

Neighborhood Enhancement Grant Program Application



Purpose

The Neighborhood Enhancement Grant Program was established to prevent the decline of maturing neighborhoods by assisting with maintenance and/or revitalization projects. The program criteria and requirements ensure City funds are utilized in a manner that benefits the broader community at large, while ensuring assistance goes to specific areas where funding mechanisms do not currently exist. By encouraging neighborhood participation and investment, it is the program's objective to address individual neighborhood needs before they become community challenges. The process includes an application submittal, a meeting between the applicant and city staff to discuss the proposed scope of work, and consideration by the Neighborhood Advisory Commission at a public meeting.

Submittal

Please review the proposal against Program Criteria & Requirements and then complete this Neighborhood Enhancement Grant Program Application form. This printed form and all other required materials should be submitted in-person to the Neighborhood Advisory Commission Staff at the One-Stop-Shop located at 7447 East Indian School Road, Suite 105.

Scheduling

After the Neighborhood Enhancement Grant Request Application has been accepted, a staff member will contact the applicant within five (5) business days to schedule a consultation meeting with the assigned staff.

Project Name:		
Site Address (s):		
Properties included in proposal:		
<input type="checkbox"/> 1 Property - Non-HOA	<input type="checkbox"/> Multiple Properties - Non HOA	<input type="checkbox"/> Other
Has a 'Notice of Compliance' from Code Enforcement been issued? <input type="checkbox"/> *Yes <input type="checkbox"/> No *If yes, provide a copy with this submittal		
Please check the appropriate box(s) associated with the request:		
<input type="checkbox"/> Alley Improvements	<input type="checkbox"/> Landscape Enhancement	<input type="checkbox"/> Landscape Maintenance
<input type="checkbox"/> Neighborhood Signage	<input type="checkbox"/> Perimeter Wall Maintenance	<input type="checkbox"/> Other:
Applicant/Owner/Project Representative Contact:	Neighborhood/Subdivision Name:	
Address:	Address/Cross Streets:	
	Phone:	
E-mail:		
Applicant/Owner/Project Representative Contact Signature		
<i>* I am the owner of the property, or I am the duly and lawfully appointed agent of the owner of the property and have authority from the owner to sign this application on the owner's behalf. If the property has more than one owner, the I am the agent for all the owners and the word "owner" refers to all of them.</i>		
Official Use Only	Submittal Date: _____	Application No.: _____-XX- _____
	Project Coordinator: _____	City Maintained ROW: <input type="checkbox"/> Yes <input type="checkbox"/> No

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APPLICATION NARRATIVE

The narrative should briefly describe the purpose of, and all pertinent information related to, the request, including:

1. Summary of the project, its intended purpose and goals, and consideration of the program criteria and requirements.
2. Description of the known history of the site and why grant funding is necessary to achieve the sought enhancements.
3. Description of neighborhood need(s) this project will fulfill.
4. Approximation of how many properties and people that will directly benefit from this project.
5. Description of how the project or benefits realized by the project will be maintained and/or continued.
6. Description of how success will be measured regarding the project.

The following list of additional submittal information is not required to apply, unless indicated below prior to the submittal of this application. This information may be requested from staff prior to forwarding the request to the Neighborhood Advisory Commission for their consideration.

ADDITIONAL SUBMITTAL INFORMATION

- Participating Property Owner(s) Authorization*
- Site Plan
- Subdivision plan
- Landscape plans
- Neighborhood Group Approval letter
- Sign Criteria Regulations & Language
- Material Samples – color chips.
- Other

PROGRAM CRITERIA & REQUIREMENTS

The Neighborhood Advisory Commission established the following criteria to determine and consider the allocation of Neighborhood Enhancement Grant Funds:

Location Criteria *Project must be seen by the overall public.*

- Improvements must be located on City-owned property or within the City’s public right-of-way.
- Improvements must be visually accessible to the public.
- Improvements must be located adjacent to:
 - A minor collector or greater based on the city’s Transportation Action Plan; and/or,
 - A canal/park/public school/city-owned property.

General Need Criteria *Project should benefit areas where funding mechanisms are not available.*

- Improvements must be located within non-Homeowners Association (HOA) neighborhoods.

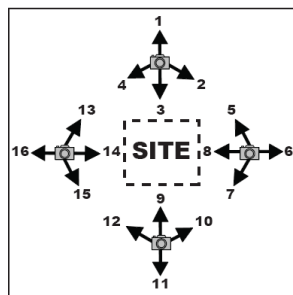
Other Considerations *Existing conditions, history, and ongoing maintenance may all be considerations of project approval.*

- **Code Enforcement History** - Assess whether the location currently holds an active "Notice of Compliance" from Code Enforcement and determine if the proposed project improvements will bring the site into full compliance.
- **Existing Conditions** - Assess whether the project improvement enhances the location and aligns it with the surrounding context.
- **Scope of work** - Assess the requested linear feet and/or area for planned improvements.
- **Ongoing Maintenance** - Evaluate the continuity of ongoing maintenance, including the presence of an established neighborhood organization (i.e. Neighborhood Watch, GAIN, Nextdoor), and long-term sustainability of project improvements.

SITE / CONTEXT PHOTOGRAPHS

Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos:

- Photos should be taken looking in towards the project site and adjacent to the site.
- Photos should show adjacent improvements and existing on-site conditions.
- Each photograph should include a number and direction.
- Photos should be provided on 8 ½ x 11 paper, with a maximum of two photos per page.



*Authorization letters from 75% (or more) of the neighborhood or property owners directly affected by the project may be a condition of approval.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, Arizona 85251 • www.ScottsdaleAZ.gov