



# SULLIVAN RENAISSANCE 2018 PLANNING & COMMUNITY DEVELOPMENT GRANT PROGRAM MUNICIPAL PARTNERSHIP GRANT INSTRUCTIONS

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Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Planning & Community Development Grant Program** offers funding to qualified applicants to implement planning and community development projects in Sullivan County, NY. **MUNICIPAL PARTNERSHIP GRANTS** engage local government in efforts to beautify public spaces, enhance code enforcement and build healthy communities.

A limited number of grants are funded each year through a competitive application process. Sullivan County towns and villages interested in applying for a Municipal Partnership Grant are asked to submit an **Expression of Interest** no later than the close of business on **December 15, 2017**. Upon receipt of an Expression of Interest, Sullivan Renaissance will arrange to meet with local officials to tour the community and discuss needs and opportunities. After this meeting, the municipality may submit a formal grant proposal any time until **February 1, 2018**. Applicants not selected to participate in the Municipal Partnership Grant Program may be eligible for funding through other programs.

## BASIC REQUIREMENTS

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Towns and Villages applying for this program are encouraged to collaborate with businesses and volunteer efforts in their community. Grantees are required to address each of the following areas in some way:

1) **Beautifying Public Spaces:** This may include labor and materials necessary to maintain existing gardens and public spaces and/or to create new gardens, parks or landscape installations. Municipal applicants are required to collaborate in some way with any existing volunteer based beautification groups in their community. The goal of this program is to supplement – not replace -- the work of volunteers.

Beautification and enhancement of key gateways is particularly encouraged, and may include replacing/upgrading welcome signs, adding banners or hanging baskets to utility poles, planting street trees, removing litter along heavily travelled roads, or landscaping highway corridors in partnership with NYSDOT and county highway authorities. Participants may also develop innovative re-grant programs through which businesses in a defined gateway area could apply for funding to install landscaping, upgrade signage, or make other aesthetic enhancements.

2) **Enhancing Code Enforcement:** This may include hiring additional personnel or consultants to assist with code enforcement and/or the removal of eyesores in targeted areas that are highly visible. Municipalities are encouraged to adopt or strengthen land use regulations, design guidelines and property maintenance codes focused on aesthetics. Participants may also develop innovative re-grant or other incentive programs to address graffiti, blight, dilapidated buildings or other eyesores.

3) **Building Healthy Communities:** This may include taking steps to make communities more pedestrian-friendly, improving existing parks and trail networks or creating new ones, or hosting events and programs designed to increase physical activity (i.e. races, walking tours, bike-a-thons, etc.). Municipalities are also encouraged to examine ways they could increase opportunities for their residents to access healthy food, including promoting or creating farmers markets, and establishing community vegetable gardens.

## GRANT RESOURCES

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Municipalities selected to participate will receive the following resources:

- **Matching Grants:** Municipalities may request up to \$25,000 in funding (Phase I grants), which must be matched dollar for dollar. Matching funds may be in the form of cash or in-kind contributions. A portion of the grant funds may be used to hire personnel or consultants to assist with grant administration and project coordination.
- **Flower Dollars:** Each municipality may request up to **\$1,000** in “Flower Dollars” to purchase annuals from participating garden centers and nurseries.
- **Project Intern:** Municipalities are eligible to request assistance from a paid intern to help with project implementation and documentation. Interns will be assigned based on need, project scope, availability and supervisory capacity.
- **Technical Assistance:** Each municipality will have access to planning, design and engineering assistance provided by Sullivan Renaissance staff and/or consultants. This may include landscape design plans, customized Planning/Zoning Board training, assistance with land use ordinances and design guidelines, etc. Grant-writing assistance and and/or training in grant administration may also be available.

All approved municipal projects will participate in in a county-wide competition which culminates in a judging process in early August. A second round of grant awards (Phase II grants) will be announced at the Sullivan Renaissance Awards Ceremony on **August 6, 2018** and may include up to **\$250,000** in grants for future capital projects.

## DOCUMENTATION & FISCAL ACCOUNTABILITY

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In order to be eligible for the judging process, municipalities must submit a progress report documenting their activities to date no later than **July 30, 2018**. In addition to the required documentation outlined in the report (summary, photos and receipts), municipalities may choose to include additional information relevant to the judging process. Receipts for any remaining Phase I grant funds must be submitted to Sullivan Renaissance no later than **November 1, 2018**.

## ADDITIONAL ASSISTANCE

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Sullivan Renaissance offers a variety of educational programs including monthly seminars, an Annual Conference and Spring Forum. We also have bi-lingual translators and can help with outreach to multi-cultural populations. Prospective new applicants are strongly encouraged call the office at 845-295-2445 with any questions or to make an appointment to discuss a potential project with staff.

**For more information about Planning & Community Development Grants contact:**

**Helen Budrock, Assistant Director & Community Planner**  
**Phone: (845)295-2462 or E-mail: [hbudrock@sullivanrenaissance.org](mailto:hbudrock@sullivanrenaissance.org)**

**To apply for a grant,**  
**email: [grants@sullivanrenaissance.org](mailto:grants@sullivanrenaissance.org)**

*Sullivan Renaissance is principally funded by the Gerry Foundation.*



## SULLIVAN RENAISSANCE

### 2018 PLANNING & COMMUNITY DEVELOPMENT GRANT PROGRAM

## MUNICIPAL PARTNERSHIP GRANT: REQUEST FOR PROPOSALS

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Towns and villages interested in being considered for funding through the Municipal Partnership Grant Program must submit a detailed grant proposal no later than **February 1, 2018**. The following elements must be included:

- **Project Description:** Using the information contained in the completed **Expression of Interest Form** as a starting point, describe in detail what you plan to accomplish and how you will address each of the following areas:
  - Beautifying Public Spaces
  - Enhancing Code Enforcement
  - Building Healthy Communities

This narrative should be one to three pages in length. Make sure to attach photos, maps, renderings and other supporting documentation necessary to illustrate your proposal. Proposals that include the installation of new landscaping must also submit a completed **Garden Design Packet** for each location.

- **Collaboration:** Provide a list of all municipal employees/departments, community groups, organizations or outside agencies that will be collaborating on this project and what task(s) they will perform. Particular attention should be paid to the relationship between the municipality and any existing volunteer-based groups in the community that have historically received financial support from Sullivan Renaissance. A list of previously-funded Sullivan Renaissance projects in your community is available upon request.
- **Budget & Finances:** Provide a detailed budget that clearly shows the total expenses associated with the project, broken down by project component. A sample budget form is attached. In your proposal, make sure to also describe the source and amount of matching funds, including information on any outside funding sources that have been secured [or will be explored].
- **Additional Documentation** (please attach to your proposal):
  - Completed Budget Form (see attached)
  - Completed Intern Request Form
  - Photos, maps and renderings supporting your proposal
  - Garden Design Packet (for new landscaping projects)
  - Property owner permission (if applicable)

# 2018 MUNICIPAL PARTNERSHIP GRANT PROGRAM SAMPLE BUDGET FORM

MUNICIPALITY: \_\_\_\_\_

	SR Prior Grant Funds <sup>1</sup>	SR 2018 Grant Funds <sup>2</sup>	Municipal Match <sup>3</sup>	TOTAL
<b>BEAUTIFYING PUBLIC SPACES</b>				
SUB-TOTAL:				
<b>ENHANCING CODE ENFORCEMENT</b>				
SUB-TOTAL:				
<b>BUILDING HEALTHY COMMUNITIES</b>				
SUB-TOTAL:				
<b>OTHER</b>				
SUB-TOTAL:				
<b>GRAND TOTAL:</b>				

Budget Notes:

1. Itemize any expenses that you plan to fund with Sullivan Renaissance Phase II Grants (winnings) from 2017 or prior years
2. Itemize any expenses that you plan to fund with the 2018 Municipal Partnership Grant (maximum @25,000)
3. Itemize any expenses that you plan to fund with matching cash or in-kind services. This should be equal to or more than the grant.