

JAMES CITY CLEAN COUNTY COMMISSION



Good Neighbor Environment Matching Grant Packet

Fall 2018

Applications Available *8/1/2018*
Application Deadline *9/1/2018*



James City County General Services
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Good Neighbor Environment Matching Grant Program

PURPOSE & GUIDELINES

As a Keep America Beautiful Affiliate, the Clean County Commission has been working with community volunteers to identify new strategies in the areas of recycling, litter prevention and beautification of our roadsides and common areas. Grant Awardees will now be required to conduct a litter cleanup in or near their respective neighborhoods during the project timeline to ensure that our neighborhoods are “Litter-Free Sites”. The Application and Project Completion Report have new sections to describe the cleanup location and report on findings. The Clean County Commission thanks all participants for their continued support and dedication to Keep James City County Beautiful.

1) Purpose

The Clean County Commission is making ten \$500 **Good Neighbor Environment Grants** available to neighborhood groups and homeowner associations available on a reimbursable basis (50% upfront and 50% upon project completion). The purpose of the grant is to enhance the sense of community and environmental wellness of our neighborhoods through the accomplishment of sustainable landscape beautification projects.

2) Project Description: Physical Improvement / Sustainable Landscaping

Projects will focus on the physical aspects of common areas through the installation of native plants, erosion control methods and other methods to improve environmental quality and minimize impacts. Examples: entryway landscaping, trail improvements, energy saving techniques, litter prevention, and community gardens.

3) Guidelines - In order to compete for grant funds:

A. The applicant must complete a Good Neighbor Environment Matching Grant Packet (application, photos, relevant maps, and checklist) and submit to the Environmental Coordinator located at 107 Tewning Rd. or email the application to cleancounty@jamescitycountyva.gov prior to **5:00 p.m. on September 1, 2018**.

B. The neighborhood association governing officials and/or committee members must sign this application in support of the project. Additionally, the neighborhood organization must maintain a record of volunteer & partner/sponsor support for said project for five (5) years. **By April 30, 2019, a Project Completion Report including after-action photos & receipts (reimbursement amounts) must be submitted to the James City County Environmental Coordinator or the final payment will not be granted.**

C. The neighborhood association or committee must match dollar for dollar the grant amount. The match can be generated through: volunteer hours valued at \$26.09/hr. virginiasservice.virginia.gov/resources/resources-data/volunteerism-statistics/, in-kind goods and services and cash donations

D. Upon request, a neighborhood representative can receive a preliminary review of their application prior to submittal date by contacting the Environmental Coordinator at 757-259-5375.

E. James City County/Williamsburg Master Gardeners will provide free assistance in plant selection and sustainable practices by contacting the Electronic Helpdesk at www.jccwmg.org.

F. Applicants must submit “before” pictures of the project site area along with the application.

4) Special Instructions for Neighborhood Committees without Associations - 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. Clean County Commissioners will review applications and winners will be announced in September with 50% of the award presented upfront and 50% presented upon review of the Project Completion Report.

B. Applications will be evaluated based on the benefit to the community, community involvement, sustainability (supporting healthy habitats, native plants, water conservation), implementation of environmental measures and those minimizing water runoff.

Good Neighbor Environment Matching Grant Program APPLICATION

NOTE: Please attach additional sheets if needed to fully answer the questions below.

Name of Neighborhood _____ Number of Homes _____

Name, Title, Address, **Email & Phone Number** for TWO Points of Contact for this Project

1. _____

2. _____

Title of Project and Project Description _____

Litter Cleanup Site Location _____

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 minimum period of five (5) years.

Project start date _____ Project completion date _____

Names of applicable community partners/sponsors _____

Record of project, volunteer and partner or sponsor support will be maintained for five years. Must be signed by two board members, if an association is applying. Neighborhoods without associations should attach a list of signatures for those properties adjacent to the project.

Signature-Association Official/
Committee Member Printed Name Title & Date

Signature-Association Official/
Committee Member Printed Name Title & Date

* Attach additional sheets to document permissions of 3/4 of the residents adjacent to the common area to be improved if this application is submitted by a neighborhood committee without an association. Include names, addresses, phone numbers and signatures.

Good Neighbor Environment Matching Grant Program

PROPOSED PROJECT BUDGET

- A. Description of Budget Items:** List each resource needed to complete your project
- B. Grant Funds:** Enter the amount of County money you will spend on this item.
- C. Other Sources:** Enter any cash contributions, etc. received from partners or sponsors
- D. In-kind Labor:** Enter the value of the donated goods, services from partners or sponsors and volunteer labor.
(Please note volunteer labor should be valued at \$26.09 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 \$26.09 per 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 Matching Grant Program

LETTER OF INTENT

NOTE: This form to be completed by partners or sponsors of the neighborhood project.

This letter is to confirm that my organization, _____,
(Name)

will participate as a partner or sponsor with the _____
(Neighborhood Association or Committee Name)

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 Services/Goods of:

The market value of this organization'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 Good Neighbor Environment Matching Grants Program.

(Signature)

Please Print:

Name & Title _____

Company _____

Address _____

Phone No. _____ Fax No. _____

E-Mail address _____

Good Neighbor Environment Matching Grant Program

PROJECT COMPLETION REPORT

Submit by April 30, 2018 to:

James City County Clean County Commission
ATTN: Environmental Coordinator, 107 Tewning Rd., Williamsburg, VA 23188
Phone: 757-259-5375 Fax: 757-259-4120
cleancounty@jamescitycountyva.gov

Name of Neighborhood _____

Project Title _____

1. Our organization completed the project on _____

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

3. Photos of the completed project are attached. Yes

4. Our partners or sponsors, if any, provided assistance as follows: Not Applicable ____

5. Actual hours contributed by neighborhood volunteers _____

6. We recommend the following changes to Good Neighbor Environment Matching Grant Program: None ____

7. On _____ (date), _____ (#) volunteers spent ____ hours cleaning up litter at the following location: _____

We collected _____ bags of litter and _____ bags of recycling. Other items of interest included _____

Some interesting findings or lessons learned from this activity are _____

8. We recommend the following changes to the Litter Cleanup requirement: _____

By signing below, I affirm and represent that I am the _____ (insert title) of the _____ (insert name of neighborhood association or committee). On behalf of the Association/Committee, I hereby affirm the validity of the information given above and affirm that the Association/Committee 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/Committee and in consideration of the grant funds received by the Association/Committee from James City County (the "County"), I hereby release all of the Association's/Committee's rights to the photograph(s) and grant them to the County.

Signature

Printed Name

Title/Date

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