



## **2023 Neighborhood Beautification Program (NBP) Grant Guidelines**

### **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 program is designed to grant funds to Department of Neighborhoods (DON)-approved neighborhood associations and block clubs, faith-based organizations, and non-profit organizations that currently own land or purchase Land Bank vacant lots in their neighborhood to carry out a public activity in their communities or neighborhoods.

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
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 per project for the following activities.

COMMUNITY GARDENS	PUBLIC SPACE IMPROVEMENTS	CLEAN-UP ACTIVITIES
<ul style="list-style-type: none"> <li>• Raised beds for flowers, vegetables, or crops (&lt; 1 acre)</li> <li>• Fruit trees (&lt; 10 trees)</li> <li>• Ornamental gardens</li> </ul>	<ul style="list-style-type: none"> <li>• Landscaping (trees, flowers, shrubs, etc.)</li> <li>• Benches and tables</li> <li>• Art installations</li> <li>• Fencing or boulders</li> </ul>	<ul style="list-style-type: none"> <li>• Brush clearing</li> <li>• Grading and seeding</li> <li>• Street/alley clean-ups</li> <li>• Graffiti removal</li> <li>• Litter removal</li> </ul>
<p>Project related administrative costs (&lt;10%), insurance, contractor or design fees</p>		

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 project related supplies and materials; to hire contractors or consultants; 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/or house or structure rehabilitation or improvement
- Street/alley activations
- Water features or water catchment systems, including rain barrel installation and irrigation systems

- 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**

## ELIGIBLE ORGANIZATIONS:

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

1. Organization must be a Detroit neighborhood organizations that fall into one of the following categories:
  - a. City Registered Neighborhood Association or Block Club, OR
  - b. Nonprofit organizations or Faith-based organizations ***working in partnership with a City Registered Neighborhood Association or Block club within 1 mile of their facility***. Partnerships must be documented with the provided [Neighborhood Beautification Partnership Letter Template](#).
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 be able to demonstrate site control of up to 4 eligible lots on which the proposed project will take place. Site Control is show by:
  - a. Deed(s) in the name of a 501c(3) or LLC ***with the same name as the applicant organization***

## ELIGIBLE LOTS

To be eligible for funding, proposed projects must take place on lots that meet the following criteria:

1. Lots must be zoned as R1, R2, or R3.
  - a. To check how your lot is zoned, please refer to this map: <https://detroitmi.gov/webapp/detroit-development-opportunities>

2. Lots must be owned by a legal entity with the same name as the applicant organization.  
**Projects on lots owned by individuals are NOT eligible for funding.**

## PROJECT ELIGIBILITY

To be eligible for funding, projects must:

- Fall into one of the approved project categories as seen in the chart above
- Address a community need, demonstrate community buy-in and positively impact the community
- Benefit Detroit residents and **be available to the public**
- Have 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 submit an application for and receive a Building Permit Application for each lot before project implementation.
- 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 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 before funds are disbursed.

## APPLICATION PROCESS:

**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 10, 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. Proof of Site Control
  - a. Deed(s) held by a legal entity (LLC or 501(c)3) with the same name as the applicant organization
5. Plot Plan (see Appendix A for more information)
  - a. For more information on Plot Plans please refer to the [Plot Plan, Site Design and Maintenance Guide](#).
6. If applicable, Partnership Letter with Block Club or Neighborhood Association
  - a. Please complete and upload: [Neighborhood Beautification Partnership Letter Template](#).
7. 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. A list of the 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.**

## APPLICATION SUPPORT

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

### Information Sessions:

The presentation will cover the grant guidelines, including a review of required documents that make a **complete application**. The sessions will be virtual and applicants must register to attend. The same information will be presented at each session.

- Wednesday January 25, 9 am- 10:30 am: [Register to attend](#)
- Wednesday February 1, 9 am- 10:30 am: [Register to Attend](#)

### 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@detroitmi.gov](mailto:samuel.coons@detroitmi.gov) or Karmel Reeves at [Karmel.reeves@detroitmi.gov](mailto:Karmel.reeves@detroitmi.gov)**

