



NEIGHBORHOOD IMPROVEMENT FUNDING PROGRAM GUIDELINES



Fiscal Year July 1, 2017 to June 30, 2018

Program

The Neighborhood Improvement Funding Program (Program) supports a street, block, neighborhood or community project facilitated by a group of Windsor neighbors. The purpose of this reimbursement program is to jump start an idea, to strengthen a neighborhood, or engage a group of neighbors through the coordination of an improvement project.

Reimbursements of up to \$1,000 is available for a project that:

- 1) Increases communication among neighbors
- 2) Improves the physical condition of a neighborhood, park or community
- 3) Enhances neighborhood pride and identity
- 4) Helps build bridges between cultural groups

The Neighborhood Improvement Funding Program is supported by the Windsor Town Council. The intent of the Program is to bring people together to engage and plan an improvement project that will strengthen the Windsor community.

Eligibility

Authorized funds will be reimbursed for pre-approved Neighborhood Improvement Projects. To be eligible, the improvement project must meet the following requirements:

1. Provide an identifiable benefit or positive impact to your street, block, neighborhood, park or community at large. The project can be either a physical project, event or community service.
2. The activity must encourage community engagement or bring neighbors together to plan an improvement project.
3. Reimbursement funds are also available for expanding the scope or outreach of existing neighborhood or community projects.
4. Alcohol, and water features during a drought, are not eligible expenses for reimbursement.
5. Projects must have a specific timeline, clearly defined steps, outcomes, and a breakdown of anticipated costs.
6. Due to the purpose of bringing diverse members of the community together, religious and political project expenditures are exempt from the Program.
7. Must include the active involvement of at least three Windsor households or residents.
8. Project cannot be held on private property; unless pre-approved.
9. Project is highly encouraged to be held in a Town of Windsor park, at no cost to applicant. Town parks are listed at: <http://www.townofwindsor.com/980/Find-A-Park>
10. Applicants that are eligible for funding under the Town's Non-Profit (501(c)3) Grant Program, are not eligible for funding under this Program.
11. Not eligible if applicant has received funds for the same improvement project, previously.
12. Neighbors may reapply for funds if proposed improvement project is different than a previously funded project.

13. The Town of Windsor reserves the right to decline an application that does not meet the stated intent, mission or criteria of the Program.
14. The Town of Windsor also reserves the right to not grant any Program applications.

Example Projects

Here are a few examples of projects that will be considered for funding:

- Volunteer or plan a community service project, community clean-ups and beautification activities. A project may involve volunteering for a Windsor non-profit that does community service or events that benefit the community. A list of Windsor non-profits can be found at <http://www.townofwindsor.com/880/Non-profit-Organizations>
- Events for a neighborhood, community at large, or a specific group of people that encourage people to get to know each other. The event can be public or private.
- Community gardens, tree planting, food forests, sheet mulching, etc.
- Emergency preparedness efforts
- Walking or exercise groups
- Food drive or Toys for Tots

Involvement

An important aspect of community building is working together with others for a common benefit or improvement. The project must include the active involvement or engagement of at least three Windsor neighbors or residents. The improvement project can be located anywhere in Windsor, in a neighborhood or Town park.

Project Design and Reimbursement

The Town wants to ensure that each project is successful. Please carefully plan a project with a specific benefit, timeline, defined steps, and a plan for ongoing maintenance, if applicable.

Funds are provided to groups through a reimbursement process. Groups will be required to submit receipts or similar verifiable documentation of expenses and three to five photographs documenting the project before receiving reimbursement. Reimbursement checks are issued to the designated project team leader after the event, project, or service is completed.

How to Apply

Applications are available on the Town's website at <http://bit.ly/NIFP2017> and at the Parks and Recreation Department office at 9291 Old Redwood Highway, 300-D. Applications must be submitted and approved prior to starting an improvement project, event, or service.

Program Guidelines

Interested applicants must submit a completed application which must be received by the Recreation Office by **April 27, 2017 at 6:00 pm**. (see submittal information on application). Late applications may not be considered. The Town's Parks and Recreation Commission will review the applications and allocate reimbursement funding amounts at its regular meeting on **June 14, 2017 at 6:00 pm**, based on the following guidelines:

1. The 2017-2018 Neighborhood Improvement Funding total budget is \$2,500.
2. The maximum reimbursement amount is up to the amount allocated by the Parks and Recreation Commission for the execution of the proposed project, service or event.
3. Applications offering matching or in-kind funds of donated labor, materials and equipment

are encouraged. Estimated hourly value of a volunteer is \$20.25.

4. The program will not pay for ongoing project maintenance or operations, such as upkeep of landscaping or repairs. If a project involves ongoing maintenance, a maintenance plan must be detailed.
5. The improvement project must be completed by May 3, 2018.

Project costs, up to the awarded amount, will be reimbursed upon submission of an invoice with supporting expenditure documentation (receipts) and photographs (3 to 5), documenting the project. Please submit no later than June 1, 2018.

Examples of Previously Funded Projects in Fiscal Year 2015-2016

Group	Project Description	Award Amount
Cellar Way	Neighborhood party supplies	\$200
Vintana Neighborhood	Safety enhancements	\$400
Windsor Mobile Country Club	Emergency preparedness materials	\$500
Vinecrest Senior Apartments	Refreshments for ice cream social	\$250
“Corner Gardens” at Joe Rodota	Landscape beautification	\$500
Windsor Advocates for Music	Holiday music	\$150
Shiloh Greens Subdivision	Refreshments for group walks	\$350

For more information, contact: Stephanie Lukens, Senior Administrative Assistant
Town of Windsor – Parks and Recreation Department
slukens@townofwindsor.com (707) 838-5382

Other Town Funding Option: Non-Profit Grant Program

The Non-Profit Grant Program was established by the Windsor Town Council in 1995 to support local non-profit organizations that directly serve the community and/or benefit the Town of Windsor. The program is supported primarily by the General Fund and is administered by the Parks and Recreation Department. Agreements between the Town and each funding recipient are initiated following the Town Council’s funding allocations. Partnerships and collaboration are highly encouraged through this process. Deadline to apply is April 20, 2017. Applications are available March 6, 2017.

For more information on the Non-Profit Grant Program contact:
Olivia Lemen, Management Analyst, Town of Windsor – Parks and Recreation Department
olemen@townofwindsor.com (707) 838-5383

We Create Community through People, Parks and Programs