

# Town of Windsor

## Community & Neighborhood Enhancement Program Grant Guidelines

### **Program Funding**

The Town Council has appropriated American Rescue Funds to establish the Community & Neighborhood Enhancement Program. This initiative aims to assist community groups and neighborhoods with small-scale physical improvement projects as well as annual or one-time events sponsored by eligible organizations. These funds have been appropriated by the Windsor Town Council and are administered by the Town Manager and his/her designees.

### **Eligibility**

Enhancement efforts to community or neighborhood facilities as well as community based programming are eligible for consideration, provided the proposal offers a clear public benefit.

Eligible activities are limited to:

- physical improvements to facilities
- one-time community event or program
- annual event or specific program provided that sponsoring organization is not receiving more than \$5,000 in financial assistance from the Town of Windsor for said annual event/specific program.

Grant requests may be submitted by any Windsor volunteer organization, neighborhood association, Town of Windsor Board or Commission, or group (that does not need to be designated as a not for profit organization) interested in undertaking an enhancement effort or an event/program. Enhancement efforts in neighborhoods with established or recognized organizations or associations must have the support of those bodies. Enhancement efforts on school grounds must have support of the school administration.

### **Examples of Eligible Projects**

The parameters of an “eligible” project are purposefully broad to encourage creativity. Neighborhood and community groups should assess their needs and submit applications for a project that meets their individual requirements and organizational capacity.

Some examples of the types of programs envisioned for the program include:

- Improvements to sports and park facilities;
- Erecting new playground equipment or other recreational items;
- Landscaping and beautification improvements;
- Sponsoring a neighborhood-wide activity;  
(e.g. block party, clean up event)
- A one day conference sponsored by a local youth group.

### **Program Criteria**

All applications must conform to the following criteria:

- 1) For each dollar requested from the Community & Neighborhood Enhancement Program, the volunteer organization must contribute match items that, in sum, equal or exceed 50% of the value of the amount requested.
- 2) Match items can be donated professional services; donated materials or supplies; and volunteer labor or cash. All volunteer labor is valued at \$15.00/hr. Professional services are valued at the “reasonable and customary rate”.
- 3) Assistance from Town staff, other Town funds, or time spent preparing the grant application or fundraising cannot be counted as match.
- 4) Professionals or volunteers who donate their services as part of the match cannot be compensated with Community & Neighborhood Enhancement Program money.
- 5) Funding cannot be utilized for regular ongoing organizational operations or fundraising efforts.
- 6) Churches may not use the funding for religious services or for activities that support religious services.
- 7) If awarded, the proposed match must be “expended” during the life of the project neither prior to an award nor after the project time limit has expired. Funds should be expended six months from when grants are awarded.
- 8) Extension of the agreed upon project time limit must be requested by the applicant in writing prior to the expiration of the time limit. Budget extensions are subject to approval.
- 9) Volunteer organizations or groups who fail to complete their projects within the time limit, without an approved extension, will be ineligible to receive further assistance from the Community & Neighborhood Enhancement Program Grant.
- 10) The maximum grant amount that may be requested per project or program is \$5,000.
- 11) All successful applicants will be required to submit a short report no later than 15 days after project completion. The report (1) outlines the public benefit that resulted from the project after funding; (2) accounts for all expenses, including town grant and matching portion (receipts will be required); and (3) includes pictures of the project/event after completion.
- 12) Participation in one funding round does not preclude participation in any future rounds. However, projects sponsored by former grant recipients will receive lower priority than those presented by new applicants. Similarly, applications sponsored by organizations currently receiving funds from other Town programs will receive lower priority than applications from organizations not receiving financial assistance from the Town.

### **Application Requirements**

Applications must include:

- 1) A written description of the enhancement.
- 2) A detailed breakdown of the proposed match.
- 3) A project schedule.
- 4) Written support from any applicable property owner, neighborhood association, school, etc.
- 5) A description of how the enhancement will be maintained after completion.
- 6) Pictures of the proposed improvement (if applicable).

### **Review and Selection Procedure**

The Town Manager (or his designee) and appropriate staff review applications, select awards and make periodic program updates to the Town Council. The review process focuses on:

- 1) Completeness of application.
- 2) Adequacy and proof of proposed match.
- 3) Interview with applicant (if deemed necessary).
- 2) Compliance with all building, fire, health, zoning and safety codes and regulations.
- 5) Agreed upon time limit for project.
- 6) Review by the Risk Manager and Town Attorney for liability concerns and compliance with State laws regarding financial contributions by local governments.
- 7) Final determination of eligibility. (The Town reserves the right to reject applications that, in the opinion of the review panel, do not meet the intent and criteria of the program.)

Projects from successful applications could be showcased in the town publications or other media activities. If so, applicants will be contacted by the town's Public Relations Department after awards are announced.

### **Important Program Dates**

- **Online Program Workshop:** March 15 @ 6:30pm
- **Applications Accepted:** March 20 – April 14
- **Award Notifications:** Week of May 8

### **Who to Contact for Assistance**

For more information please visit: [townofwindsorct.com/cnep](http://townofwindsorct.com/cnep). Anyone with questions or wishing assistance with the application process should contact Flavia Rey de Castro at 860-285-1985 or [reydecastro@townofwindsorct.com](mailto:reydecastro@townofwindsorct.com)