

# CITY OF TALLAHASSEE NEIGHBORHOOD PARTNERSHIP GRANT PROGRAM

## Overview

The City of Tallahassee’s Parks, Recreation and Neighborhood Affairs (PRNA) Department has partnered with the Tallahassee Community Redevelopment Agency (CRA) to establish the Neighborhood Partnership Grant (NPG) program for the Greater Frenchtown/Southside (GFS) Community Redevelopment District. The NPG Program was established to support neighborhoods in the GFS Redevelopment District by providing grant funding (up to \$7,500) to help improve their physical and safety conditions, as well providing for funding neighborhood engagement and enrichment programming.

The program is administered by PRNA’s Neighborhood Affairs (NA) Division and, to date, approximately \$30,000 is available for grant funding.

Projects funded by the NPG Program must provide a clear public benefit and fall under one of the following categories:

- Public Safety,
- Emergency Preparedness,
- Beautification,
- Placemaking, and
- Neighborhood Engagement and Enrichment.

The intent of each funding category and examples of possible projects are below:

Funding Category	Minimum Amount	Maximum Amount	Funding Category Intent	Examples of Potential Projects
Public Safety	\$500	\$7,500	Projects in this category should enhance already existing neighborhood safety measures, or add additional safety measures	Lighting, security cameras, approved safety signage
Emergency Preparedness	\$500	\$7,500	Projects in this category ensures residents are well prepared for when any emergency or disaster strikes	Disaster preparedness program, disaster kits
Beautification	\$500	\$7,500	Projects in this category enhance the physical appearance of an area to make a positive impact on the neighborhood	Landscaping, gardening
Placemaking	\$500	\$7,500	Projects in this category assist in reimagining efforts in public space to maximize shared value of the neighborhood and add neighborhood-specific character to the community	Entryway signage, historical markers, public art
Neighborhood Engagement and Enrichment	\$500	\$7,500	Projects in this category may include events, programming, and activity that enhance quality of life and bring community together	Free libraries, community garden, neighborhood festivals, block parties, youth and adult programming

Emerging and established neighborhood and homeowner's associations (HOA) in the GFS District that are working creatively on neighborhood-based issues and concerns are eligible for funding. The grant funds and accompanying technical assistance provided by the NPG Program are designed to empower neighborhood groups to effectively plan and implement solutions to neighborhood concerns.

To be eligible for funding, projects must be located within the GFS Community Redevelopment District. Funded events must take place within the boundaries of the District as well. The maximum grant offered by the NPG Program is \$7,500, and the minimum grant amount is \$500. The CRA Executive Director and Neighborhood Affairs Manager reserve the right to make an award for less than the amount requested in the application.

Grants will be awarded on a first-come, first-served basis to qualified applicants whose proposed project meets the eligibility criteria. Grant application submittals will be logged and documented with a time stamp. Applications not meeting the eligibility criteria will be returned to the applicant. The application may be revised to meet the requisite criteria and resubmitted. For recording and time-stamping purposes, resubmitted applications will be treated as a new submittal.

Additional information about the program can be obtained by contacting the City's Neighborhood Affairs Division at (850) 891-8795 or (850) 354-1926. If you have any questions regarding whether your neighborhood is within the CRA boundaries, please consult the attached map.

Applications may be submitted via email to [Neighborhoods@talgov.com](mailto:Neighborhoods@talgov.com), hand delivered by *appointment* to the Neighborhood Affairs office at Smith-Williams Service Center, 2295 Pasco Street, Tallahassee, or mailed to Smith-Williams Service Center at 2295 Pasco Street Tallahassee, FL 32310. No faxed applications will be accepted. Please call (850) 354-1926 to make an appointment to drop off your application.

**CITY OF TALLAHASSEE  
NEIGHBORHOOD PARTNERSHIP GRANT PROGRAM**

**Frequently Asked Question (FAQs)**

**WHAT IS IT?**

The Neighborhood Partnership Grant (NPG) program provides grants to neighborhood and homeowners associations within the Greater Frenchtown Southside Community Redevelopment District to undertake small-scale neighborhood improvement and enrichment projects. Qualified applicants can apply for grants ranging from \$500 to \$7,500 to fund projects/programming/events that will take place within the boundaries of the District. Grants will be awarded on a first-come, first-served basis to qualified applicants whose project and funding request meet the criteria noted below.

**WHO MAY APPLY?**

This program provides grants to neighborhood associations, both formally and informally organized, within the Greater Frenchtown/Southside Community Redevelopment Area. To qualify for funding, proposed projects must meet the eligibility criteria and be located within the GFS redevelopment area.

**WHAT TYPES OF PROJECTS ARE FUNDED?**

Funded projects must provide a clear public benefit and fall within one or more these categories: Public Safety, Emergency Preparedness, Beautification, Placemaking, and Neighborhood Engagement/Enrichment Programming. Examples of potential projects include but are not limited to neighborhood lighting enhancements, neighborhood signs, community gardens or public art, such as street murals and sculptures, perhaps designed by local youth as an enrichment program.

Projects that are physical improvements must be done in the public rights of way, on public property or property owned by the neighborhood or homeowner's association. Additionally, the application must demonstrate neighborhood support, have the consent of the adjacent property owners, and be a project that can be permitted by federal, state, and local regulations, as applicable. Any necessary permits, including authorization to install/construct a project within the rights of way or on publicly owned properties, will be the responsibility of the applicant.

**WHAT ARE THE ELIGIBILITY CRITERIA?**

To be eligible for funding, a project must:

1. Be located within the Greater Frenchtown/Southside Redevelopment District;
2. Submitted by an HOA or neighborhood association, either formal or informal and with or without nonprofit status, within the GFS Redevelopment District;
3. Fall into one or more of the following categories: Public Safety, Emergency Preparedness, Beautification, Placemaking, and Neighborhood Engagement and Enrichment;
4. Provide a clear public benefit;
5. Be completed by September 12, 2022;
6. Include a detailed budget;
7. Show the applicant's capacity to complete and maintain the project. Examples include previous partnership support and/or completion of similarly sized projects, etc.;
8. Identify a person, association, or a responsible entity who will maintain the project;
9. Not be in conflict with, but may supplement, existing or proposed public improvement projects or programs; and
10. Result in a definitive project that benefits a specific neighborhood.

### **WHEN ARE THE APPLICATIONS DUE?**

Applications are accepted on a first come-first serve basis until grant funds are exhausted. Applications may be submitted via email to [Neighborhoods@talgov.com](mailto:Neighborhoods@talgov.com), hand delivered by *appointment* to Neighborhood Affairs office at Smith-Williams Service Center, 2295 Pasco Street, Tallahassee, or mailed to the Smith-Williams Service Center at 2295 Pasco Street, Tallahassee FL 32310. No faxed applications will be accepted. Please call (850) 891-8795 or (850) 354-1926 to make an appointment if needed.

### **HOW MUCH MONEY CAN A NEIGHBORHOOD RECEIVE IN A GRANT?**

The maximum grant award per neighborhood is \$7,500. A neighborhood/HOA may only apply for one grant per fiscal year, and it must be between \$500 and \$7,500. The CRA Executive Director and Neighborhood Affairs Manager reserve the right to make an award for less than the amount requested in the application.

### **HOW DO I RECEIVE AN APPLICATION PACKAGE?**

Applications are available online at [Talgov.com](http://Talgov.com) under Neighborhood Services, and at the City's Neighborhood Affairs Office by *appointment*, located at the Smith-Williams Service Center, 2295 Pasco St., Tallahassee. Or you can request an email copy by contacting Jillian Driscoll at (850) 354-1926.

### **HOW WILL NEIGHBORHOOD AFFAIRS DECIDE WHICH PROJECTS ARE FUNDED?**

A Grant Review Team (comprised of CRA, City Neighborhood Affairs staff, and other city staff) will review the applications received to determine eligibility and funding levels for qualified projects. The Grant Review Team will notify applicants whose proposed project do not meet the eligibility criteria. An applicant can revise its' project to meet the grant eligibility criteria and resubmit the application. No funds will be reserved for a project that does not meet the eligibility criteria. Resubmitted applications will be treated as a new application.

### **WHEN WILL I KNOW IF MY PROJECT IS FUNDED?**

The Grant Review Team will notify successful applicants within five days of the decision to make an award to their proposed project. All successful applicants will be asked to sign an agreement and will be given notice to proceed with their projects.

### **WHO DO I CALL FOR MORE INFORMATION OR TO RECEIVE ASSISTANCE?**

The Grant Coordinator, Jillian Driscoll, may be reached at [Jillian.Driscoll@talgov.com](mailto:Jillian.Driscoll@talgov.com) or (850) 354-1926.

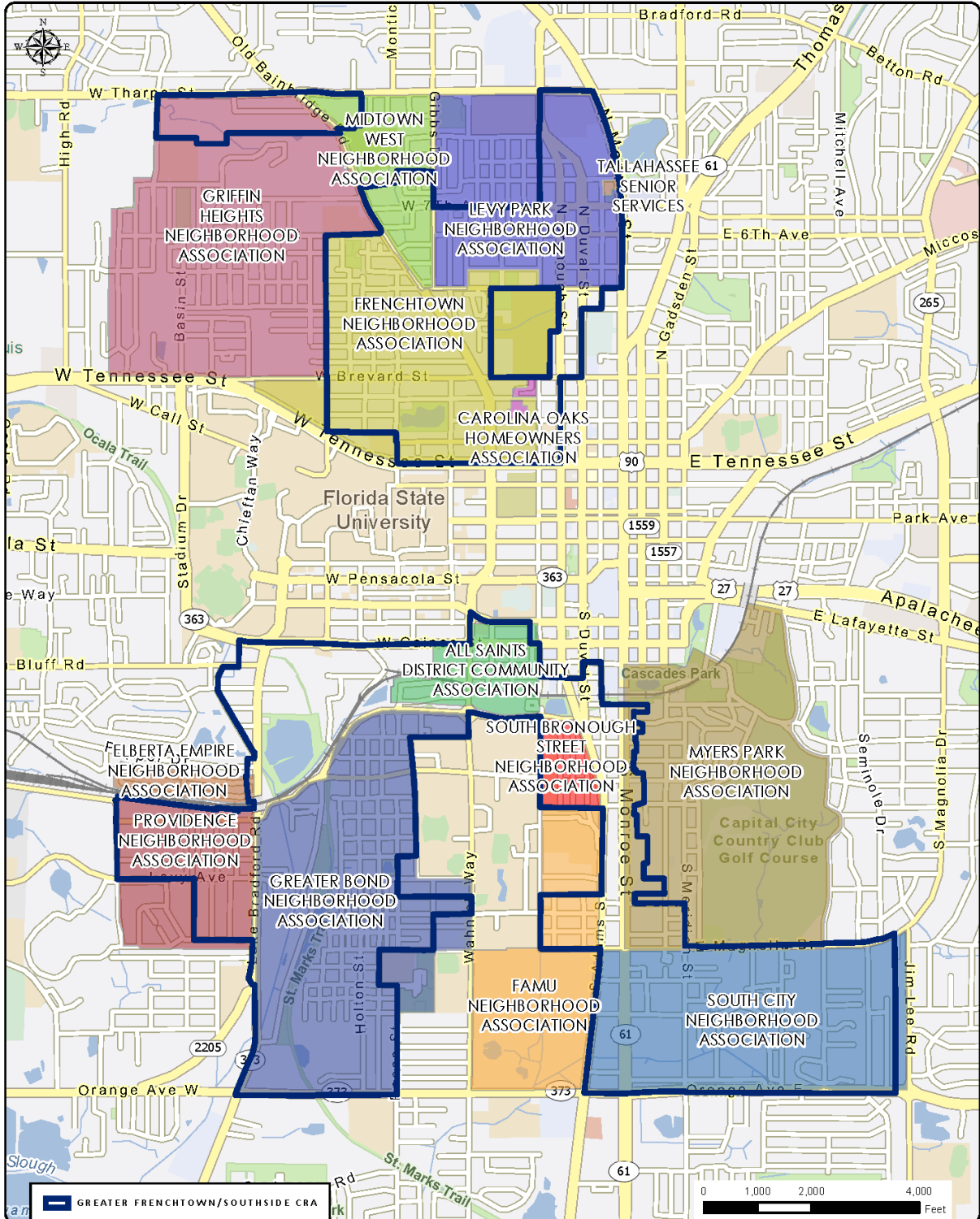
### **SELECTION CRITERIA:**

- 1. Location**  
The applicant and proposed project must be located within the GFS Community Redevelopment District. Neighborhood engagement and enrichment activities must take within the boundaries of the GFS Community Redevelopment District.
- 2. Participation**  
The applicant must be the neighborhood/homeowner's association or have the commitment of participation and support from the neighborhood association. The project must be located within the boundaries of GFS Community Redevelopment District.
- 3. Neighborhood Impact**

The proposed project/programming/event must address a concern and/or matter of significance to the neighborhood.

**4. Funded Project**

Funded projects must be well planned, adequately budgeted and ready for implementation. The grant application must be filled out thoroughly and correctly. All participants, or those who may be affected, have been informed and concur with the project. Details such as timing, communication and grant administration have been considered. Applicants shall include a description of plans for any necessary government or agency permits and regulations.



Map Created: April 16, 2020

### Active Homeowner Associations & Neighborhood Associations Greater Frenchtown/Southside CRA

Note: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.