

City of Peoria – American Rescue Plan Neighborhood Mini Grant Program

INTRODUCTION

Program Description

The City of Peoria Neighborhood Mini Grant Program is designed to support neighborhood and community organizations in engaging residents, fighting blight, and improving neighborhoods. This program is funded by the American Rescue Plan.

Neighborhood associations, homeowner associations, neighborhood watch groups, and other community groups which are established prior to the funding year and have a public purpose and mission are welcome to apply. Businesses or community-based organizations residing within the boundaries of a registered neighborhood association may initiate applications with the endorsement of the applicable registered neighborhood organization.

Funding Amount Per Project: Maximum of \$5,000.

ELIGIBILITY

The City of Peoria will fund four (4) neighborhood projects per council district, per year with a maximum funding amount of \$5,000 per project. The project must occur within the boundaries of the city of Peoria and each application must have three co-applicants residing within the approximate boundaries of the targeted neighborhood.

Neighborhood associations, homeowner associations, neighborhood watch groups, and other community organizations established prior to the funding year and having a public purpose and missions are welcome to apply.

Eligible projects include, but are not limited to:

- Tree plantings (non-fruit bearing)
- Public art
- Block parties*
- Outreach and communication
- Public space enhancements (benches, picnic tables, shelters, pergolas)
- Placemaking
- Pop-up events*
- Tool libraries
- Trainings/workshops for the benefit of the community
- Storytelling projects to amplify and preserve neighborhood voices

Ineligible projects include:

- Any project which incurs ongoing maintenance costs to the city of Peoria
- Any event that provides or sells alcohol or cannabis
- An event that already exists (however, this funding can be used to enhance an existing event's programming)
- Direct financial assistance to individuals or families
- Purchase of land or buildings

City of Peoria – American Rescue Plan Neighborhood Mini Grant Program

- Travel and accommodation expenses
- Any proposal that benefits one person.
- The city of Peoria will not provide funding or reimbursement for any partisan organization
- The city of Peoria will not provide reimbursement for the applicant's administrative costs
- The city of Peoria will not provide funding for ongoing maintenance costs

APPLICATION

Interested applicants may apply by going to www.appreciatepeoria.com/opportunities. They may also go to portal.neighborlysoftware.com/peorial/participant.

Residents who are unable to complete the online application can pick up a paper application at City Hall in Room 203, Monday through Friday, 8:00 am – 12:00 pm. They can also call 309.494.8600, and a City staff member will mail or drop off a paper application.

PROJECT DESCRIPTION AND OUTCOMES AND MEASUREMENTS

The application must include a detailed project description and the purpose of the project. The application must describe what the measurable results of the project will be and how those outcomes will be measured. Details on who will be performing the proposed work of the project must also be included.

In addition, the project must be approved by the Neighborhood Association by a majority vote at a meeting. The applicant must provide meeting minutes with the application.

DISBURSEMENT OF FUNDS

Applicants must provide a detailed budget for the proposed project.

Approved applicants have the option to receive grant funds through one of two methods.

1. Approved City Vendor
2. Group Member (reimbursement)

Applicants must indicate in the application which method they plan to use. Any changes in disbursement methods must be approved by the Neighborhood Enhancement Coordinator.

Approved City Vendor

To purchase through a City Vendor, the group must work with the Neighborhood Enhancement Coordinator or Junior Neighborhood Enhancement Coordinator to make purchases. Purchases from approved vendors are billed directly to the City of Peoria with no up-front cost to the grantee.

Reimbursement

Any purchases made with a non-approved City vendor or a reimbursement must follow the process below:

City of Peoria – American Rescue Plan Neighborhood Mini Grant Program

- Have purchase approved by the Neighborhood Enhancement Coordinator prior to making the purchase
- Submit recipients for reimbursement within 30 days of purchase.
- The recipient of the reimbursement must complete a W-9 Form to become a registered City vendor.

Receipts for any ineligible item or activity will not be processed or disbursed.

Receipts cannot include any items outside of the grant request (ie: groceries for personal use and supplies for an eligible project cannot be included on the same receipt).

Funding must be spent within six (6) months of project approval. Groups who fail to complete the project as proposed or have leftover funds will be dropped from the program and required to return all funding received from the City through this program.

Any change in plans or timeline due to unforeseen hardships or challenges must be communicated to the Neighborhood Enhancement Coordinator.

Purchases made prior to the application approval or purchases made for previously completed projects are not eligible.

<u>EVALUATION OF APPLICATIONS</u>
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Applications will be evaluated using the criteria below by a committee of reviewers.

Evaluation Criteria	Mark Score (Low > High)					
	0	1	2	3	4	5
1. The need for the project is clearly identified and reasonable.						
2. The project has reasonable and measurable outcomes.						
3. The application has demonstrated support from the Neighborhood Association.						
4. The application provides a clear plan for who will be undertaking the project.						
5. The funding request and budget are clear.						
6. The project is financially feasible with the budget requested.						
7. The application demonstrates how the project will engage residents, combat blight, or improve the neighborhood.						
Total Score = _____ /35						