



2023 Neighborhood Beautification Program (NBP) Grant Guidelines LOT LICENSING PROGRAM

DESCRIPTION:

The Neighborhood Beautification Program (NBP) is funded through the Neighborhood Improvement Fund (NIF) and American Rescue Plan Act (ARPA). NBP supports the repurposing and beautification of Land Bank vacant lots in Detroit neighborhoods. **The Lot Licensing Program provides funding to Detroit based neighborhood associations, and non-profit organizations to carry out clean up activities on Detroit Land Bank Authority-owned vacant lots.** Lot Licenses will provide short-term access to DLBA owned lots for the duration of the clean-up activities.

The Neighborhood Beautification Program (NBP) seeks to invest funding in public outdoor spaces located in disadvantaged communities that typically see less investments in their neighborhoods. Investing in disproportionately impacted communities will help address the increased health disparities often experienced in low-income communities.

Public space presents a timeless value that can enhance the spaces that define a community's collective urban experience. NBP encourages community organizations to imagine how they can repurpose vacant lots to serve as community connectors that enrich and expand the live-work-play experience throughout the neighborhoods and city.

OBJECTIVES:

Awarded Beneficiaries will partner with Wayne Metro, and the City of Detroit to achieve the following objectives:

1. Mitigate the impacts of the COVID-19 and improve social determinants of health in disproportionately affected communities by increasing the quality and amount of green spaces
2. Advance equity and inclusion by supporting community-driven improvement projects in underserved neighborhoods

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3. Decrease amount of blight in underserved neighborhoods, while increasing beautifying physical components
4. Increase number of outdoor gathering spaces in neighborhoods leading to greater community cohesion

AVAILABLE FUNDS:

Organizations can apply for \$500-\$15,000 for clean up activities. Grant awards may be less than requested per application. Organizations are permitted to reapply for funding for each grant year.

Allowable costs: *Funds can be used for expenses related to clean up activities including: supplies and materials; to hire contractors; project related administrative fees up to 10%; and liability insurance.*

Disallowable costs: Funds CANNOT be used for any of the following:

- Community programming
- Construction related activities, including but not limited to: hoop houses, sheds, pavilions, and house or structure improvement or rehabilitation
- Street/alley activations
- Water features or water catchment systems, including rain barrel installation and irrigation
- Any project that required cement slabs to be poured (cement footers for fencing, signposts, or seating area case-by-case basis)
- Staff payroll, stipends or scholarships
- Land acquisition or real estate purchases
- Projects that do not comply with city ordinances
- Gift Cards
- Reimbursement to cover costs associated with events or activities that have occurred outside of the Grant Term
- **Any costs not directly related to the funds requested in the proposal**

CLEAN-UP ACTIVITIES

- Brush clearing
- Grading and seeding
- Street/alley clean-ups
- Graffiti removal
- Litter removal

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ELIGIBLE ORGANIZATIONS:

Organizations must meet ***all three*** of the following criteria to be eligible for funding:

1. Organization must be a Detroit neighborhood organization that falls into one of the following categories:
 - a. **City Registered** Neighborhood Association or Block Club, OR
 - b. Nonprofit organization or Faith-based organization
2. Organizations must either have 501c(3) tax exemption status or identify a 501c(3) tax exempt organization as a fiscal sponsor
3. Organizations must have advance notice from the Detroit Land Bank that the lots are available for Leasing. See the next section for more information.

SELECTING YOUR SITE:

■ Houses for Sale -

- Marketed ■
- Own It Now ■
- Auction ■
- Renovation Programs ■

■ Vacant Land for Sale -

- Side Lot ■
- Neighborhood Lot ■
- Accessory Structure Lot ■
- Oversized Lot ■
- Marketed Lot ■

■ All Unlisted - DLBA Owned +

The DLBA is partnering with the City of Detroit to offer temporary licenses to Block Clubs and Community Groups to conduct clean-up projects on DLBA owned lots. Lot Licenses will provide short-term access to DLBA owned lots for the duration of the clean-up activities.

To find available lots in your community group's designated neighborhood, use the [DLBA's All Listings Map](#). Remember to filter your search by "Neighborhood Lot" as seen in the image to the left. If you need assistance finding available lots in your area, please email inventorycap@detroitlandbank.org

Before applying for grant funding, please apply to license lots for clean up activities.

[CLICK HERE TO APPLY TO LICENSE LOTS FOR CLEAN-UP ACTIVITIES](#)

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PROJECT ELIGIBILITY:

To be eligible for funding, projects must:

- Demonstrate community buy-in and address a community need
- Benefit Detroit residents and **be available to the public**
- Contain a clearly defined Scope of Work and Budget with realistic goals
- Have a Plot Plan Approved by BSEED: A Plot Plan is a simple one page drawing that shows the dimensions and configuration of your property. It includes the size and precise location of existing and proposed features and physical changes
 - For more information on Plot Plans please refer to the [Plot Plan, Site Design and Maintenance Guide](#).

REQUIREMENTS FOR AWARDED BENEFICIARIES:

These requirements are only applicable to organizations who are awarded. More information will be provided with the award notice.

- All Awarded Beneficiaries must obtain general liability insurance for the duration of the grant term (***Liability insurance can be written as a budget line item***)
- Comply with all grant agreement requirements, including but not limited to: submitting reports, supplying photographs of project progress, participating in the Program Assistant Liaison (PAL) program which includes project monitoring and and program evaluation activities. Failure to participate may affect eligibility for future funding and/or disbursement of grant monies.
- Grant funds must be expended within the grant term indicated on the Memorandum of Understanding (MOU) (otherwise known as the Grant Contract). The MOU will be supplied by Wayne Metro to the Awarded Beneficiary before funds are disbursed.

APPLICATION PROCESS:

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Applications are accepted and awarded on a rolling basis. Applications and all applicable documentation are to be submitted via the online submission form. *Please note: you do not need to complete the application in one sitting, you can save your work and resume.*

[Apply here](#)

The last date to submit an application is March 17, 2023. ***Applications will only be considered for funding if they are complete.*** Please read the following carefully.

A Complete Application Includes:

1. Completed Online Application
2. Completed Budget (contained within online application)
3. Quotes, Invoices and/or Screenshots from online stores that support the budget line item costs
4. Email Notification from Land Bank that the lots are available for leasing
5. Plot Plan
 - a. For more information on Plot Plans please refer to the [Plot Plan, Site Design and Maintenance Guide](#).
6. If the applicant organization is a 501(c)3 or using the fiduciary status of another organization, the following documentation is required:
 - a. 501 (c)3 IRS tax exemption letter in applicant's name OR identification of a tax-exempt fiduciary organization & the following documentation related to the 501(c)3
 - b. Proof of Board of Directors
 - c. Proof that an organization has no unresolved audit findings and tax issue, if applicable
 - d. Most recent fiscal year financial statements that show the organizational operating budget
 - e. 2022 - 2023 Michigan Annual Nonprofit Report
 - f. W-9
 - g. Articles of Incorporation and By-Laws
 - h. Certificate of Good Standing from LARA
 - i. **PLEASE NOTE: If the applicant elects to use Wayne Metro as their fiduciary, the above 501c(3) related documentation will not need to be submitted with the application.**

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APPLICATION SUPPORT

Submitting a **complete application** ensures a speedy review process. Applicants are encouraged to take advantage of the following support.

Office Hours

No registration required, click the links below to join

[Wednesdays 9 - 11 AM](#)

[Fridays 11 AM - 1 PM](#)

Submit questions to Samuel Coons, samuel.coons@detroit.mi.gov or Karmel Reeves at Karmel.reeves@detroitmi.gov