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## OPERATION CIVIC PRIDE



Do you know of an area/that needs landscaping or would benefit from a beautification project?

For Grant information, call the Madera Chamber of Commerce at (559) 673-3563

### **Here's what you can do:**

- You can do what residents of other cities have done by getting plants and materials in exchange for your volunteer planting and maintenance efforts.
- Projects are to be located in a highly visible public area within the City of Madera.
- Schools, nonprofits, and other neighborhood organizations that wish to help foster community pride in Madera are eligible.

### **Basic Philosophy**

As part of the City Council's continued efforts to promote a "clean and green" community, Operation Civic Pride was funded to provide additional resources for neighborhood beautification projects. The Madera Redevelopment Agency provides matching grant support to nonprofit organizations, neighborhood associations, schools and other community organizations that wish to help foster community pride in Madera through beautification or landscaping.

### **Grant Range**

Grants will be awarded on a project-by-project basis. Grant funding is to be matched by an organization's volunteer efforts, actual cost of material and supplies, cash donations, and in-kind donations of material and services.

### **Grant Limitation**

Projects must be within the City of Madera, with the exception of projects located at an entrance to the City that may be outside the actual city limits. Please be advised that Federal and State Constitutions restrict the City's ability to award grants for the improvement of church property and religious schools.

### **Application Procedures**

Applications for grants can be made by contacting the Madera Chamber of Commerce at (559) 673-3563 for an application packet. Completed application packets will be submitted to the Madera Beautification Committee for review.

### **Matching Grant Information**

All grant dollars must be matched by volunteer efforts, actual cost of material and supplies, cash donations, and in-kind donations of material and services. As an incentive to foster a greater sense of pride in the community, Operation Civic Pride provides matching grant awards for beautification projects that:

- Are highly visible to the general public
- Provide educational enrichment opportunities for residents and visitors
- Reflect a specific theme based on a location or our community's cultural heritage
- Promote and preserve the cultural heritage of our community
- Promote tree planting and preservation
- Promote stewardship of the environment
- Enlist community participation
- Secure long-term maintenance assurances

Examples of ineligible projects include:

- Requests from individual property owners on their own behalf
- Tree removal
- Installation of playground equipment
- Overhead costs (office supplies, phone bills, etc.)

### **Grant Award Guidelines**

1. The Redevelopment Agency has budgeted \$60,000 in the 2008/2009 fiscal year to fund beautification grants through Operation Civic Pride program.
2. Projects that have demonstrated commitment from the applicants and the surrounding community are given preference.
3. Volunteer efforts, actual cost of material and supplies, cash donations, and in-kind donations of material and services must equal or exceed grant award. Manual labor is to be valued at \$8.00 an hour. Skilled trade labor may be valued at prevailing wage rate.

4. Applicants are fully responsible for completing beautification projects. Applicants who fail to start their project within sixty (60) days of receipt of the grant award or who fail to complete their project within ninety (90) days of their estimated completion date, may be required to return the grant award.
5. Grant funds will be expended within 12 months from project start date and will be used to provide materials and services listed in application.
6. Where appropriate, applicants for landscaping projects are strongly advised to obtain assistance from design professionals before submitting their application.
7. Applications will be submitted to the Madera Redevelopment Agency. All application packets will be forwarded to the Madera Beautification Committee for review and recommendation. Their recommendation will then be submitted to the Madera Redevelopment Agency Board for final approval. Final applicants whose beautification projects have been recommended for acceptance will be invited to make a brief presentation to the Madera Redevelopment Agency Board at a regular meeting of the Agency.
8. Grant awards will be based upon availability of funding.
9. Grant funding may be used to enhance public improvement projects with prior approval from the appropriate City department.
10. Applicants must submit a signed maintenance agreement with their project application, if the proposed project requires maintenance after the project is completed.
11. The proposed project must not conflict with any city, county or state ordinance.
12. Applicant must provide receipts verifying expenditures and proof of 100% matching of contributions, volunteer time, cash, or in-kind donations of goods and services upon completion of the project.
13. No indirect costs will be reimbursed or counted as match funds in connection with the project.
14. All projects must be in accordance with the City of Madera codes and ordinances.
15. Where appropriate, applicants will be required to ensure that all permits are obtained, approved plans are followed, inspections are passed and permits are closed out.
16. Please note that for certain projects that involve construction, a licensed contractor may be required as in accordance with state statutes.
17. Any changes in the scope of project, budget, or method of compensation must be requested in writing and approved by the Madera Redevelopment Agency Executive Director.

#### **Submittal of Required Forms Prior to Grant Award**

1. Grant application form and required documents as listed on the Checklist.

**Request for Issuance of Grant Funds**

1. The applicant will be reimbursed for expenses upon submitting a completed “Request for Funds” form with copies of receipts and evidence of the expenditure of matching funds (including donations of cash or services, and/or volunteer labor) as listed in the grant application. Applicants requesting a cash advance must provide a price quote in lieu of a cash receipt.
2. Payment will be mailed within 30 days of receipt of the “Request for Funds.”

**Standard Conditions**

1. Grant applicant agrees to maintain, or have maintained, the beautification project for a minimum of three (3) years after the completion date of the project.
2. Grant applicant agrees to acknowledge funding to Operation Civic Pride in any and all press releases.
3. Only complete application packets will be accepted (see Application Checklist).

**Evaluation Criteria**

The following is the criteria that will be used in evaluating the application packets for matching grant funds.

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|----|---|-------------------|
| 1. | Ratio of public versus private investment into the project. | 25 points         |
| 2. | Number of volunteers who will be working on the project.    | 25 points         |
| 3. | Visibility to the public.                                   | 25 points         |
| 4. | Accessibility to the public.                                | 15 points         |
| 5. | Aesthetic value of the project.                             | 15 points         |
| 6. | Level of maintenance that will be required.                 | 10 points         |
| 7. | Project location in the Redevelopment Project Area.         | 5 points          |
|    | <b>TOTAL POINTS AVAILABLE</b>                               | <b>120 points</b> |