



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, designed with shade, greenery, seating, plenty of space, socially distance, areas 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. 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:

- Construction related activities, including but not limited to: hoop houses, sheds, or pavilions
- House or structure rehabilitation or improvement
- Water features or water catchment systems, including rain barrel installation
- Any project that requires cement to be poured
- Administrative fees that exceed 10%
- Staff payroll
- Projects that do not comply with city ordinances
- Conducting lobbying, carrying on propaganda, or otherwise attempting to influence legislation
- Influencing the outcome of any specific election through any means Federal staff time
- Purposes other than charitable, scientific, or educational Budget shortfalls, general support, or endowment funds
- Land acquisition or real estate purchases
- Individual scholarships or fellowships
- Reimbursement purposes (i.e., 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:

- Detroit neighborhood organizations that fall into one of the following categories:
 - City Registered Neighborhood Association or Block Club
 - Nonprofit organizations or Faith-based organizations ***working in partnership with a City Registered Neighborhood Association or Block club***. Partnerships must be documented with the provided [Neighborhood Beautification Partnership Letter Template](#).
- Organizations must either have 501c(3) tax exemption status or identify a 501c(3) tax exempt organization as a fiscal sponsor
- Organizations must be able to demonstrate site control of *vacant lots without structures* on which the proposed project will take place (up to 4). Site control is shown by:
 - A deed or deeds held by a 501c(3) or LLC with the same name as the applicant organization
 - Licensure form from the Detroit Land Bank Authority

PROJECT ELIGIBILITY:

NBP has three eligible project areas:

1. Clean-Up Activities
2. Community Gardens
3. Public Space Activities

See the chart below for examples activities within each project area:

<u>Clean-Up Activities</u>	<u>Community Gardens</u>	<u>Public Space Activities</u>
<ul style="list-style-type: none">• Vacant Lot Clean up• Alley Clean up/Enhancements• Graffiti Removal/Public Space• Street Clean-up• Litter Removal/CLB, City Lot/ Public Spaces	<ul style="list-style-type: none">• Raised-bed flower gardens, living fences• Tree Planting• Vegetable/community gardens	<ul style="list-style-type: none">• Community owned and managed Park Improvements• Neighborhood Beautification Projects/Public Space• Park and Playground Seating• Gathering spots (pocket parks, seating, benches, picnic tables),• Art installation (Murals and Public Art)

At a minimum, eligible project proposals must:

- **Take place on a vacant lot without structures**
- Demonstrate capacity to comply with program guidelines.
- Submit a clearly defined Scope of Work and Budget.
- Have realistic and achievable goals.
- Demonstrate clearly defined success and performance standards/metrics/outputs and outcomes.
- Maximize positive impacts in the community it serves.
- Address community need
- Benefit Detroit residents and be available to the public

REQUIREMENTS FOR AWARDED BENEFICIARIES:

- 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: submission of a project completion report, monitoring of project, documentation of expenditure, and photographic documentation of project progress and completion to include before, during and after photos of lots.

- Awarded Beneficiaries must participate in the Program Assistant Liaison (PAL) program and Program Evaluation Activities. Failure to participate may affect eligibility and consideration 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:

Applications and all applicable documentation are to be submitted via the online submission form. *Please note: you do need to complete the application in one sitting, you can save your work and resume.*

[Apply here](#)

Applications are accepted and awarded on a rolling basis. The last date to submit an application is Friday, July 29, 2022. **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. 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
 - b. Proof of Licensure (if applicable). Ex., Detroit Land Bank Licensure Authority Letter
4. **Current** photos of **all vacant lots** on which the proposed project will occur.
5. If applicable, Partnership Letter with Block Club or Neighborhood Association
 - a. Please complete and upload: [Neighborhood Beautification Partnership Letter Template](#).
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. A list 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. 2021 - 2022 Michigan Annual Nonprofit Report
 - f. Articles of Incorporation and By-Laws

- g. Certificate of Good Standing from LARA
- h. **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. Incomplete applications will delay procedures and can affect application approval. Applicants are strongly encouraged to take advantage of the following support.

Submit questions to the Participatory Grantmaking Team at nbg@waynemetrol.org or call the Connect Center at 313-388-9799. Email inquiries will receive a response within 1-2 business days.

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.

- June 17, 2022, 12 pm - 1 pm: [Register to attend](#)
- June 30th, 2022, 6 pm -7 pm: [Register to Attend](#)

Technical Assistance:

Technical assistance regarding obtaining an LLC, support navigating the application, questions not answered in the Grant Guidelines and/or access to the internet and computer/laptop will be available **June 6th - July 27th** through one of the following options.

- **Wednesdays and Thursdays**
 - ***In Person***, by appointment, at:
Wayne Metro - Lakeshore
7310 Woodward, Suite 800
Detroit, MI 48202
 - Email NBG@waynemetrol.org to set up an appointment
- **Monday through Friday**
 - ***Virtually via Zoom***, by appointment
 - Email NBG@waynemetrol.org to set up an appointment