



## Annual Jump Start Grant Program Letter from the Director

*“When all is said and done, the real citadel of strength of any community is in the hearts and minds and desires of those who dwell there.”*

Everett Dirksen  
U. S. Congressman

Thank you for your interest in the City of Chandler’s Annual Jump Start Grant Program. This program provides funding of up to \$500 to registered neighborhoods within the City.

Neighborhoods are the foundation of a community and Chandler’s neighborhood grant program is committed to promoting strong, vibrant, involved neighborhoods.

Grant applications are accepted throughout the year and funding allocations are approved by the City Council. This is its first year and all eligible registered neighborhoods may apply for the grant more than one time as long as at least 12 months have elapsed from the last grant award. Currently the City of Chandler Neighborhood Grant Programs are funded at \$18,000 annually.

The Annual Jump Start Grant Program empowers resident leaders, promotes resident participation and improves the quality of life in Chandler neighborhoods. The grants are designed to assist in strengthening and sustaining the social network of the Chandler community through education and neighborhood enhancement.

The grants are intended to spur small grassroots community efforts and help improve the quality of life of each neighborhood through resident involvement. It is an opportunity for residents to learn the value of community and how neighborhood partnerships can be effectively invested to support strong and stable neighborhoods.

This packet contains information about the grant process. **Please read the guidelines carefully.** If you have any questions regarding the grant application or process, please call the Office of Neighborhood Programs at 480-782-4348.

Thank you for your interest in the Annual Jump Start Grant Program and in your desire to make a difference in your neighborhood and the community.

Sincerely,  
*Jennifer Morrison*

Jennifer Morrison  
Director, Chandler Neighborhood Resources Division



**City of Chandler**  
Neighborhood Programs  
235 S. Arizona Ave.  
PO Box 4008  
Chandler, Arizona 85244-4008  
480-782-4354

2016



## Annual Jump Start Neighborhood Grant Program Requirements

Thank you for your interest in the City of Chandler Annual Jump Start Neighborhood Grant Program. This packet contains an overview of the grant process. Applications are accepted anytime throughout the year. Please call the Office of Neighborhood Programs at 480-782-4348 if you have questions regarding the grant application or process.

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### Program Description

Under the Annual Jump Start Neighborhood Grant Program, the City may provide a grant award not to exceed \$500\* for a neighborhood to implement eligible project activities. The grant award shall be paid to the neighborhood leader at the completion of the project.

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### Application and Grant Requirements

To be considered for an award, an applicant shall comply with each of the following application requirements:

1. The applicant shall be the individual representing the neighborhood as leader acting for and on behalf of the neighborhood of which he or she is a part.
2. The neighborhood represented by the neighborhood leader must be a Registered Neighborhood with the City of Chandler Neighborhood Programs Division.
3. The neighborhood shall not have been awarded a grant under any neighborhood grant program of the City of Chandler within the one-year period immediately preceding the date of the filing of the application or have an uncompleted grant from the City of Chandler for any year prior to the date of the filing of the application.
4. The project for which an award is sought shall fall within the eligible project categories identified below.
5. A completed written application in such form as may be required by the City and signed by the applicant for and on behalf of the neighborhood shall have been submitted to the Division office.
6. The applicant shall submit documentation required by Arizona law to obtain a state or local public benefit. (See A.R.S. § 1-502, eff. 11-24-09)

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### Eligible Categories

Three project categories are eligible for a grant award under the Annual Jump Start Program. There must be a minimum of 10 participating neighborhood residents for a grant award for any project. The categories are:

1. Neighborhood Education
  - Education of board and/or community, leadership classes and/or mediation training, etc.
  - Crime Prevention programs and activities are encouraged in order to increase resident knowledge in neighborhood crime deterrence and to create an awareness of neighborhood safety. Project examples include self-defense classes, gang awareness, stranger danger, home security, etc.
2. Neighborhood Clean Up
  - Materials for a small neighborhood clean-up (e.g., roll off dumpster, water, trash bags and gloves)
3. Neighborhood Safety
  - Neighborhood Block Watch signs. Block Watch signs must be approved by the Chandler Police Department, Crime Prevention Officer.

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### Project Completion

The grant award is payable to the applicant for the benefit of the neighborhood group only upon completion of the project. The project must be completed within 12 months from the award date. For a Neighborhood Education project, a copy of the sign-in sheet must be submitted to the City prior to payment of the grant award. For a Neighborhood Clean Up project, before and after photos of the clean up area must be submitted to the City prior to payment of the grant award. The 12-month period is a maximum “time” period; many projects can and should be completed in a shorter time frame.

*\* The Neighborhood Resources Director can approve an Annual Jump Start Grant request up to \$1,000 in cases where the neighborhood size or scope of the project requires additional funds. Applicants will be required to provide adequate justification\*\* for the exception.*

*\*\*Adequate justification for the exception would require information on the number of homes notified of the cleanup efforts and a map indicating locations for dumpsters.*



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**2016  
Neighborhood Grant Program Application**

Please review the Grant Requirements carefully to ensure eligibility for the appropriate grant.

**I. Neighborhood**

Name of Registered Neighborhood \_\_\_\_\_  
 Approximate number of homes \_\_\_\_\_ Approximate number of residents \_\_\_\_\_  
 Have you updated your Neighborhood Registration contact information in the last six months? In order to participate in the Neighborhood Grant Program, you must update neighborhood information with the Neighborhood Programs Division.

**II. Grant Type**

Please check the type of grant you are requesting and amount

- HOA Matching Grant (Up to \$5,000 every 5 years) Amount \_\_\_\_\_ Match \_\_\_\_\_
- Traditional Neighborhood Grant (Up to \$5,000 every 5 years) Amount \_\_\_\_\_
- Annual Jump Start Grant (Up to \$500 one per year)\* Amount \_\_\_\_\_

*\* The Neighborhood Resources Director can approve an Annual Jump Start Grant request up to \$1,000 in cases where the neighborhood size or scope of the project requires additional funds. Applicants will be required to provide adequate justification\*\* for the exception.  
 \*\*Adequate justification for the exception would require information on the number of homes notified of the cleanup efforts and a map indicating locations for dumpsters.*

**III. Neighborhood Contacts**

1. Neighborhood Leader and/or Grant Coordinator - *Must physically reside in neighborhood*

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ Chandler, AZ Zip \_\_\_\_\_  
 Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

2. Neighborhood Grant Supporter or Secondary Contact

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ Chandler, AZ Zip \_\_\_\_\_  
 Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

3. Community Management Company – (If applicable)

Management Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Community Manager \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_, AZ Zip \_\_\_\_\_

**IV. Eligible Category** (*Jump Start Grant Applicants Only*)

1. The Jump Start Grant requires a minimum of 10 resident participants. How many neighbors will be involved? \_\_\_\_\_
2. Indicate the eligible project category your neighborhood is seeking. Describe the project and the level of neighborhood involvement (*Please use additional pages for the questions below.*)
  - Neighborhood Education- Describe the project and neighborhood involvement
  - Neighborhood Clean-up- Describe the project and neighborhood involvement
  - Neighborhood Safety- Describe the project and neighborhood involvement

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**V. Project Description** *(Traditional and HOA Matching Grant Applicants Only)* *(Please use additional pages for more detail)*

1. Please describe your project: \_\_\_\_\_  
\_\_\_\_\_
2. What specific issue(s) are you trying to address with this project? How will this project contribute to the long-term sustainability of the neighborhood? \_\_\_\_\_  
\_\_\_\_\_
3. Is there a need for grant funds in order for the project to be undertaken/completed? Are there other means of funding available? (You may be asked to provide two years of financial statements) \_\_\_\_\_  
\_\_\_\_\_
4. How will the proposed project enhance the appearance of the neighborhood and improve the quality of life in and around the neighborhood? To what extent will the general public be impacted by the enhanced visual appearance resulting from this project? \_\_\_\_\_  
\_\_\_\_\_
5. If your project requires on-going maintenance, how will this be accomplished? \_\_\_\_\_  
\_\_\_\_\_
6. How will neighbors be involved in the planning and implementing of this project? Describe how the project was chosen and the process used to gather neighborhood support (i.e. neighborhood meetings, door-to-door surveys, etc)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**VI. Standard Conditions of the Grant Award** *(Traditional and HOA Matching Grant Applicants Only)*

How will the neighborhood accomplish the standard conditions of the grant award in each of the following areas:  
*(Please use additional pages for more detail)*

1. Neighborhood Safety (Describe the activity) \_\_\_\_\_  
\_\_\_\_\_
2. Neighborhood Outreach (Describe the activity) \_\_\_\_\_  
\_\_\_\_\_
3. Neighborhood Education (Describe the activity) \_\_\_\_\_  
\_\_\_\_\_

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**VI. Program Specifics**

1. Projects must be completed within 12 months of the awarded date. What are the estimated start and completion dates for this project? Start date \_\_\_\_\_ Completion date \_\_\_\_\_
2. Projects requiring contractor services require 3 bids (like for like) attached with this application. If an HOA is tied to a contract agreement, a copy of the contract agreement must be attached to the application.
3. The Neighborhood Commitment Form indicating resident support towards the Neighborhood Program Grant and the proposed project must be attached to the application.
4. All applicants must provide the Neighborhood Advisory Committee with a final presentation and report upon the projects completion. Do you agree to this condition?  Yes  No

If this project is approved, the City will enter into an agreement with the grantee to ensure completion of the project, as described in this application.

The undersigned certifies that the information in this application is true and complete and has been provided for the purposes of obtaining financial assistance from the City of Chandler for the project described.

\_\_\_\_\_  
Neighborhood Leader/ Project Coordinator Signature

\_\_\_\_\_  
Date

Please submit 1 copy of this application and all attachments to:

Neighborhood Programs

Mail Stop 600

PO Box 4008

Chandler, AZ 85244-4008 *(Incomplete or unsigned applications will not be considered and will be returned to the neighborhood leader.)*



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**2016  
Neighborhood Grant Program Commitment Form**

List neighborhood participants that have agreed to commit time to the project and their specific roles.

<b>Project Title</b>	<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>E-Mail</b>
<i>Example</i> Project Historian	John Doe	111 S Road Chandler, 85244	480-111-1111	<a href="mailto: johndoe@road.com">johndoe@road.com</a>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>8.</b>				
<b>9.</b>				
<b>10.</b>				

