



BLOCK BY BLOCK

NEIGHBORHOOD PRIDE GRANT PROGRAM



Neighbors
Building
Neighborhoods



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 the 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
- Matching grants of \$500 or more up to \$2,500

In an effort to foster citywide participation in the program, 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.

Residents' Roles:

- Help promote the program and distribute information packets in their communities
- Work with your Neighborhood Development Specialist in 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 and preview the application
- Schedule and facilitate application information sessions
- Maintain application records, ensure eligibility, and disburse funds

LIVE! INVEST! PARTICIPATE!

Grant Cycle:

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 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 Services at 664-6770 or by email at: 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)
- 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 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 or 501c4/non-profit
- Computer training for seniors
- Programming for school-age children

LIVE! INVEST! PARTICIPATE!

- 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 or beverage)

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 include 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 a plan must be submitted with application
- Applicants are encouraged to use Norfolk businesses, unless products are not available locally

Application Requirements

- Applicants should consult the Neighborhood Development Specialist (NDS) for their area with initial ideas before beginning an application. The NDS can also provide technical assistance in completing the application.
- 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.
- Obtain the signature of the Neighborhood Development Specialist to verify they have previewed the application.
- 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. Applications requiring edits will be provided one consultation with the Division Head and Neighborhood Development Specialist and then be given five business days to return an edited application. Completed grant applications from applicants are batched together and processed before receiving final approval from the City Manager. To ensure your application is included, make sure a complete application and all necessary documents are submitted (i.e. W-9 and proof of legal entity status).
- Incomplete or ineligible applications will be returned with a letter of denial.
- Successful applicants will be notified by email of their award.
- Applicants will be requested to sign an agreement explaining the responsibilities and expectations of each party.
- If approved, there will be an email explaining the agreement, deadline for completing the entire project, close-out reporting, and other relevant information.

Selection and Evaluation Criteria

Applications will be evaluated 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.
- Additional information about Block By Block grants, including a YouTube instructional video, can be found at www.norfolk.gov/blockbyblock. Alternatively, you can call 757-664-6770 or email neighborhoodengage@norfolk.gov.
- Thirty-minute technical sessions are available by contacting your Neighborhood Development Specialist (www.norfolk.gov/norfolknsa).



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 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 status in Virginia 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 legal entity in Virginia is available online:

<https://www.scc.virginia.gov/businesses/business-faqs/virginia-nonstock-corporations-faqs/>

You can create an account and file online at <https://cis.scc.virginia.gov/> or you may access the paper application SCC819 (Articles of Incorporation of a Virginia Nonstock Corporation) at:

<https://www.scc.virginia.gov/media/sccvirginiagov-home/business-home/business-faqs/virginia-nonstock-corporations/scc819.pdf>

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 engage 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, 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



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

- **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)
- **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 Services at 664-6770 to request an application packet via mail; make an appointment to pick one up at the 500 E. Main Street, 9th Floor; or access online at 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. *Access information and an NBN Academy Session about BBB grants at www.norfolk.gov/blockbyblock.*
2. *Contact your Neighborhood Development Specialist for one-on-one technical assistance (www.norfolk.gov/norfolknsa). Alternatively, you may call the Department of Neighborhood Services/Division of Neighborhood Engagement at 664-6770.*

WHERE DO I/WE SEND COMPLETED APPLICATION?

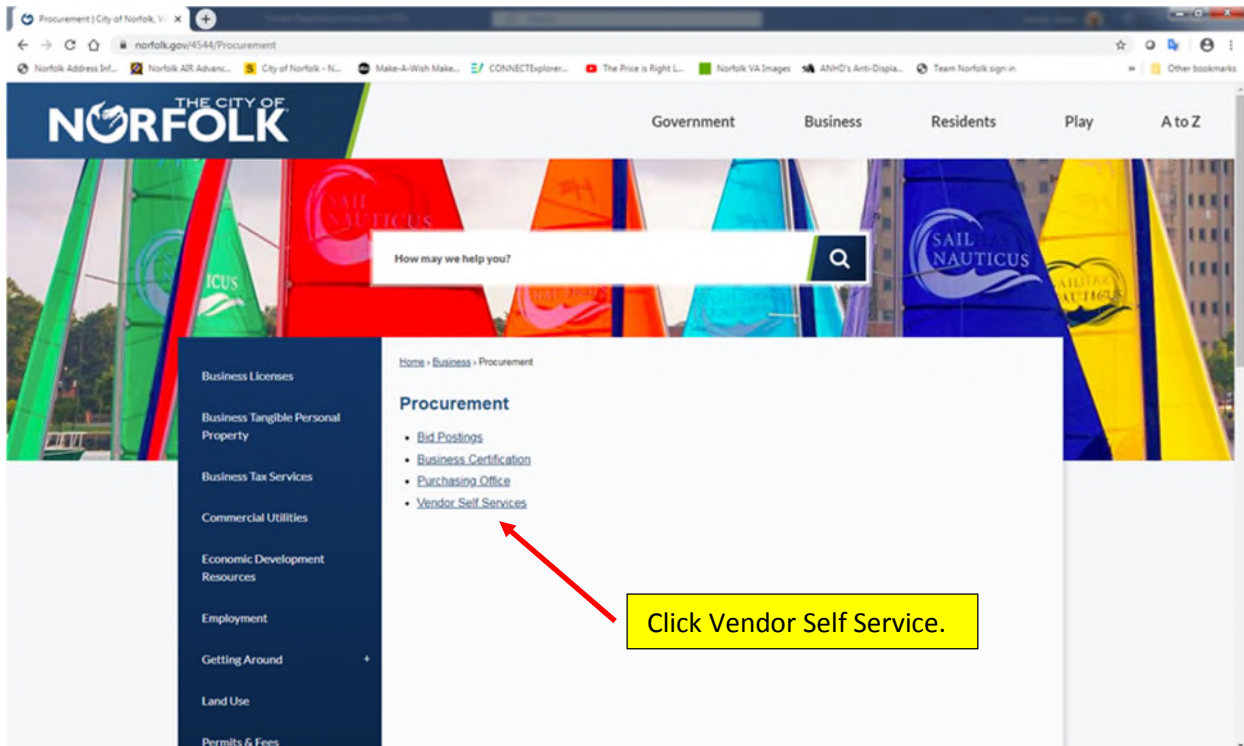
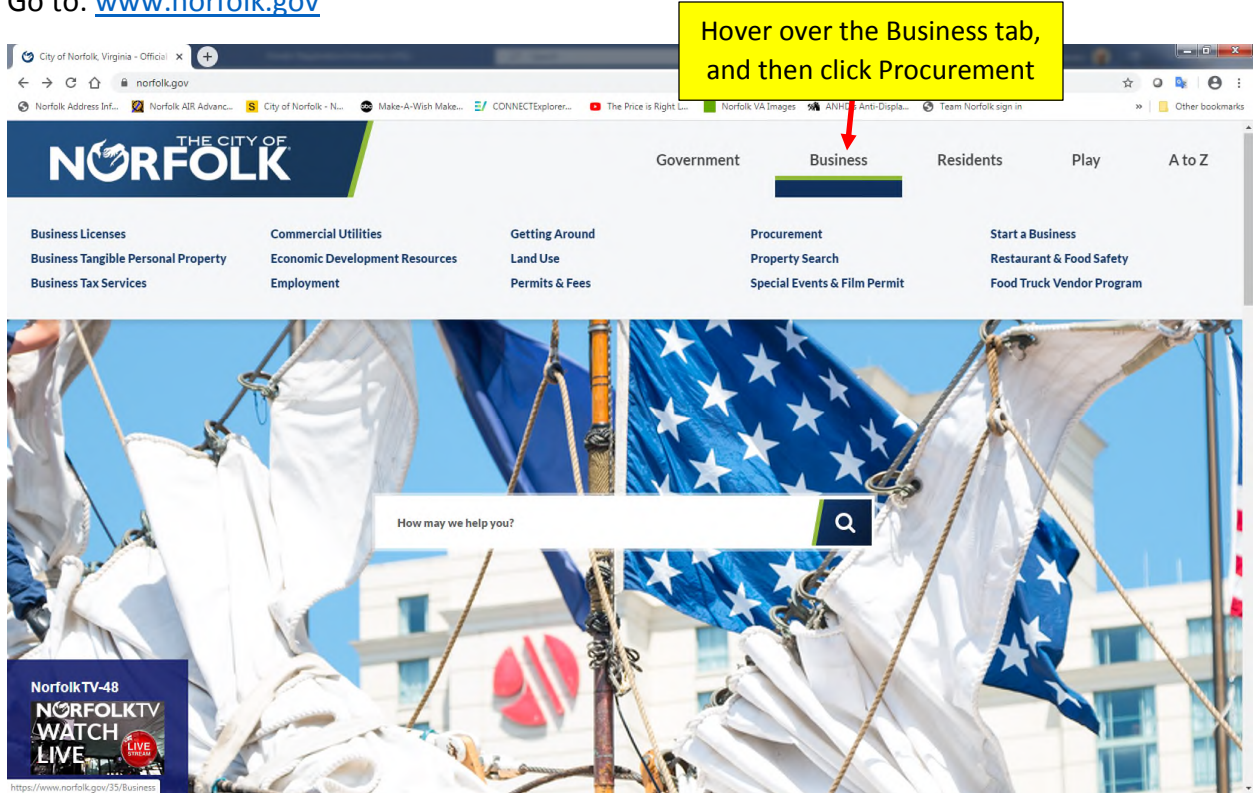
Applicants may either drop off or mail completed packets to:
Department of Neighborhood Services; *ATTN: Oneiceia Howard*
500 E. Main Street, 9th Floor, Norfolk, VA, 23510,
By email: neighborhoodengage@norfolk.gov

WHEN IS THE APPLICATION DEADLINE?

The application deadline will be posted on the website: www.norfolk.gov/blockbyblock.

Vendor Registration Instructions (VSS)

Go to: www.norfolk.gov



Vendor Registration Instructions (VSS)

