



# Block By Block

Neighborhood Pride Grant Program



Neighbors  
**Building**  
Neighborhoods



## **Block By Block**

Neighborhood Pride Grant Program

### **Program Description:**

The Block-By-Block Grant Program is a resource that provides opportunities for Norfolk residents to engage with their neighbors, develop and enhance relationships with the City, build mutually productive collaborations with local public and private businesses; acquire and utilize new and sustainable skills, all while working toward accomplishing their neighborhoods' goals. Through use of available grants, participating civic leagues determine what their neighborhoods' improvement needs are – physical or social – and design, develop and implement those improvement ideas and projects. Project participant groups should reflect the demographics of your community, including youth, seniors, renters, homeowners, business organizations, etc.

### **Neighborhood Project or Improvement Opportunities:**

- Mini-grants up to \$500
- 50/50 Matching grants of \$500 or more up to \$2,500

In an effort to foster citywide participation in the program, the following rules will apply:

- One application per neighborhood/civic league will be funded in a grant cycle except in rare instances where the availability of funds would make possible the award of both a mini-grant and a matching grant for separate projects
- Civic leagues may only apply for and receive grant funding every two years

### **Residents' Roles:**

- Help promote the program and distribute information packets in their communities
- Work with your Neighborhood Development Specialist with submitting your application
- Submit proposals for projects
- Work together as good neighbors to plan, participate and implement projects
- Provide pictures and showcase projects at the Annual Norfolk Neighborhood Expo

### **City Staff Roles:**

- Advertise and promote grant program
- Support and facilitate program needs
- Provide technical assistance as necessary
- Schedule and facilitate application information sessions
- Maintain application records, ensure eligibility, and disburse funds

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## **Grant Cycle:**

- Applications currently being accept until October 16<sup>th</sup> for events and initiatives planned for winter/early spring
- Because it involves a written agreement with the City, expect up to three months for the application to be processed

## **Program Guidelines**

### *Who Can Apply?*

Any Norfolk civic league or neighborhood association that has a state legal entity or non-profit status is eligible to apply. It cannot be a business or for-profit company. A group qualifying as a civic league needs:

- Open membership to all residents of the neighborhood
- Officers (president, secretary, treasurer)
- Bylaws (a copy must be provided)
- Regular meetings and meeting minutes
- Proposed projects shall be implemented in the neighborhood of residency. All applications require the endorsement of the civic league representing the neighborhood.
- Organizations selected for grants will be required to register as a city vendor and submit an online W-9 in order to receive payment. If selected for a grant, see Vendor Registration Instructions.

*Please note: If your neighborhood does not have a civic league but may be interested in forming one, contact the Department of Neighborhood Development at 664-6770 or by email at: [neighborhoodengage@norfolk.gov](mailto:neighborhoodengage@norfolk.gov) for assistance.*

*Eligible Project types may include:*

### ***Beautification/Landscaping***

- Community gardens
- Neighborhood gateways
- Adoption of vacant lots and repurposing as pocket parks
- Landscaping and/or equipment installation or repairs at neighborhood parks (requires cooperation with City departments)
- Neighborhood bark parks
- Community art projects

*If the proposed project is on private land, the applicant must provide written proof of permission to use by property owner, and project must be located in a highly visible area and provide a permanent improvement to the area.*

### ***Skill Building Workshops and Trainings***

- Career days for neighborhood youth
- Job readiness/workforce development program for young adults

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- How to establish a 501c3 or 501c4/non-profit
- Computer training for seniors
- Programming for school-age children
- Health awareness fair
- Neighborhood conference participation

#### ***Environmental Enhancement Projects***

- Wetlands restoration
- Rain gardens
- Shoreline buffer restoration (coordinate approvals with appropriate City departments (Recreation, Parks and Open Space and/or Planning – Environmental Services)

#### ***Neighborhood Pride Building Activities/Events***

- “National Night Out”
- History Walk of neighborhood
- Neighborhood Watch/Neighborhood Safety Fair
- “Back to School” Celebration
- Neighborhood Holiday Celebration
- Good Neighborhood Celebration
- Starting a neighborhood newsletter or website
- Neighborhood Art Exhibit
- Neighborhood Reunion/Block Party

#### ***Supplies, Equipment and Tools***

- Neighborhood tool lending program
- Neighborhood tool shed

***Ongoing or existing projects/events may be considered if the proposal enhances or adds value to the projects/events. (Example: Accessibility ramps/walkways are added at an existing dog park).***

*Ineligible projects and/or uses of grant funds include:*

- Employment/ wages
- Purchase of alcohol and perishable goods and products (ex. food)

#### **Project Requirements**

- Support of the neighborhood civic league or association
- Involvement of residents in **all phases of implementation** including volunteer labor or “sweat equity.” All work should be completed by residents
- Meet all City codes and conform to all departmental policies
- Obtain all City permits required for construction and project execution
- Future project implementation shall be the responsibility of the applicant or a designee and plan must be submitted with application
- Applicants are encouraged to use Norfolk businesses, unless products are not available locally

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## **Application Requirements**

- Clearly explain the intended project
- Outline the neighborhood issue the project will address
- Explain the anticipated benefits of the project to the neighborhood and residents
- Describe the extent of resident participation in the project's implementation
- Provide an estimate of all costs associated with completing the project. If applicable, identify sources of match.
- Provide an ongoing maintenance/sustainability plan as part of application. Explain how the activity will be continued without BBB grant funds.
- Demonstrate that the applicant has received civic league endorsement. A civic league may endorse multiple projects; however, only one per neighborhood will be funded in a grant cycle.
- Incomplete applications will not be accepted
- Applications not submitted at least three months prior to the event will not be accepted

## **Selection Process**

### *Application Review and Selection*

- All applications will be reviewed for eligibility. Incomplete or ineligible applications will be returned with a letter of denial.
- Successful applicants will be notified by letter of their award.
- Applicants will be requested to sign an agreement explaining the responsibilities and expectations of each party.
- There will be a meeting to explain each section of the agreement, deadline for completing the entire project, close-out reporting, etc.

### *Selection and Evaluation Criteria*

Applications will be scored by a standardized set of criteria including:

- Level of resident involvement and project participation
- Tangible product/ measurable benefit and impact to the community as a whole
- Extent to which objectives are feasible and project is realistic and well-planned
- Whether projects benefits will be sustained over time
- Development of partnerships and collaborations with other businesses and organizations to complete project(s)
- Ability of applicant to raise matching funds [if a matching grant]

For unfunded projects, support will be provided on how to craft a successful proposal in the future.

### *Things to Remember*

- Be sure to demonstrate neighborhood involvement
- Any applicable permit fees, insurance coverage and approvals that may be required (e.g., electrical and/or plumbing permits, special events permits) are the responsibility of the applicant and should be included in the total project cost
- Check with Public Works Department if your project is in a public right-of-way

- Check with the Planning Department to make sure your project is in compliance with City codes or if it needs approval.
- If your neighborhood is considering a neighborhood pride building event or celebration, contact the Seven Venues Event Services Office for specific information about possible fees, permits and requirements
- Before you dig, check with Miss Utility (dial 811 or 1-800-552-7001)
- All permits must be obtained before any Block By Block grants will be awarded. It is recommended that neighborhoods consult relevant departments and begin the permit process prior to submitting a grant application.



## Block By Block

Neighborhood Pride Grant Program

### Block-by-Block Grant Program Frequently Asked Questions (FAQ)

*Have you ever had a good idea for a project that would improve the quality of life in your neighborhood, but you didn't know where to get the money to make it happen?*

Through the Block-by-Block Neighborhood Pride Grant Program, the City of Norfolk will fund opportunities for neighbors to work together to design, develop and implement their own neighborhood improvement ideas and projects.

*This FAQ sheet will address some of your questions on how to make your idea a reality in your neighborhood.*

#### **WHAT KIND OF GRANT OPPORTUNITIES ARE AVAILABLE THROUGH BLOCK-BY-BLOCK?**

Mini-grants of up to \$500 and 50/50 Matching grants of up to \$2,500 are available. For the matching grant, awardees must provide a match (monetary, volunteer hours, and/or in-kind donations and services) for whatever funds they request.

#### **WHO CAN APPLY?**

Any Norfolk civic league or neighborhood association that is a legal entity with non-profit status is eligible to apply. It cannot be a business or for-profit company.

#### **HOW DOES OUR CIVIC LEAGUE BECOME A LEGAL ENTITY?**

Information on becoming a not-for-profit legal entity in the state of Virginia is available online: <http://www.scc.virginia.gov/clk/busdef.aspx>

The application SCC819 (Articles of Incorporation of a Virginia Nonstock Corporation) is also available online: [http://www.scc.virginia.gov/clk/vanon\\_corp.aspx](http://www.scc.virginia.gov/clk/vanon_corp.aspx)

#### **WHAT TYPES OF PROJECTS CAN QUALIFY FOR A GRANT?**

The grant review and selection committee will be looking for projects that provide opportunities for neighbors to become engaged with one another and that improve the quality of life in the community in which they live. A few examples are:

*Eligible Project Types may include:*

- **Beautification/Landscaping** – community gardens, neighborhood gateways, bark parks, pocket parks, community art projects, and neighborhood playground landscaping and/or equipment installation park projects (*If the proposed project is on private land, grant applicant must provide written proof of permission to use by property owner, and project must be located in a highly visible area and provide a permanent improvement to the area.*)
- **Skill Building Workshops and Trainings** – career days for neighborhood youth; job readiness/workforce development program for young adults; how to establish a 501c3/non-profit training; computer training for seniors; programming for school-age children; health awareness fair; neighborhood conference participation
- **Environmental Enhancement Projects** – wetlands restoration, rain gardens, shoreline buffer restoration (coordinate approvals with appropriate City departments i.e. Recreation, Parks and Open Space – Parks & Forestry and/or Planning – Environmental Services)



## Block By Block

Neighborhood Pride Grant Program

### Block-by-Block Grant Program Frequently Asked Questions (FAQ)

- **Neighborhood Pride Building Activities/Events** – “National Night Out” celebrations, history walk of neighborhood, Neighborhood Watch/safety fair, “back to school” celebration, neighborhood holiday celebration, “Good Neighbor” celebration, neighborhood newsletter or website, neighborhood art exhibit, neighborhood reunion or block party
- **Supplies, Equipment and Tools** – Neighborhood tool lending program, neighborhood tool shed, neighborhood sign program
- Ongoing or existing projects/events may be considered *if* the proposal enhances or adds value to the projects/events. (*Example:* Accessibility ramps/walkways are added at an existing dog park)

#### HOW WILL THE PROJECTS BE SELECTED?

Applications will first be screened to make sure they are complete and qualify for the program. Qualifying applications will be reviewed and selected based on the criteria in the grant guidelines.

#### WHERE CAN WE GET AN APPLICATION?

You may contact the Department of Neighborhood Development at 664-6770 to request an application packet via mail; make an appointment to pick one up at the BB&T building, 500 E. Main Street, 9<sup>th</sup> Floor; or access online at [www.Norfolk.gov/blockbyblock](http://www.Norfolk.gov/blockbyblock).

#### HOW MAY I RECEIVE ADDITIONAL INFORMATION/WILL THERE BE HELP IN COMPLETING THE APPLICATIONS?

There are two main ways to receive additional information and/or assistance:

1. Contact your Neighborhood Development Specialist for one-on-one technical assistance [www.norfolk.gov/NorfolkNSA](http://www.norfolk.gov/NorfolkNSA) or call the Department of Neighborhood Development/Division of Neighborhood Engagement at 664-6770.
2. Download Block-by-Block Program description and guidelines at: [www.norfolk.gov/blockbyblock](http://www.norfolk.gov/blockbyblock)

#### WHERE DO I/WE SEND COMPLETED APPLICATION?

Applicants may either drop off or mail completed packets to:

Department of Neighborhood Development  
500 E. Main Street, 9th Floor, Norfolk, VA, 23510,

ATTN: Oneiceia Howard

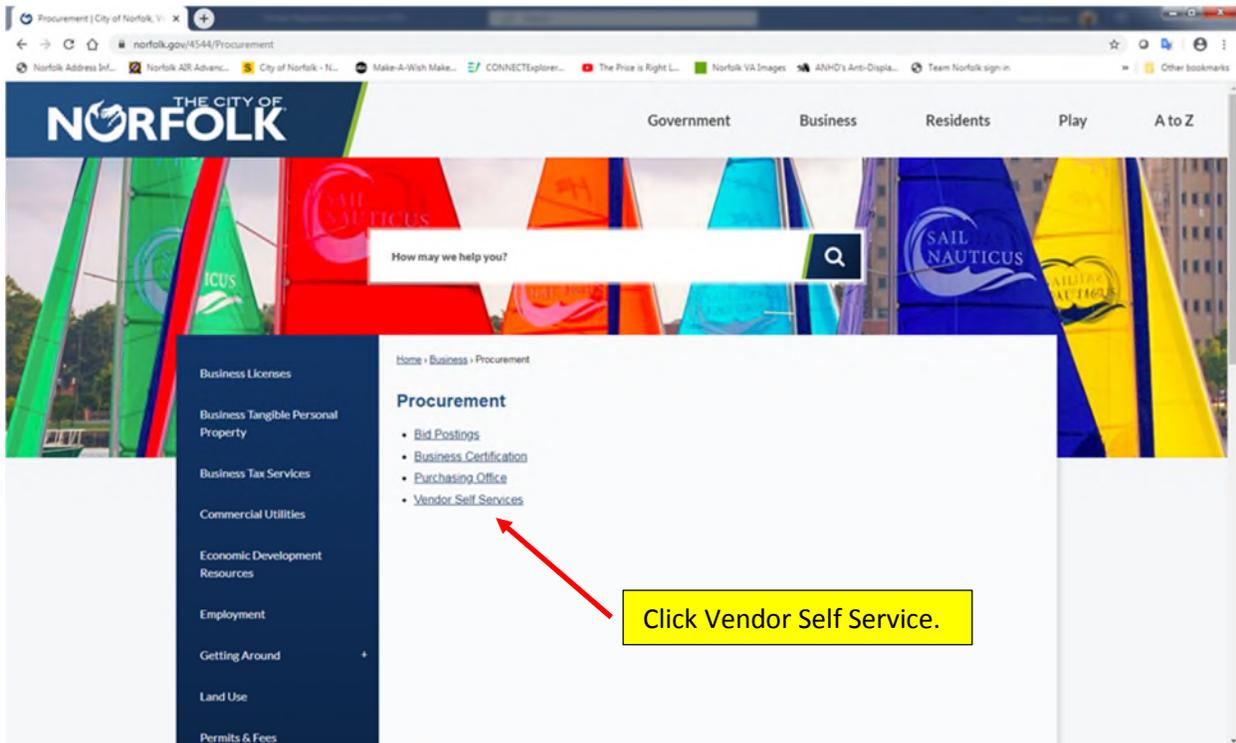
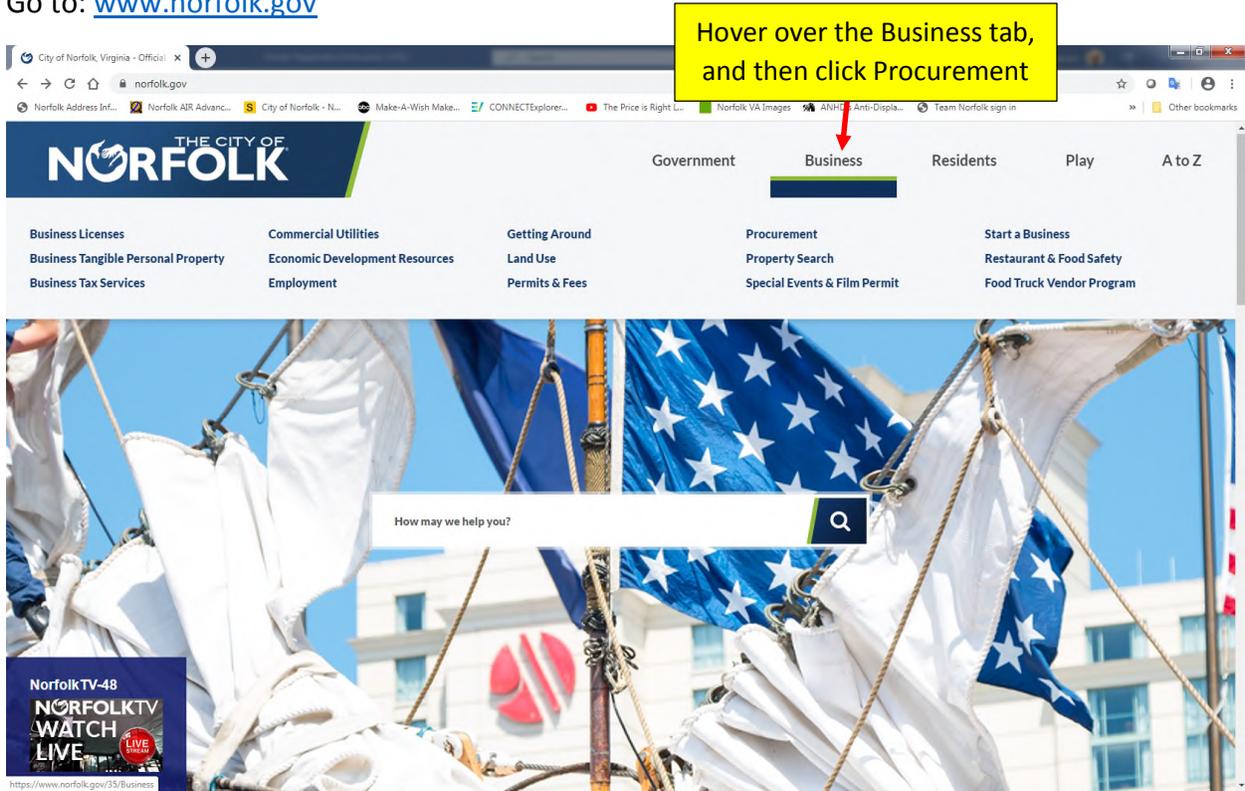
By email: [neighborhoodengage@norfolk.gov](mailto:neighborhoodengage@norfolk.gov)

#### WHEN IS THE APPLICATION DEADLINE?

Applications for winter/spring activities are due no later than October 16, 2020.

# Vendor Registration Instructions (VSS)

Go to: [www.norfolk.gov](http://www.norfolk.gov)



# Vendor Registration Instructions (VSS)

https://vacon.hostams.com/webapp/PRD1... City of Norfolk, Virginia - Offic... Welcome to AMS Advanta...

AMS Advantage

## Welcome to the City of Norfolk Vendor Self Service (VSS)

The City of Norfolk Vendor Self Service allows you, as a registered vendor, to manage your own account information and view solicitations and/or purchase orders. Click on the Register button in the lower left to begin filling out an electronic application to become a registered vendor.

**Announcements**  
[View All Announcements](#)

**Instructions/Guides**  
[VSS Registration Quick Start Guide](#)

**Forms**  
[W-9 Certification Form](#)

User ID  
Password  
  
[Password Reset](#)

Click the Register button to register a new account. If you have an existing account, enter your User ID and Password above.

Click Here to Register.

Click Here to Submit a W-9

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Self Service Application - Windows Internet Explorer  
https://vacon.hostams.com/webapp/PRDVSS1X1/ARSelfService;jsessionid=0000PW61PdoLxe7rR-MOGWj5\_ey:17mjo0e7e

AMS Advantage

www.norfolk.gov

## Memorandum of Agreement

Welcome, New  
[View Frequently Asked Questions](#)

In order to register as a vendor with VSS, you must accept the terms of this Memorandum of Agreement. If you choose not to accept these terms you will be returned to the Home Page for Guests - Public Access.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

Click "Accept Terms" and follow instruction provided by VSS.

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**Block By Block**  
Neighborhood Pride Grant Program

City of Norfolk  
Block-by-Block Neighborhood Pride Grant Program  
Mini Grant Application  
Requests of \$500 or less

Title of Project/Activity:

Neighborhood Organization:

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Please thoroughly answer the following questions. Attach additional sheets if necessary.

**Project Description**

1. Please describe your proposed project below. How many volunteers do you expect to participate? \_\_\_\_\_

2. What issue will the project address? Please select **one** category that best describes the issue your project will address:

- Landscaping/Beautification
- Capacity/Skill Building workshops
- Community Outreach
- Neighborhood Pride/Celebrations
- Neighborhood Safety
- Other

**Neighborhood Benefit**

3. Please describe how your neighborhood/residents will benefit from this project.

**Budget**

4. What is the total funding amount requested? Please describe how you plan to spend this money.

5. Is this funding for a one-time event or does your organization intend to do this annually? And if annually, how do you intend to sustain your project beyond the current year and beyond the use of the Block-By-Block funds?

**Neighborhood Contact Information**

Contact Person:

(Suggestion: Select a person who is available to answer questions prior to and during proposal review, and who will receive and address all correspondence related to the project.)

Telephone:

Mailing Address:

Alternate Contact Person:

Telephone:

Mailing Address:

**Civic League Endorsement:**

By signing below, I/we certify that we have reviewed this proposal and it has the full endorsement and support of  Civic League.

Authorizing Official (please print name)

Signature

Title

Date



# Block By Block

Neighborhood Pride Grant Program

City of Norfolk  
Block-by-Block Neighborhood Pride Grant Program  
50/50 Matching Grant Application  
Requests of \$500 or more (up to \$2,500)

Title of Project/Activity:

Neighborhood Organization: \_\_\_\_\_

Please thoroughly answer the following questions. Attachments with supplemental information are strongly encouraged. Where applicable, please attach the following:

- Necessary permits, approvals and certificates showing authorization for your project by appropriate governing body
- Copies of maps, site plans, and/or construction drawings, as appropriate
- Documented verification of matching funds and/or in-kind services

### Project Description

1. Please describe your proposed project. What do you want to do? How do you intend to make this improvement?

2. What issue will the project address? Please select *one* category that best describes the issue your project will address:

- Landscaping/Beautification
- Capacity/Skill Building workshops
- Community Outreach
- Neighborhood Pride/Celebrations
- Neighborhood Safety
- Other: \_\_\_\_\_

3. Which one of the City of Norfolk’s priorities does your project address? Please select as many categories as applicable:

- Accessibility, Mobility & Connectivity
- Economic Vitality and Workforce Development
- Environmental Sustainability
- Lifelong Learning
- Safe, Healthy and Inclusive Communities
- Well Managed Government

**Project Location**

4. Please describe the physical location of your proposed project. Why was this location selected? Is this private property or city-owned property ?

**Neighborhood Benefit/Involvement**

5. Please describe how your neighborhood/residents will benefit from this project?

6. How many neighborhood residents are/were involved in planning the project? How many will be involved in implementing the project? What tasks will they complete?

**Please use the Work Plan sheet provided on next page to address the following:**

- List, in chronological order, the steps required to complete this project and who will be responsible for carrying out the step or activity.
- Estimate the date/ how much time it will take to complete each step.



**Project Sustainability**

7. Please provide an ongoing maintenance plan for your project. Explain the long term impact of this project on your community. How do you intend to sustain your project and its benefits beyond the current year and beyond the use of the Block-By-Block funds?

**Project Budget Narrative**

8. What is the total funding amount requested? Please provide a narrative explaining how you arrived at the figures for purchasing materials. Describe how you plan to spend this money. *Please complete Budget and Match Forms below.*

**Budget**

A. Project Costs (Please list all cash expenditures required for the project including cost of permits, fees, etc.)

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
<b>Total Project Cost</b>	<b>\$</b>

B. Project Income (Please list all cash available to cover the Project Costs. This does not include in-kind matches or donated materials.)

Neighborhood Grant Request	\$
Cash from Neighborhood	\$
Cash from other sources	\$
<b>Total Project Income</b>	<b>\$</b>

Total Project Income must be greater than or equal to the Total Project Cost

**Match**

A. Project Match (Please include all cash – excluding the grant request) and the value of volunteer hours and donated goods, supplies, and other in-kind matches. Match must equal or exceed the grant request).

Cash from the neighborhood and other sources	\$
Proposed volunteer hours _____ (hours x \$22.50)	\$
Donated goods and/or services	\$
<b>Total Neighborhood Match (sum of lines 1-3 above)</b>	<b>\$</b>

Please describe any donated goods and services in the area below:

Neighborhood Contact Information

Contact Person:   
(Suggestion: Select a person who is available to answer questions prior to and during proposal review, and who will receive and address all correspondence related to the project.)

Telephone:

Mailing Address:

Email Address:

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Alternate Contact Person:

Telephone:

Mailing Address:

Email Address:

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**Civic League Endorsement:**

By signing below, I/we certify that we have reviewed this proposal and it has the full endorsement and support of  Civic League.

Authorizing Official (please print name)

Signature

Title	Date
<input type="text"/>	