



Neighborhood Match Program Preliminary Application

Note: After the March 1 deadline, yearly funding is limited and is awarded on a first come, first served basis.

To be completed by city staff

Total Neighborhood Match: _____ Total Project Cost: _____

Project Name: _____

Location: _____

Brief Project Description: _____

Contact Person: _____ Email: _____

Day Phone: _____ Evening Phone: _____

Address & Zip Code _____

Applicant Organization (if applicable): _____

Chair/President: _____ Email: _____

Day Phone: _____ Evening Phone: _____

Address and Zip Code: _____

1. What is the problem or opportunity addressed by this project: _____

2. How will neighborhood residents and/or organization members be involved in implementing the project? _____

3. How many people will be involved in the planning, funding, and implementation of this project? _____

4. Work plan

List in chronological order the major, but specific, steps or key activities you will perform to reach your goal. Next to the activity, list the date (month/year) you estimate it will be done.

Activity/Item(s)

5. Ongoing maintenance for all match projects becomes the responsibility of the applicant and other members of the applicant's community. Applicants must sign and return a maintenance agreement with the application.

7. ALL paperwork, must be submitted for mail box applications; Application, maintenance agreement and Form A or B.

6. Projects must not be started until the application is approved.

8. Support from Adjacent Property Owners*

This program requires the formal consent of adjacent property owners. Signatures below are intended to demonstrate adjacent property owner's acceptance of the proposal and to acknowledge your initial dialogue with them about the project.

*** Adjacent Property Owner is defined as any resident whose property is within 100' of the proposed project.**

Print Name & Address	Phone	Signature

X _____
Applicant's Signature



Neighborhood Match Program Maintenance Agreement

After the initial March 1 deadline, yearly funding is limited and will be awarded on a first come, first serve basis.

PROJECT LOCATION: _____

DESCRIPTION: _____

ESTIMATED COST: _____ TODAY'S DATE _____

Upon accepting a contribution from the city, we hereby assume full responsibility for the ongoing maintenance of the improvements described above. This may include any, or all, of the following: weeding, watering, trimming shrubs and/or trees to keep walkways and sight distance clear, replacing light bulbs, removing dead trees and/or shrubs, and repairing and/or repainting damaged signs.

The City reserves the right to (but has no obligation to) remove any structure or improvement installed with neighborhood match funds where the structure or improvement has become dilapidated, hazardous, unsightly or otherwise in disrepair after providing residents a reasonable opportunity to repair or replace said structure or improvement. The City shall not be liable for damages, replacement costs or any other costs associated with such removal.

We understand the City of Bellevue will not provide any further financial support for this project, nor will it participate in the maintenance of this project.

Signatures of three residents are required:

Sign: _____

Sign: _____

Print: _____

Print: _____

Association: _____

Association: _____

Title: _____

Title: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Sign: _____

Print: _____

Association: _____

Title: _____

Address: _____

Phone: _____



FINAL APPLICATION: Neighborhood Match Commitment (FORM A)

**(Due upon submittal for all mailbox projects,
all others are due 60 days after submitting preliminary application)**

***Community Clubs, Neighborhood Associations, and other homeowner organizations providing the match from existing resources only
(i.e, using existing dues and no volunteer labor) may use Form B.***

The individuals, businesses, or organizations listed below commit to donating money and/or labor (as described below) to the following project: _____.

Print Name	Address	Phone	Cash Donation	Volunteer Labor (Type of Work)	Number of Hours	Date Available	Signature



FINAL APPLICATION: Neighborhood Match Commitment (FORM B)

This form is for Community Clubs/Associations donating CASH ONLY.

(Due upon submittal for all mailbox projects, all others are due 60 days after submitting preliminary application)

Will the community match funds come from existing club/association resources? Yes _____ No _____
If **yes**, please answer the following three questions. If **no**, please complete Form A.

1) What steps have been taken to secure the funds for this project?

2) When will these funds be available?

3) What steps have been taken to gauge resident-based support for this project?

This form requires the signature of an association representative:

Signature	Printed Name	Title	Date
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Neighborhood Match Program Information

Background The Match Program was established to help fund small neighborhood improvement projects such as entry sign and/or landscaping projects which:

- Enhance and beautify Bellevue's neighborhoods;
- Encourage participation; and
- Foster a sense of community and neighborhood pride.

This program currently provides \$50,000 annually for these small-scale improvements. The City provides up to \$5,000 per project, and for every dollar awarded by the City, the community is required to provide an equal or greater match consisting of cash, professional services, building materials, and/or volunteer labor (currently valued at \$12/hour).

Project Requirements In order to receive matching funds from the City, the project must meet the following criteria.

1. The project must have neighborhood support.
2. It must have written approval from all adjacent property owners.
3. It must meet all city codes and conform to all departmental policies.
4. The project must obtain all city permits required for construction.
5. It must be designed for low maintenance and be maintained by neighborhood volunteers or a contractor hired by the neighborhood, and a maintenance agreement must be signed acknowledging this.
6. If the project includes any utility installation (e.g., lighting, irrigation, etc.), the City will not participate in the cost of that aspect of the project, nor will the City assume any ongoing costs (i.e., water, electricity, repairs, etc.). Residents cannot use moneys spent for installing such improvements as part of their 50% match.
7. It must be within the City's legal authority (e.g., cannot be on private property).
8. It must involve residents in all phases of implementation.
9. Completion must be feasible within the calendar year.

Application Process Matching funds are available citywide on an annual basis. The initial deadline is March 1st. ***Requests for mail boxes must be submitted with all forms completed to be considered; the application, maintenance agreement and commitment form.*** Between January 1 and March 30, staff reviews the remaining applications, performs site visits, and completes cost estimates. The results of the staff's analysis are communicated back to applicants by April 1. From the time they receive this communication from the City, applicants have 30 days to finalize details, garner further support for the project, and submit the final document:

The Match Commitment Form (A or B) with the appropriate signatures detailing the neighborhood's contribution toward the project. (Note: if the necessary support is not gathered by the May 1 deadline, the application may be considered for funding in a subsequent funding period).

Staff will send award letters by May 1, and project implementation can begin. *No payment will be made for projects implemented before the award date.*

If there are unexpended funds at the end of the January-March application period, additional applications for Match Projects will be accepted.

Evaluation Criteria

1. Projects that include volunteer labor from the neighborhood will be given highest priority.
2. Priority will be given to projects that provide aesthetic improvements that enhance and/or improve the entire community.
3. Projects that will benefit a large number of people will have higher priority than those affecting a smaller number.
4. Replacement of deteriorating community mailbox structures/stands will have priority over replacement of mailboxes into existing stands. (Mailbox replacement is available for community clusters only; no individual mailboxes will be replaced.) Project award amount for mailboxes will not exceed \$100.00 per household.
5. Projects will be further prioritized based on the percentage of residents in the area who are participating, the degree to which the project is designed and ready to go, as well as the level of demonstrated support for the project.
6. Neighborhoods receiving grants in the previous year will have lower priority.
7. Neighborhoods who submit multiple projects may only receive the maximum of \$5,000 for both projects if there is competition for the funding.

Project Implementation Once the funds are awarded, a project manager from the City of Bellevue will work with a neighborhood coordinator (typically the project requestor) to finalize the project design, determine the schedule, and obtain any permits that may be required. Barring unforeseen circumstances, projects should be completed in the same calendar year in which the funds are awarded.

Maintenance Once projects are completed, it becomes the responsibility of the neighborhood, school district, or other appropriate organization to maintain the improvements (except in locations where it would be impractical to do so). This is acknowledged on the application via a Maintenance Agreement, which must be signed by a minimum of three neighborhood representatives. The agreement simply states the city will participate in the construction of the project but will not assume any ongoing costs for maintenance unless specified otherwise.

Reimbursement of funds to neighborhood All costs of the project will be covered by the neighborhood and will be reimbursed by the city up to the amount of the award grant. Applicants will submit a detailed accounting of volunteer labor hours, total cash collected from residents, original receipts showing value of donated professional services and/or receipts for purchased materials. The City of Bellevue reserves the right to deny payment for items deemed inappropriate for Match Program Funding.

Qualifying Expenses In considering neighborhood requests for reimbursement, the City will reimburse – up to the amount of the grant award – only those expenses which are essential to the completion of the approved Match Project. Reimbursable expenses include: the cost of building or landscaping materials; the cost of refuse collection or dumping fees associated with the project; the cost of professional services for design or engineering; the value of donated labor for site preparation, construction, and clean-up; and the value of any donated professional services. Non-reimbursable expenses include such items as: refreshments; volunteer labor for project planning and coordination; or any expenses not approved as part of the original Match Project award. Eligible labor hours are those physical hours spent on construction of the project.

Questions

Contact Patricia Knight, Neighborhood Outreach Team, at 425-452-7917 or e-mail pknight@bellevuewa.gov.