



Town of Windsor
Community & Neighborhood Enhancement Program
Grant Application

(Please Print or Type)

Applications accepted: through September 26

Name of Volunteer Organization/Neighborhood Association/Group:

Project Leader: _____

Title: _____

Address: _____

Zip: _____

Phone (Day): _____

(Evening): _____

Part One: Your Volunteer Organization/Neighborhood Association/Group

1. Organization boundaries or area of service: *(Must be within the Town of Windsor)*

2. Is it an existing organization? Yes No *(If not, skip to question 7)*

3. When was your organization established? _____

4. How many members or employees do you have? _____

5. What is your group's organizational structure? *(President, Vice President, Committees, etc.)*

Part Two: Your Project

6. What is the name of your proposed project? _____

7. What is the specific location of the project? *(Please be specific)*

8. Describe your project:

9. Who owns or controls the property on which the project will take place (Organization, Point Person, Contact Number)? *A letter of support from the property owner is required.*

10. What have you done so far towards your project?

11. When do you expect to start and complete the project?

12. If a physical enhancement, describe the ongoing maintenance the project will require and who will be responsible for maintenance *(if applicable, a letter of commitment from the responsible party is required).*

13. What are the project benefits?

a. _____

b. _____

c. _____

d. _____

e. _____

14. Why is this project important to the neighborhood and the community?

15. Has the organization ever received funds from the town for other projects? If yes, please specify source, purpose and date received.

16. How will neighborhood residents or volunteers be involved in the project? Please be specific.

17. Project Budget

A. Total Program / Project / Event Cost: \$ _____

B. Grant request: \$ _____

C. Amount provided by your organization (50% match required): \$ _____

- Monetary match: \$ _____

- In-kind match (labor, materials, etc.): \$ _____

18. If awarded, what will you use the town funds for?

Part Three: Endorsements

Property Owner’s Representative: _____

Contact Number/email: _____

Provide the Names, Addresses and Signatures of the owners of any adjacent properties regardless of their participation. *(Please ignore if not applicable)*

Name (print)	Address	Signature	Support (Yes or No)

- I (we) agree and understand that all electronic signatures are the legal equivalent of my manual/handwritten signature. I further agree my signature on this document is as valid as if I signed the document in writing.
- I (we) certify that the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I (we) further understand that any willful misstatement of material fact will be grounds for disqualification.
- I (we) agree that the Town of Windsor, may videotape, photograph and use images and/or any interview statements from the project in its publications or other media activities.

Name of person preparing application

Name of President/Chief Officer

Signature of person preparing application

Signature of President/Chief Officer

Date

Date

All applicants must submit written documentation for all matching commitments (who, what, how much, how) on a separate sheet of paper. Please see example of match documentation below. Feel free to utilize the attached form. *Letters of support from matching sources are required.*

Example: Match Documentation for Building Improvement Project

Project Cost:	\$2,000
Grant Request:	\$1,000

Applicant Match

Monetary Donations:

a. Individual Pledges/Contributions:	\$ 200
b. PTO Contributions:	\$ 150
c. Windsor Youth Football:	\$ 100

Material Donations:

a. ABC Hardware - 100 Cinder Blocks	\$ 115
b. XYZ Hardware - 13 gal. Paint	\$ 125

Professional Services/Volunteer Labor:

a. Mark Smith - Landscape Architect 2 hours at \$75/hr. =	\$ 150
b. Volunteer Labor from League 10 hours at \$16/hr =	\$ 160

Total Match: \$ 1,000

Submit your application online at:
<https://townofwindsorct.com/cnep>

Should you have any questions please contact the Flavia Rey de Castro at reydecastro@townofwindsorct.com or 860-285-1985.

Checklist of Attachments

- Application filled out and signed.
- Project Plan and Timeline (Attachment 1)
- Matching Funds Table (Attachment 2)
- Property owner letter of support (if applicable)
- Letter of commitment for maintenance of physical improvement (if applicable)
- Matching Funds Letter of Support
- Picture(s) of the proposed improvements (if applicable)

Note: Please make sure that you submit your application and all attachments at the same time.

Attachment 1 – Project Plan and Timeline

Instructions for Completing Project Plan and Timeline:

Please list the Task, Start Date, Completion Date, Person Responsible and Resources for each task, and submit this plan along with your application.

Project Name: _____

Organization/Group: _____

TASK	START DATE	COMPLETION DATE	PERSON/COMMITTEE RESPONSIBLE	RESOURCES NEEDED

Continue on Page Two

Attachment 2 – Applicant Match

Please note that the information provided here should concur with your answer on question 17

Project Name: _____

Total Program / Project / Cost: \$ _____
 Grant Request: \$ _____
 Matching Funds: \$ _____

APPLICANT MATCH	
Monetary Donation	
	\$
	\$
	\$
	\$
	\$
	\$
Material Donations	
	\$
	\$
	\$
	\$
	\$
	\$
Professional Services/ Volunteer Labor	
	\$
	\$
	\$
	\$
	\$
	\$
Total Match	\$