### ­­­­Vibrant Neighborhoods Grant – Application Form

### Instructions

All applicants are required to fill out and submit this application form as part of a complete application. A complete application includes: Application Form (this document), Collaborative Brainstorming Session Participant List(s), Neighborhood / Stakeholder Engagement Petition(s), Budget, Timelines, and any support documents such as Letter of Support, Estimates, Professional Statements, Surveys, or Evidence of Matching Funds.

Please list the information of the persons responsible for compiling this application (minimum of two). These persons will also be responsible for stewarding and implementing the project itself:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name: | Address: | Contact information (phone, email): | What makes you a stakeholder in the neighborhood? | Why are you involved in this project? | Employed by the City of Fort Collins? |  |
| Primary Project Manager |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| City Representative: |  |  |  |  |  |  |  |

Before reviewing this application, please note:

City Staff will be available to assist applicants in completing this process. While the application is lengthy, the help and support of City Staff, implementing partners, and neighbors will greatly ease the burden placed upon applicants serving on behalf of their neighborhoods.

City staff can assist with: Facilitating neighborhood forums, Working with implementing partners and City departments to determine if a project is feasible, Identifying and communicating with other City departments involved with your project, Communicating and working with implementing partners which your community has selected, Determining geographic impact and areas to petition, Identifying and helping to create timelines, milestones, and budget, Recognizing and considering project impacts.

Please contact our staff to get started.

1. Introduction
   * 1. Provide a description of your neighborhood, including its specific boundaries. What are the characteristics that make it a great place to live, work, or play? Please be as brief and succinct as possible and answer in 150 words or fewer.
     2. In 500 words or fewer, provide a description of your project idea. How will your project bring benefit and improvement to your neighborhood? How will it help to foster, enhance, and renew the characteristics of your neighborhood? Please provide any relevant history or background related to the project and/or the neighborhood that may provide additional context.
     3. Did you submit a Letter of Intent? How does your final project idea align with one of the original ideas listed in your Letter of Intent? If your project does not align with one of your original ideas, please provide a brief description of how your project idea evolved. Answer in 150 words or fewer.  
        *Please include a copy of your Letter of Intent if you submitted one.*
2. Collaborative Brainstorming Process

* **Attach any *Collaborative Brainstorming Session Participant List(s)* and summary to this section.**
* **Attach any evidence of Collaborative Brainstorming to this section.**
  + 1. What sort of public forums did you utilize? (Coffee shop, library, internet forum, backyard, etc.?) If you had multiple sessions please list each. Please provide number of people who actively participated in each, along with dates, times, and durations. Answer in 150 words or fewer.
    2. How was/were your public forum(s) advertised / people invited? You are encouraged to attach any flyers or printouts of emails or other invitations to this section. Answer in 150 words or fewer.
    3. Describe any efforts to include residents or stakeholders who were unable to participate in your collaborative brainstorming process. Answer in 150 words or fewer.
    4. How did your group resolve conflicts over ideas and develop consensus? Answer in 150 words or fewer.

1. Implementing Partners

* Implementing partners are the people or organizations that help bring your project to life. They must in some way be experts in their field. If their profession generally requires a license or an accreditation then they must have such in order to be qualified partners for your project. Implementing partners may also include vendors supplying goods or materials.
* Your implementing partners are encouraged to help design and plan your project. They can provide much of the information that is needed for this application.
* Implementing partners are welcomed and encouraged to donate materials and/or services. The applicant(s) will be responsible for any implementing partners’ costs in designing and planning a project prior to submitting an application.
* Letters of Support must be provided by essential governmental agencies, City departments, land owners, property managers, and other implementing partners WHEN a project will require use of space, ongoing maintenance, approval, costs, or when donations are being provided.
  + 1. List your implementing partner(s), title, qualifications, and describe the role they will serve in your project. Answer in 150 words or fewer.
    2. Describe the process utilized to find your implementing partners. How were they identified and selected? Answer in 150 words or fewer.
    3. **Will you, or any member of your family, have any pecuniary or financial gain from utilizing the implementing partner identified your application?**
    4. Were there any objections to using these implementers – why, and how were they resolved? Answer in 150 words or fewer.

1. Geographic Information

* Projects may only be implemented within the City Limits of Fort Collins.
* In addition to responding to the questions below, **include a map or map(s) demonstrating implementation site and expected area of impact and/or benefit.**
  + 1. Where will this project be implemented? Be specific in detailing the location of the project site(s). Answer in 150 words or fewer.
    2. Who will the project impact and/or benefit, geographically speaking? Is it possible that it will affect or include people living or working within a certain geographic area, or people traveling along streets, paths, or roads? It is required that this be described in writing to the best of your ability: Answer in 250 words or fewer.

1. Timeline and Milestones

* Describe the steps or stages necessary to complete your project in this section.
* **Applicants may utilize the *Timeline and Milestones* form to demonstrate the steps in their projects** or they may provide succinct and concise timelines in their own formats.  
  + 1. How did you determine that your project will be implemented at convenient time(s) for neighbors? Answer in 150 words or fewer.
    2. How will any potential disruptions caused by this scheduling be mitigated? Answer in 150 words or fewer.

1. Budget

* Work with implementing partners and experts to determine and justify project costs.
* **Applicants may utilize the Budget form to demonstrate the costs of their projects.** Professional estimates or other documents demonstrating cost may also be included. If you are obtaining additional funding from other sources, specify which items will be funded through the Vibrant Neighborhoods Grant.
* All expenses will need to be listed and detailed, including a 5% contingency for unanticipated cost overruns. Expenses may include:
* Costs of permits or approvals.
* Costs for professional services. These could include facilitators, engineers, contractors, performers, artists, etc.
* Costs of materials. This could include rental fees or costs of raw materials such as concrete or wood.
* Any other expenses which your project may incur.
* **Budgets which do not include professional input or estimates will not be considered.**
* **Vibrant Neighborhoods Grant funds cannot be used to pay for ongoing expenses after the completion of a project. If your project will require regular maintenance costs or other expenses, you should include these costs in your budget and describe or demonstrate how they will be paid for.**

Total amount requested in grant funding:

1. Impacts
   * Consider who is anticipated to be impacted by this program and how. Some stakeholders may consider your project a benefit whereas others may have concerns about the impact. Demonstrate that you have provided as much opportunity feedback as possible. This may be through petitions, letters from stakeholders stating their opinions, feedback from surveys, or other methods that thoroughly demonstrate positions.
     + **You must utilize and include the *Neighborhood/Stakeholder Engagement Petition and Summary.***
       - Carefully review the guidelines to ensure that you meet all requirements for the petition.
   1. How did your neighborhood seek and collect feedback from all parties anticipated to be impacted by your project? Please provide specific data about this:  
      * 1. How did you determine which parties would be impacted? Answer in 150 words or fewer.
        2. How did you attempt to reach out to all of these parties? Please demonstrate this clearly using detailed descriptions of how you communicated with people who might be impacted. It is recommended that you include as an attachment maps that detail houses, businesses, parks, and other areas that you canvassed for responses.

* 1. Explain and address potential impacts of the project: benefits, risks, problems, and pitfalls (with mitigation strategies) for the groups listed below (as applicable):  
     1. Neighbors, Homeowners, Employees, Business Owners, Community Groups, Current Facility Users and others. Answer in 500 words or fewer.
  2. How long do you anticipate this project’s impact to last? How will you sustain impact over the project lifespan? Answer in 150 words or fewer.
  3. **If you are seeking more than $20,000 in funding** you must be able to provide convincing evidence or reasoning that your project will provide unique benefit(s) that can and will be equally enjoyed by your neighbors and by other City residents living well beyond the periphery of any neighborhoods abutting the project site. It should be demonstrated throughout your application how the wider community has been engaged and how they may benefit. If you are seeking more than $20,000 in funding please provide a concise but convincing summary of the benefits and engagement related to the wider community. Include who will benefit, why, and how. Answer in 250 words or fewer.

1. Alignment with City-Approved objectives, plans, projects, or programs

* Explain how your project will align, advance, enhance, contribute to, or benefit existing objectives, plans, projects, or programs. Be specific and provide evidence.
* There are many different plans, projects, and programs with which your project may align. Consider reviewing these resources as a starting point:
  + City Strategic Plan: [www.fcgov.com/strategicplan](http://www.fcgov.com/strategicplan)
  + Climate Action Plan: [www.fcgov.com/environmentalservices/climateaction.php](http://www.fcgov.com/environmentalservices/climateaction.php)
  + City Plan: [www.fcgov.com/planfortcollins/index.php](http://www.fcgov.com/planfortcollins/index.php)
  + Other City Planning documents: [www.fcgov.com/planning/documents.php](http://www.fcgov.com/planning/documents.php)
  1. Please list which existing city-approved objectives, plans, projects, or programs are relevant to your project. Please limit your response to include reference to no more than three individual city-approved objectives, plans, projects, or programs. Explain how your project will align, advance, enhance, contribute to, or benefit each item. Please respond in 400 words or fewer.

1. Preferred Project Attributes

* *Preferred Project Attributes* are additional features which your proposal should include when appropriate. These attributes can help create a well-rounded proposal which aligns with progressive City goals. Please explain and demonstrate if and how your project meets up to THREE of these attributes. If you respond to more than three prompts the evaluation committee will only consider your first three (chronological) responses. **Do not respond to more than three**, if you attempt to respond two separate prompts within a single response the response may be excluded from consideration.
  + 1. Attribute 1 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
         
       (200 word maximum):
    2. Attribute 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
         
         
       (200 word maximum):
    3. Attribute 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
         
         
       (200 word maximum):