



Neighborhood Grant Program CITY OF COVINGTON, KENTUCKY PROGRAM YEAR 2019- 2020 GUIDELINES

I. PROGRAM SUMMARY

The Neighborhood Grant Program is a competitively awarded program administered by the City of Covington. The goal of this program is to provide flexible funding, using a simple application process, to neighborhood groups in order to improve the physical appearance of their communities and enhance the sense of social cohesion through beautification projects, blight removal, special events and activities.

Two grant options are available:

- Small (\$250 - \$1,500)
- Large (\$1,501-\$5,000)

Neighborhoods are restricted to a maximum of two Small grants per fiscal year or one Large.

II. PROCESS

The program has two grant cycles, fall and spring, each year. The next application deadline will be on **Monday October 7, 2019 at 4:00 p.m.** Applications will be made available in March.

Step One: Work with your neighbors to develop an idea for a project, activity or event that improves the physical environment or the quality of life in your community and then build support it from others.

Step Two The City will host an information meeting to review the grant guidelines and answer questions from interested individuals or groups. Attendance at this event may be helpful, but not mandatory to apply for a grant.

Step Three: Schedule a meeting with Ken Smith, Neighborhood Services Director to discuss proposal. This is designed to allow a general vetting of the project or activity and address any concerns prior to submission.

Step Four: Complete application making sure to submit before the deadline

Step Five: A committee of City staff will review and evaluate submissions based on the program's scoring criteria and will select and recommend the winning proposal(s) to Commission for approval.

Step Six: City staff will work with the winning applicant(s) to coordinate the necessary items, including execution of a grant agreement, to access the funding as quickly as possible.

For additional questions, please contact the Director of Neighborhood Services, Ken Smith at ksmith@covingtonky.gov or 859-292-2125.

TIME LINE OF EVENTS

PROPOSAL SCHEDULE	DATE
Information Meeting at City Hall	Thursday September 12, 2019 5:30-6:30pm
Meet with Neighborhood Services Director	September 13-October 4, 2019
Deadline for Application Submission	Monday October 7, 2019 at 4:00 p.m.
Committee Recommendation (Tentative)	October 11, 2019
Commission Approval (Tentative)	October 29, 2019

III. PROGRAM REQUIREMENTS

Funding: The City has allocated approximately \$60,000 for this fiscal year. The program is administered as part of the Neighborhood Services Department. While there will normally be two funding cycles per year, the City may choose to fund more in one cycle than the other.

Eligible Applicants: Applicants to the program must be an existing Covington neighborhood association or a group of individuals who are currently organizing a neighborhood association. Informal neighborhood groups may also be eligible if the applications meets the City's objectives. Individuals, businesses, social services agencies, fraternal or religious organizations, schools and public agencies are not eligible to apply. Organizations that are eligible, however, may collaborate with these groups to implement the project.

Other City Department Assistance/Approval: If another City department is required to approval the project of perform any activity, the applicant must discuss the request with that department prior to submitting the application. Formal approval of any request must be in place before the grant agreement will be executed. Examples might include Public Works installation of a water fountain or street pole banners, approval to install a mural on city owned property, Right-of-Way Encroachment Permits, etc.

Public Benefit: Per OAG 99-5, the City must receive benefit from any donation made to a private organization; the funded activity must be a permissible activity; the City must control how the money is spent; and the funds must primarily benefit the public at-large rather than the organization.

Legal Status: Applicants applying to the Neighborhood Grant Program should be a legal entity, i.e. an incorporated 501(c)3, 501(c)4, etc. If an applicant does not have the legal standing to execute agreements and receive funding, another entity may, with the City's approval, serve as a fiscal agent for the applicant.

If an applicant wishes to use a fiscal agent, they must submit documentation from the proposed fiscal agent agreeing to serve in that capacity and detailing any associated cost. Any administrative fees requested must be reasonable and must be included in the submitted budget.

Grant Agreement: Successful applicants will be required to enter into an agreement with the City detailing the use of the funds and other legal requirements. **Any expenses incurred before the grant agreement is fully executed will be ineligible for reimbursement.** If the applicant is using a fiscal agent, that entity must also be a party to the grant agreement. A sample agreement is attached to these guidelines.

Other Criteria:

- Projects must be neighborhood focused and initiated by residents living in the neighborhood.
- Projects must enhance the quality of life in the neighborhood through visible physical improvements or special neighborhood activities.
- Projects must be sustainable (as applicable) and have demonstrated neighborhood support including a community contribution whether financial or in-kind (volunteer labor, material, etc.)
- Projects must have a neighborhood-wide benefit or general benefit to the area.
- Projects must be executed within a reasonable period after funding is made available.
- If multiple Small grants applications are received from one neighborhood, the City may extend the option to combine them into a larger Small proposal or a Large proposal as applicable.
- Preference will be given to neighborhoods or areas of the City that have not previously received funding.

IV. PROJECT PROPOSAL REQUIREMENTS

Neighborhood Grant Application (attached): This form must be fully completed and submitted to the City by the application due date. The Neighborhood Grant Application outlines the details of the proposed project including:

- detailed description of the proposed project, activity or event;
- timeline and budget;
- information related to the selection criteria;
- names of partnering groups, businesses or other organizations

V. PROJECT SELECTION

Project Rating Sheet: Projects will be reviewed and evaluated based on the program's scoring criteria by a committee of Neighborhood Services staff. The scoring criteria that will be utilized is included as an attachment to these guidelines. City staff will recommend the winning proposal to the City Commission for final approval.

VI. SELECTION CRITERIA:

Applications for funding will be evaluated using the following criteria

- **Feasibility**-Applicants must demonstrate that the proposed project is feasible and that they have capacity to successfully execute it.
- **Impact**-Applicants must demonstrate how the proposed project benefits their community. Preference will be given to those projects with the greatest impact.
- **Need**-Applicants should justify the reasonableness of the funding amount requested as well as the need for those funds.
- **Support**-Applicants must demonstrate broad community support for the proposed project. This can include a neighborhood association resolution, signed letters of support from community members, etc.
- **Leverage**-Applicants should demonstrate any leveraged benefit. This can be other financial contributions, in-kind donations or volunteer hours.
- **Inclusion**-Applicants should describe how the project will be inclusive reflecting the demographic characteristics of the neighborhood.
- **Sustainability**-Applicants should demonstrate, as applicable, how the project or activity will have lasting impact and be sustained by the community.



Neighborhood Grant Program
CITY OF COVINGTON, KENTUCKY
PROGRAM YEAR 2019-2020

NEIGHBORHOOD GRANT APPLICATION

Name of Neighborhood Association or Eligible Group _____

Project Name: _____ **Date:** _____

Amount of Funds Requested \$ _____

- Two grant options are available: Small (\$250 - \$1,500) and Large (\$1,501-\$5,000)

Neighborhoods are restricted to a maximum of two Small grants per fiscal year or one Large.

Proposed Project Area (list boundaries or include map of project area):

Project Leader/Organization Name: _____

Main Contact Person: Name: _____
 Address: _____
 Phone: _____
 E-Mail: _____

TEAM- provide a list of residents, groups, businesses or other organizations that will be partnering on this project, activity or event.

OTHER CITY DEPARTMENT ASSISTANCE/APPROVAL- Does this proposal require assistance or approval from another City Department or Division? Examples might include Public Works installation of a water fountain or street pole banners, approval to install a mural on city owned property, installation of items like planters or signage on public sidewalks, rights-of-way or in park. If yes, please provide details and indicate whether or not you have discussed and/or received approval from the Department(s)/Division(s)?

LEGAL STATUS- Is your organization/group a legal entity that is able to execute agreements and directly receive funding?

- Yes
- No (see below)

If your organization/group is not a legal entity, you must secure the services of another organization that is legally organized to serve as a fiscal agent. Please attach documentation from the proposed fiscal agent agreeing to serve in that capacity. Administrative costs for any fiscal agent cannot exceed 10% of the grant request and must be included in the proposed budget. The City reserves the right to reject any proposed fiscal agent.

IMPACT- describe the expected positive impact that the proposed project, activity or event will have on the neighborhood including the number of people benefited. (add additional pages, if necessary):

NEED- describe the need for this project, activity or event and why City funding is required. (add additional pages, if necessary):

SUPPORT- Demonstrate that the proposed project, activity or event has buy-in from the neighborhood. Attach neighborhood resolutions, letters of support as appropriate. (add additional pages, if necessary):

LEVERAGE- provide a detailed description of the private contributions that will be made to the project, activity or event (cash, volunteer hours, in-kind donations of products or services, other types of contributions) **Include letters of commitment from entities pledging private contributions.** (add additional pages, if necessary):

INCLUSION- describe how the project will be inclusive reflecting the demographic characteristics of the neighborhood. (add additional pages, if necessary):

SUSTAINABILITY- describe how the project, activity or event will be continued in the future (if applicable). If the request involves a physical improvement, describe how it will be maintained. (add additional pages, if necessary):

Project Rating Sheet

Applicant/Project Name: _____

Project Name/Area: _____

Project Rating Categories	Score / TOTAL
1. Timeline -Applicants must demonstrate that the project can be completed within a reasonable period after funding is made available.	____/10
2. Feasibility -Applicants must demonstrate that the proposed project is feasible and that they have capacity to successfully execute it.	____/15
3. Impact -Applicants should demonstrate how the proposed project benefits their community. Preference will be given to those projects with the greatest impact.	____/15
4. Need -Applicants should justify the reasonableness of the funding amount requested as well as the need for those funds.	____/10
5. Support -Applicants must demonstrate broad community support for the proposed project. This can include a neighborhood association resolution, signed letters of support from community members, etc.	____/15
6. Leverage -Applicants should demonstrate any leveraged benefit. This can be other financial contributions, in-kind donations or volunteer hours.	____/10
7. Inclusion -Applicants should describe how the project will be inclusive reflecting the demographic characteristics of the neighborhood.	____/10
8. Sustainability -Applicants should demonstrate how the project or activity will have lasting impact and/or be sustained by the community.	____/10
9. Bonus - Preference will be given to neighborhoods or areas of the City that have not previously received funding.	____/5
TOTAL SCORE	____/100

NEIGHBORHOOD GRANT PROGRAM AGREEMENT

This Neighborhood Grant Program Agreement (the "Agreement") is made and entered into on this ____ day of _____, 2019 (the "Effective Date") by and between _____ (the "Grantee"), and the Center for Great Neighborhoods of Covington, Inc. ("CGN"), and the City of Covington, Kentucky, a Kentucky City of the home rule class (the "City"). Together, the City, CGN, and Grantee shall be referred to as the "Parties."

RECITALS

WHEREAS, Grantee is an established neighborhood group representing the _____ neighborhood in the City of Covington; and

WHEREAS, pursuant to Commissioners' Order No. _____, the City has established guidelines for the Neighborhood Grant Program Year 2019-2020, which is a competitively awarded program that provides funding for projects within Covington neighborhoods that improve the physical appearance of communities and enhance the sense of social cohesion through beautification projects, blight removal, special events, and activities; and

WHEREAS, City intends to provide a monetary contribution to allow Grantee to perform a public service which City would be authorized to engage in independently, and to support Grantee as a community building outlet which primarily benefits the public at large;

WHEREAS, CGN has offered to serve as the fiscal agent for Grantee, and will hold and expend the funds in accordance with this Agreement; and

WHEREAS, this Agreement has been approved by the Covington Board of Commissioners via Commissioners' Order No. _____; and

WHEREAS, pursuant to this Agreement, the City shall retain control over how the City funds are expended.

NOW, THEREFORE, the Parties agree as follows:

PURPOSE

The purpose of this Agreement is to govern the contribution of funds from the City toward Grantee's approved grant application in order to mutually advance the public purpose of community building and economic development.

GRANT DISBURSEMENT AND USE OF FUNDS

On or before [date] (the "Disbursement Date"), City shall issue a check to CGN, on behalf of Grantee, in the amount of \$[amount] (the "City Contribution"). Grantee and CGN warrant that the City Contribution shall be exclusively used toward the approved expenses which are further described in Exhibit A, attached hereto and incorporate by reference. CGN shall be required to submit receipts to City within 90 days of the Disbursement Date so that City can confirm the City Contribution was expended exclusively on approved expenses. Expenses incurred prior to the Effective Date of this Agreement shall not be considered approved expenses. CGN shall return to City any portion of the City Contribution not utilized within 90 days of the Disbursement Date on approved expenses.

FISCAL ADMINISTRATION

In exchange for providing the fiscal sponsorship for Grantee and in consideration for performing the administrative duties required of CGN herein, City shall pay to CGN an amount of \$_____ within 30 days of the Effective Date of this Agreement. The Parties acknowledge that the Grantee is an informal neighborhood group and is not equipped to hold grant funds individually, and that the Grantee would not be eligible for the grand program without the assistance of CGN’s record keeping, book keeping, and financial oversight.

TERM

The term of this Agreement shall begin on the Disbursement Date, and shall end upon the date all required receipts are received and approved by City.

BREACH & REMEDIES

Should Grantee or CGN fail to comply with any of the terms of this Agreement, including failure to submit the required receipts in a timely manner or failure to expend the City Contribution solely on approved expenses, such party shall be in breach of this Agreement. Should Grantee or CGN be in breach of this Agreement, CGN shall be required to repay to City the City Contribution upon a written request from City notifying CGN and Grantee of the breach. City shall be further authorized to pursue all remedies available at law and equity.

CONFLICT OF INTEREST

By signing this Agreement, CGN and Grantee affirm that they are aware of the prohibition against conflicts of interest, gratuities, and kickbacks as set forth in KRS 45A.455, which is specifically incorporated herein by reference, and agree not to violate these provisions.

MODIFICATION

Any modification of this Agreement must be made in the form of a writing signed and dated by the Authorized representatives of the Parties.

NOTICE

Any communications pertaining to this Agreement are sufficient only if in writing and delivered in person, mailed or transmitted electronically by e-mail to the individuals listed below:

If to Grantee:

If to CGN:

If to City:

City of Covington
ATTN: City Manager
20 W. Pike Street
Covington, Kentucky 41011

GENERAL PROVISIONS

By entering into this Agreement, Grantee and CGN acknowledge that each party shall be solely responsible for any tax consequences or assessments associated with the City Contribution against said party individually. Furthermore, the payment of all or a part of the City Contribution by City is in the form of a grant and does not constitute a joint venture, partnership, or other relationship between City and the Grantee or CGN.

INDEMNIFICATION

Grantee shall indemnify the City against any damages to property or injuries to or death of any person or persons, including property and employees or agents of the City, and shall defend and indemnify the City from any claims, demands, suits, actions or proceedings of any kind, including workers' compensation claims, of or by anyone, in any way resulting from or arising out of the City Contribution and the approved expenses listed in Exhibit A, including operations of subcontractors and acts or omissions of employees or agents of the Grantee's subcontractors. These indemnifications shall include, but not be limited to, lawsuits against the City for fraud by Grantee in its use or acquisition of the City Contribution.

CGN shall indemnify and defend City against any claims, demands, suits, actions, or proceedings related to CGN improperly spending, illegally spending, misusing, improperly withholding, miscalculating, or unreasonably delaying disbursement of the City Contribution. These indemnifications shall include, but not be limited to, lawsuits against the City for fraud by CGN in its use or acquisition of the City Contribution.

OPEN RECORDS

The Parties acknowledge that any documents, records, or communications pertaining to this Agreement shall be deemed "open records" subject to disclosure pursuant to KRS 61.870, *et seq.* (the "Open Records Act"), and other applicable law.

TERMINATION

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given as outlined above. Failure to honor any of the obligations stated above may also result in the termination of this Agreement.

AUTHORIZED REPRESENTATIVES

By signature below, each party certifies that the individuals listed below are representatives of the individual Parties and are authorized to act in their respective areas for matters related to this Agreement.

[Signature page follows.]

In Witness Whereof, the Authorized Representative of each party has set their hands as of the date first written above.

GRANTEE:

By: _____

Title: _____

Printed Entity Name: _____

CITY OF COVINGTON,
KENTUCKY

Joseph U. Meyer, Mayor

THE CENTER FOR GREAT
NEIGHBORHOODS OF COVINGTON, INC.

By: _____

Title: _____

Exhibit A
Approved Expenses