



James City Clean County Commission

2009
*Neighborhood
Beautification
Matching Grant Packet*



James City County General Services Department
Solid Waste & Recycling Division
1204 Jolly Pond Road
Williamsburg, VA 23188
Phone No. 565-4000 Fax No. 565-1947
E-mail: privette@james-city.va.us

Beautification Matching Grant Program - PURPOSE & GUIDELINES

1) Purpose

James City Clean County Commission Beautification Grants of up to \$500.00 are available to neighborhood and homeowner associations. Their purposes are to enhance the sense of community through the involvement of the neighborhood in the development and accomplishment of a neighborhood project. Generally, a single grant could be authorized per neighborhood.

2) Categories

Physical Improvement/Beautification - focus on the physical aspects of the neighborhood such as common areas and signage. Example: entrance improvements.

Multi-Neighborhood Project Partnerships - focus is on projects that are jointly sponsored by at least two neighborhood organizations that address physical issues. Example: Greenway Path.

3) Guidelines - In order to compete for grant funds and submit an application:

- A. The neighborhood must be a “connected” neighborhood with the Neighborhood Connections Office. This means the following information should be on file at the Neighborhood Connections office:
 - § Copy of current by-laws
 - § The association’s current officers
 - § Where association’s bank account is maintained
- B. The homeowner association must complete a Neighborhood Beautification Matching Grant Packet (Application plus Checklist) and submit five (5) copies to the Solid Waste and Recycling Office by 5:00 p.m. on March 31, 2009.
- C. The homeowner association governing officials must sign this application in support of the project. Additionally, the HOA must maintain a record of volunteer and partner support for said project. Upon completion of the project, by November 1, 2009, a Project Completion Report including after-action photos must be submitted to the James City Clean County Commission.
- D. The homeowner association must match dollar for dollar what is requested from the County. The match can be generated through:
 - § Volunteer hours - valued at \$19.72 per hour
 - § In-kind donations
 - § Cash donations
- E. A homeowner association representative can obtain a preliminary review of their application prior to submittal date by contacting the:
 - The County’s Neighborhood Connections Office – 259-5422
5340 Palmer Lane, Suite 1A, Williamsburg, VA 23188-2674

Neighborhood Matching Grant Review

A panel of judges from the public and private sector will review applications. Grants will be awarded in April.

Neighborhood Beautification Matching Grant - APPLICATION

How did you hear about the Matching Grant Program? _____

Name of Homeowners Association (hereafter "HOA") _____

Number of homes _____ Date HOA was organized _____

HOA Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ E-mail: _____

Has your HOA received a James City Clean County Commission Beautification Matching Grant? (Your response will not affect your chance of receiving a Matching Grant this year.) Yes No

If "yes," please describe project and provide year of Grant acceptance.

Neighborhood general location _____

Project Contact _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ E-mail: _____

Title of Project _____

Project Description _____

Neighborhood Beautification Matching Grant - APPLICATION (continued)

Why is the project worthwhile? What need will it fulfill? _____

What is the plan for the future maintenance of the project? _____

Project start date _____ Project completion date _____

Names of community partners (if applicable) _____

A record of project and volunteer and partner support will be maintained by HOA for one year. Yes

“Before” photo(s) of project site are attached. Yes

Signature-HOA Governing Official

Printed Name

Title

Date

Beautification Matching Grant - LETTER OF INTENT

This letter is to confirm that my company/agency _____
(Name)

will participate as a partner with the _____
(Homeowner Association Name)

in the implementation of its following Neighborhood Matching Grant Project:

(Name of Project)

Our contribution will consist of (please check all that apply):

Cash amount of \$ _____

In-kind Services/Goods of: _____

The market value of my company's in-kind contribution is \$ _____

We look forward to working with this neighborhood on this project and will participate in upcoming publicity events for the James City Clean County Commission Matching Grants Program.

(Signature)

Please Print:

Name _____

Company _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Fax: _____ E-mail: _____

Neighborhood Beautification Matching Grant Program - PROPOSED PROJECT BUDGET

- A. Description of Budget Items:** List each resource needed to complete your project.
- B. Grant Funds:** Enter the amount of County money you will spend on this item.
- C. Other Sources:** Enter any cash contributions, etc. received from partners/sponsors
- D. In-kind Labor:** Enter the value of the neighborhoods donated goods, services from partners and volunteer labor.
(Please note volunteer labor should be valued at \$19.72 per hour.)
- E. Total:** Calculate the total cost.

A. Description of Budget Items	B. James City Clean County Commission Grant	C. Cash from Other Sources	D. In-kind Goods/Services (include volunteer hours At \$19.72 an hour)	E. Total
TOTAL BUDGET	\$	\$	\$	\$

Please note that the sum of Columns B, C, and D must equal that of Column E.

Beautification Matching Grant Application - CHECKLIST

The following information pertaining to HOA: _____

is on file at the Neighborhood Connections office:

- Copy of completed by-laws
- List of the HOA's current officers
- Name & address of HOA's bank

Before mailing your application, please make sure you include all APPLICABLE Neighborhood Matching Grant information listed below:

- Completed, signed Grant Application with "before" photos of the project site.
- Letter of Intent Applicable Not Applicable
- Proposed Project Budget

REMINDER: Project record and volunteer and partner support must be maintained by HOA for at least one year.

Beautification Matching Grant - PROJECT COMPLETION REPORT

Submit by November 1, 2009 to:
James City Clean County Commission
1204 Jolly Pond Road, Williamsburg, VA 23188
Phone: 565-4000, Fax: 565-1947
privette@james-city.va.us

Name of Homeowner Association _____

Project Title _____

1. Our association completed the project on _____ If not, why? _____

2. We spent the grant funds as follows: (Receipts must be included.)

3. After project completion photo(s) are attached. Yes

4. Our partners, if any, provided assistance as follows: Not Applicable

5. Actual hours contributed by neighborhood volunteers _____ versus forecasted hours _____

6. Recommend changes as follows to Neighborhood Matching Grant program or process:

By signing below, I affirm and represent that I am the _____ (insert title) of the

_____ (insert name of HOA; hereafter the "Association") and have authority to enter into legal contracts on behalf of the Association. On behalf of the Association, I hereby affirm the validity of the information given above and affirm that the Association owns all rights to the photograph(s) submitted with this report and has obtained all necessary permission and consent from any and all persons appearing in the photograph(s). On behalf of the Association and in consideration of the grant funds received by the Association from James City County (the "County"), I hereby release all of the Association's rights to the photograph(s) and grant them to the County.

Signature Printed Name Title/Date

If you have any questions, call the office of the James City County Environmental Coordinator at (757)565-4000. By November 1, 2009, fax completed report to (757)565-1947, E-mail to genserv@james-city.va.us, or mail to James City County General Services Department, Solid Waste & Recycling Division, 1204 Jolly Pond Road, Williamsburg, VA 23188.
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