



# Community & Neighborhood Enhancement Program





# Community & Neighborhood Enhancement Program



## Agenda

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- Fund Disbursement
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- Q&A



# Community & Neighborhood Enhancement Program



## Introduction and Housekeeping

- Please mute yourself

If joining via phone: \*6

- Please hold your questions until the end of the presentation.
- At Q & A session, please stay muted and raise your hand if you have a question.
- Presentation and recording will be posted on the program's website.
- Any unanswered questions will be posted on a Q&A document on the program's website.
- Specific cases: please call 860-285-1985 during business hours or email [reydecastro@townofwindsorct.com](mailto:reydecastro@townofwindsorct.com).

# Community & Neighborhood Enhancement Program



## Overview

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- Funded by American Rescue Funds
- Small Scale Projects
  - Physical improvement
  - One-time event or program
  - Annual event if not receiving more than \$10K from the town for said event.
- Grants up to \$10,000
- Matching Requirement 50% (Cash/In kind)
- Project Duration – to be expended prior to July 30,2025.



## Community & Neighborhood Enhancement Program



# Eligible Applicants

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- Volunteer or non-profit organizations
- Neighborhood Associations
- Town Board or Commissions
- Community groups

*\*For-profit organizations are not eligible to apply.*

*\*\* Grantees from prior round who have not submitted a complete report are not eligible to apply.*



## Community & Neighborhood Enhancement Program



# Eligible Project Examples

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- Improvements to sports or park facilities
- Landscaping or beautification
- Neighborhood-wide activities
- One-day conference or event

	<b>Grantee</b>	<b>Project or Event</b>
1	CT Cat Connection	Grant was used to host an open house event to increase the organization's visibility.
2	CT River Valley Tobacco Musuem	Grant monies were used to host a community project that included the unveiling of a new exhibition, the collection of oral histories, and development of an educational curriculum.
3	Easter Seal	Grant dollars were used to host a community event which spotlighted the organization's 75 years serving people with disabilities, and veterans and their families.
4	First Town Downtown	Grant was used to create and install new banners that would promote businesses and local activities throughtout town center.
5	Friends of Northwest Park	Funds were used to expand the Northwest Park Country Fair by attracting a broader array of local vendors and organizations.
6	Human Relations Commission	Funds were utilized to celebrate Juneteenth and the late Hon. Judge Kevin Washington.
7	Poquonock Playground PTO	Funds were used to support the purchase and installation of a permanent sun shade on the Poquonock School playground.
8	VFW	Grant monies contributed towards renovations and repairs of the main hall at the VFW Post 4740 building located on Broad Street.
9	Voices Against Lyme Disease	Funds were used to host and promote community movie screenings that raised awareness of the dangers of Lyme Disease.
10	Wilson Deerfield Advisory Committee	Grant dollars were used to support a beautification initiative in the Wilson neighborhood. The committee hosted a community planting event to beautify the CREC facility on East Wolcott Street.

11	Windsor Arts and Museums Association	Grant monies were used to design, print and distribute brochures that raise awareness of Windsor's rich culture and heritage offerings and promote Windsor tourism throughout the region.
12	Windsor Arts Center	Funds were used to host a community engagement series that successfully brought together a diverse group of voices to discuss the intersection of arts and downtown revitalization.
13	Windsor Freedom Trail	Funds were used to support various Windsor Freedom Trail activities including the Windsor Freedom Trail Run, the Windsor Freedom Trail Walking Tour, and a collaboration event in celebration of Black History Month, the Black Inventions Exhibit.
14	Windsor Historical Society	Grant funds were used towards the Windsor History Inclusion project which updated the society's permanent exhibit on Windsor history to include stories of its residents of color.
15	Windsor Junior Woman's Club	CNEP funds were used to host two "Senior Love Dinners" for the Senior Center at LP Wilson. The events brought together community members to interact, socialize and enjoying a meal.
16	Windsor Little League	Funds were used to upgrade baseball facilities in Welch Park and Fitch Park.
17	Windsor Water Rats	Funds were used to purchase digital clocks and new starting blocks.





# Community & Neighborhood Enhancement Program



## Program Criteria

- Match amount – 50% or more of grant request
- Grant award
  - Cannot be used for ongoing operations or fundraising efforts
  - Cannot be used for paying professionals or volunteers who donate services
  - Cannot be used for religious services or activities that support religious services
  - Must be expended within project timeline (extensions subject to approval)
- Report - due 15 days after project completion showing
  - Public Benefit
  - Expenditure of Grant funds (with receipts)
  - Photos

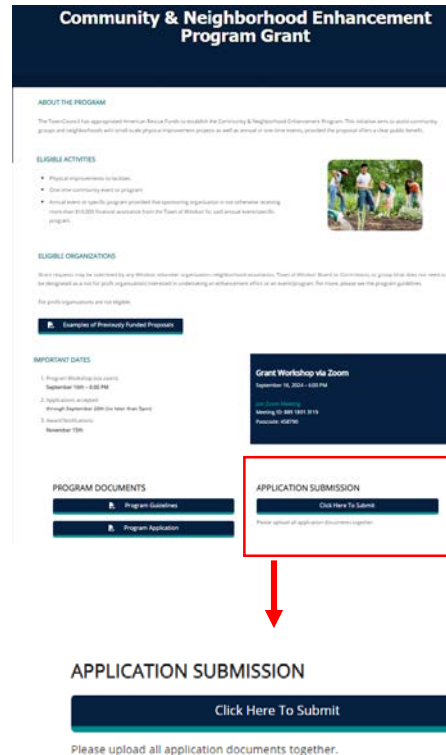
# Community & Neighborhood Enhancement Program



# How to Apply

[townofwindsorct.com/cnep](https://townofwindsorct.com/cnep)

**Note:** please submit all your documents at the same time.



**Community & Neighborhood Enhancement Program Grant**

**ABOUT THE PROGRAM**  
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, provided the proposed efforts are in the public interest.

**ELIGIBLE ACTIVITIES**

- Physical improvements to facilities
- One-time community events or programs
- Annual events or special programs provided that sponsoring organization is not otherwise receiving more than \$10,000 financial assistance from the Town of Windsor for said annual community program.

**ELIGIBLE ORGANIZATIONS**  
Grant requests may be submitted by any Windsor volunteer organization/neighborhood association. Town of Windsor Board of Commissioners or groups that does not meet or are designated as not for profit organizations interested in conducting volunteer activities at an event/program. For more, please see the program guidelines. No profit organizations are not eligible.

**EXAMPLES OF PREVIOUSLY FUNDED PROGRAMS**

**IMPORTANT DATES**

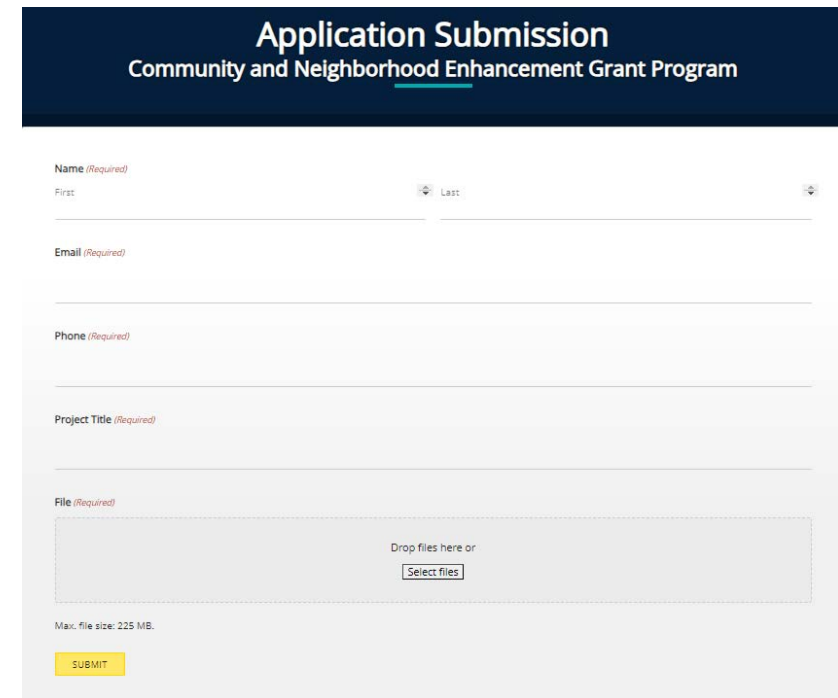
1. Program Workshop (via zoom)  
September 16th - 8:00 PM
2. Application deadline  
Monday September 20th (no later than 5pm)
3. Board Presentation  
November 15th

**PROGRAM DOCUMENTS**

- Program Guidelines
- Program Application

**Grant Workshop via Zoom**  
September 16, 2024 - 8:00 PM  
Join Meeting  
Meeting ID: 985 511 8113  
Passcode: 438796

**APPLICATION SUBMISSION**  
Click Here To Submit  
Please upload all application documents together.



**Application Submission**  
Community and Neighborhood Enhancement Grant Program

Name (Required)  
First  Last

Email (Required)

Phone (Required)

Project Title (Required)

File (Required)  
Drop files here or [Select files](#)

Max. file size: 225 MB.

[SUBMIT](#)



## Community & Neighborhood Enhancement Program



# Application Documents

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- Application form (signed)
- Project Plan and Timeline
- Matching funds Table
- Letters of Support
  - Matching Fund Commitment
  - Project Maintenance Commitment (for physical improvements)
  - Property owner agreement
- Photos of proposed Improvement (for physical improvements)



# Community & Neighborhood Enhancement Program



# Application Form

## 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.): \$ \_\_\_\_\_

### 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: \$ \_\_\_\_\_ ← A  
 Grant Request: \$ \_\_\_\_\_ ← B  
 Matching Funds: \$ \_\_\_\_\_ ← C

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



## Community & Neighborhood Enhancement Program



# Review Criteria

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- Completeness of application
- Project Feasibility (personnel, timeline, budget expenditures congruent with proposed activity)
- Project Sustainability/ Impact
- Public Benefit
- New vs. previously funded organization



## Community & Neighborhood Enhancement Program



# Fund Disbursement

- Check issued after agreement is signed
- **Established organizations**
  - Funds to be awarded directly to applicant (W9 Required).
- **Groups:**
  - Funds awarded directly to vendor(s) (i.e. XYZ Landscaping LLC)
  - Invoice required (addressed to Town of Windsor and including the following language “On behalf of xyz project under CNEP Grant”)



## Community & Neighborhood Enhancement Program



# Reporting

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- Use of grant and matching funds (including receipts)
- Short narrative on project's impact or public benefit
- Pictures of project or event
- Submit via email to [reydecastro@townofwindsorct.com](mailto:reydecastro@townofwindsorct.com)



# Overall Process

## Community & Neighborhood Enhancement Program







## Community & Neighborhood Enhancement Program



# Important Dates

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- Application submission: by 9/26/24
- Award Notifications: by 11/15/24
- Reports due: 15 days after project ends



# Community & Neighborhood Enhancement Program



# Questions?