

# Keep Friendswood Beautiful Matching Grant Guidelines

## Program Purpose

To offer an economic incentive to show support to Friendswood businesses and HOA's that are willing to put forth an effort to improve the appearance of their business and/or property, which in turn will improve the appearance of Friendswood.



## PROGRAM

The Matching Grant Program is a partnership between Keep Friendswood Beautiful (KFB) and City of Friendswood and Friendswood businesses or HOA's, to initiate appearance improvements or beautification projects within the city for beautification and community pride. KFB provides reimbursement for an appearance improvement or beautification project (not to exceed \$2,000) and the business/HOA matches the contribution with cash or in-kind donations, such as local resources of volunteer labor, donated materials and professional services, etc. The grants will be awarded on a 50/50 basis, with a maximum KFB participation of \$2,000 on any one project.

## FRIENDSWOOD BUSINESS MATCH

For every dollar requested, the business/HOA must identify items that equal or exceed the value of the amount requested. For example, if a \$1,000 grant is requested, then at least \$1,000 of matching items must be provided. Matching items can be professional services, donated professional services, materials or supplies, volunteer labor, or cash. The value of the business/HOA match must equal or exceed the amount requested from the matching grant fund. The amount and type of match must be appropriate to the needs of the project and will be determined by KFB. Assistance from City staff or funds from elsewhere in the City cannot be counted as match. All volunteer labor can be valued up to \$29.95 an hour. Professional services, if needed, can be valued at the "reasonable and customary rate", not to exceed \$30 an hour. The business/HOA match must not only be pledged, but also secured. Secured means that the donor has specifically described the contribution and has signed the Application Form to confirm the commitment.

- Eligible volunteer activities could include prepping the site, painting, removing and planting landscaping. Pre-planning, planning activities, project management and application preparation time cannot be used. Photographs of volunteer work must be submitted with the reimbursement request.
- When submitting volunteer hours, be sure to include a cost comparison with the bids for the same work if it was contracted out. Volunteer labor should be used only if it is cost-effective versus hiring a contractor to do the same work. Volunteer match dollar values that exceed contractor bids will not be considered.
- Volunteers must be a minimum of 13 years of age for their hours to be counted as part of the match.

## WHO CAN APPLY?

Homeowner Associations and Businesses. All groups must be organized and active. They must be able to show that they have available funds to be able to cover the full cost of the project for improvements. Groups should be able to cover their part of the match. Example: Total project cost of \$6,000, KFB reimbursement match is \$2,000, the evidence of available funds of \$6,000 is required.

## WHAT KIND OF PROJECTS ARE ELIGIBLE?

Projects must be located within the Friendswood city limits. The project must meet and comply with City codes and ordinances. Any increased project cost over the original grant approved will be borne solely by the applicant and will not be funded by the KFB Grant.



## Lighting Improvements



## Median Improvements



## Entryway Signage



## Entryway Landscape

## INELIGIBLE PROJECTS

- Projects with no public benefit (neither visible nor accessible from major streets)
- Projects previously funded
- Events, education programs, public art
- General maintenance (landscape, irrigation, tree trimming, etc.)
- Projects with inadequate funds
- Projects promoting special interests
- Projects that are in conflict with existing ordinances, or current/planned Community investment projects

## HOW TO GET STARTED

- Review Program Guidelines.
- Contact Program Coordinator early to discuss program, resources & project eligibility.
- Work with neighbors to determine/select community project. Keep attendance and meeting minutes for use in the application.
- Based on selected project type, discuss details with city department resources, such as the Parks and Recreation Department.
- Select Primary Project Coordinator & Secondary Contact.
- Submit full application by the deadline. Allow for up to one month for reviewing, scoring and selection. All applicant groups will be notified of the results.
- If project is selected, notice to proceed will be sent and an in person meeting scheduled before project begins.

## WHAT IS NEEDED FOR THE APPLICATION

- Detailed project description
- Photos of the site
- Contact information for Project Coordinator and Secondary Contact
- Final bids with landscape and/or design plan:
  - Include design plan with plant list
  - Quantity and measurements
  - Information on existing irrigation
  - Specification sheet for lighting improvements
  - Design plan including surrounding infrastructure
- Proposed timeline and detailed budget
- Proposed volunteer value (if applicable)
- Evidence of permits (if required) and meeting city code
- Contractors must be registered with the City of Friendswood
- Maintenance agreement covering 5 years beyond project completion
- Meeting minutes indicating project support and participation from HOA Board (if applicable)

# SELECTION CRITERIA

## COMMUNITY BENEFIT & IMPACT

- Addresses a problem or need by improving the appearance of the business or neighborhood-**15 PTS**
- Accessible by public and nearby residents -**15 PTS**
- Project is visible from public view-**15 PTS**
- Provides substantial and lasting neighborhood or business public benefit-**15 PTS**

## PROJECT PLANNING

- Evidence of broad, diverse support and participation-**10 PTS**
- Well planned and researched-**10 PTS**

## MAINTENANCE PLAN

- Neighborhood's commitment statement or contract with maintenance company to maintain project for at least 5 years-**10PTS**

## BONUS

- Volunteer labor-**5PTS**
- First time applicant-**5 PTS**

# APPLICATION

## Keep Friendswood Beautiful Matching Grant Program Application

Mail or deliver completed form to:

**City of Friendswood**

**Parks and Recreation Department**

**Keep Friendswood Beautiful**

**910 South Friendswood Dr.**

**Friendswood, Texas 77546**

Date: \_\_\_\_\_

Name of Business/Company/HOA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Person contact \_\_\_\_\_

Position within the business or organization

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary Project Person contact \_\_\_\_\_

Position within the business or organization

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Location/Address where project will take place:

\_\_\_\_\_

Project Summary:

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_, wish to apply for the City of Friendswood, Keep Friendswood Beautiful Matching Grant Program. I understand that the grant will not exceed \$2,000 even if the project costs are more than the match amount. The grant is designed to assist with the funding of beautification projects, not totally fund any one project. I understand that the grant may be revoked if the approved project is modified from the original project approved by Keep Friendswood Beautiful unless the board considers a variance. I also understand that the program will not fund any increase in cost above the pre-approved estimates with the cap for assistance at \$2,000, and that the project must be completed within 5 months of its approval by Keep Friendswood Beautiful. Approval is subject to securing all appropriate permits from the City. Grant funds will be reimbursed after approval of the project's completion.

By signing this application, I/we understand and agree to the requirements of the Keep Friendswood Beautiful Matching Grant Program Guidelines.

**Applicant/Owners Signature:** \_\_\_\_\_

**Funding Decision:** Approved \_\_\_\_ Approved with Conditions \_\_\_\_ Denied \_\_\_\_

**Approved for \$**\_\_\_\_\_

**Date:** \_\_\_\_\_

**KFB Chairman Signature:** \_\_\_\_\_

**Director of Parks & Recreation Signature:** \_\_\_\_\_

**Include Supplemental material:**

- Project description detail
- Photos
- Bids/Quotes
- Timeline
- Budget
- Proposed volunteer value (if applicable)
- Maintenance agreement
- Meeting minutes of board approval (if applicable)

**Winning Project supplemental material required for reimbursement:**

- After Photos of completed project
- Receipts or documentation of expenditures
- Budget
- Volunteer hours and photos of volunteers working (if applicable)

**Keep Friendswood Beautiful will be monitoring the winning project from beginning to end.**

**Applications will be accepted from February 15, 2023-March 15, 2023. Applicant winner will be notified April 15th and notice to begin project. Grant project must be completed prior to September 15, 2023 in order to receive financial reimbursement.**