that of Column E.

Good Neighbor Environment Grant Program
LETTER OF INTENT – AS APPLICABLE

This letter is to confirm that my company/agency _____
(Name)

will participate as a partner/sponsor with the _____
(Neighborhood Name)

neighborhood association in the implementation of its following Good Neighbor Environment Project:

_____
(Name of Project)

Our contribution will consist of (please check all that apply):

☐ Cash amount of: $ _____

☐ In-kind Goods/Services of: _____

_____

_____

_____

The market value of my company's in-kind contribution is: $ _____

We look forward to working with this neighborhood on this project and will participate in upcoming publicity events for the James City Clean County Commission Matching Grants Program.

_____
(Signature and Date)

Please print:

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Good Neighbor Environment Grant Program
PROJECT COMPLETION REPORT

Submit by Jan. 31, 2014 to:
James City County General Services Department
5320 Palmer Ln., Suite 2A
Williamsburg, VA 23188
Phone: 757-259-5375 Fax: 757-259-5833
Email: dawn.oleksy@jamescitycountyva.gov

Name of neighborhood: _____

Project title: _____

1. We completed the project on: _____ If not completed, what changed?: _____

_____

2. We spent the grant allotted funds as follows: (Receipts are attached)

_____

_____

3. Photos of the completed project are attached: Yes ☐ No ☐

4. If applicable, our partners and/or sponsors, provided assistance as follows:

_____

5. Actual hours contributed by neighborhood volunteers: _____ versus forecasted hours: _____

6. We recommend the following changes to Good Neighborhood Environment Grant program:

_____

By signing below, I affirm and represent that I am the _____ (insert title) of the _____ (insert name of neighborhood). On behalf of the Association, I hereby affirm the validity of the information given above and affirm that the Association owns all rights to the photograph(s) submitted with this report and has obtained all necessary permission and consent from any and all persons appearing in the photograph(s). On behalf of the Association and in consideration of the grant funds received by the Association from James City County (the "County"), I hereby release all of the Association's rights to the photograph(s) and grant them to the County.

If you have any questions, call James City County General Services at 757-565-5375. Send the completed report by Jan. 31, 2014 by mail: James City County General Services Department, 5320 Palmer Ln., Suite 2A, Williamsburg, VA 23188 or fax: 757-259-5833.

_____	_____	_____
Signature	Printed Name	Title/Date

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