



**City of Pittsburgh
Love Your Block Program
Grant Application**

Due no later than 5:00 PM on Friday, February 28, 2014

Description of Program

Love Your Block is a program created to revitalize our City, block-by-block! Here's how it works: non-profit organizations from across Pittsburgh are invited to submit applications to conduct projects that can transform their blocks with a \$2,000 Home Depot gift card and the support of City Departments. Competitive projects will be selected, after which City agencies will engage with awarded group members to review their block improvement requests. They will then proceed to carry out the requested services, as feasible. With the grant money, the selected groups purchase supplies, engage their neighbors, and roll up their sleeves to carry out their own brand of block beautification and repair.

Make sure you rally volunteers and put forth your best effort, because every project selected for a grant will also be eligible to win a prize for the best project of the season: an additional \$3,000 Home Depot gift card, which will be given to the **two** most impressive block transformation to be used for future site improvements.

Grant Eligibility Requirements

Each group must:

- 1.) Be a qualified nonprofit organization or secure a fiscal agent that is a qualified nonprofit.
 - a. For the purposes of this grant, a qualified nonprofit organization is a corporation, group, or association that has a charitable and/ or public purpose without a profit motive or shareholders.
- 2.) Have a detailed and realistic action plan for engaging residents to carry out a physical transformation of the community spaces on their block.
- 3.) Demonstrate the ability to mobilize a minimum of 20 neighborhood volunteers to take part in the revitalization of their block during a volunteer event day in mid-April through July 2014.
- 4.) Send two representatives to a grant orientation workshop, during which they will meet with representatives from the Mayor's Office and select City departments.
- 5.) Clearly identify the property on which the proposed project will take place, determine the owner of the property, and secure private property owner's written permission to carry out the project.
- 6.) Secure any and all necessary permits and/or City approvals for project work. Additional information will be provided at orientation.



Selection Process

All projects meeting the above criteria will be eligible for consideration; however, we will prioritize projects that:

- Impact a neighborhood with a high concentration of veterans*
- Work directly with a community group
- Demonstrate a creative solution to issues affecting your neighborhood
- Engage local residents as volunteers
- Engage veterans as volunteers
 - Leverage other partnerships and/or additional donations

**Neighborhoods with a high concentration of veterans are defined as census tracts where the percentage of veteran residents is greater than the national average of 9.3%. A map of neighborhood census tracts and percentage of veteran residents can be found at apps.pittsburghpa.gov/mayor/veterans.pdf.*

Grant Reporting Requirements

After project completion, grantees will be asked to submit photos of the block that was revitalized, and a written report that includes the number of blocks impacted, number of lots revitalized, square feet of graffiti removed, pounds of litter collected, number of trees planted, number of green spaces or community gardens created and other qualitative data to accompany it.



Post-Grant Contest Guidelines

All selected grantee organizations that complete projects according to grant requirements are eligible to compete in a contest for the most impressive block transformation, for which the two best block revitalization projects will receive an additional \$3,000 Home Depot gift card. In July of 2014, City staff will evaluate projects based on how well the grantee:

- Demonstrated a solution to an identified neighborhood challenge
 - Ex.:
 - The space was transformed into an enjoyable gathering place for community members
 - The project addressed community concerns and issues of neighborhood sustainability
 - An entire block was impacted
- Engaged the community and involved neighborhood volunteers
 - Ex.:
 - Many participants had meaningful participation at both the planning and implementation stages
 - Other neighborhood groups or institutions were involved
- Exhibited creativity and resourcefulness
 - Ex.:
 - The group utilized available space and materials in creative ways
 - Additional donations and partnerships enhanced the project

In conducting the evaluation, staff will use:

- Grantees' final report forms
- Before and after photos
- Visits to the project (*as feasible*)

The \$3,000 Home Depot gift card must be spent on additional site improvements on the same block as the project and used within six months of being awarded the funds. Use of funds must be approved by the City; and receipt of contest award is contingent upon final execution of a separate grant agreement with the City of Pittsburgh and compliance with all Love Your Block requirements.

Please do not hesitate to call 412-255-2280 or email servepgh@pittsburghpa.gov with any questions.



Love Your Block

Applications are also available online at:

www.servepgh.pittsburghpa.gov/loveyourblock/grantapplication

Please answer all of the following questions on a separate sheet of paper and return to:

Office of Mayor William Peduto

c/o servePGH

512 City-County Building

414 Grant Street

Pittsburgh, PA 15219

E-Mail your Application to servepgh@pittsburghpa.gov

Fax your Application to **412-255-2988**



Section 1: General Information

1. What is your group's name?

2. Is your group a nonprofit organization? If not, what is the name of your fiscal agent?

Note: Any organization that wishes to submit a proposal, but is not a nonprofit organization as defined above, may propose to use another organization that meets this definition as its fiscal agent. In such cases, the organization proposing the activity must have a letter of support from the fiscal agent included in the application, or the application will be rejected. The "fiscal agent" will receive the gift card and a representative of such entity will be the signatory to the grant agreement with the City.

a. Please include a letter of support from your fiscal agent with the application.

3. Please list your website, if applicable:

4. What is your group's mailing address?

5. Please provide contact information (phone, email and mailing address) for your primary contact. (This person will be contacted for all notifications.)

6. Please provide information (phone, email and mailing address) for your secondary contact. (This person will be included on group notifications and contacted if the primary contact is unavailable.)

7. What neighborhood does your group primarily serve?

8. Briefly describe your group's purpose:



Section 2: Project Site Information

1. Is this the first Love Your Block project your group is undertaking?

2. Please provide the address(es) and/or Block/Lot number(s) of your proposed project site.
(Note: Block/Lot numbers can be found at:
www2.county.allegHENY.pa.us/RealEstate/Search.aspx*)*

3. Is your project site City property or private property?
 - a. If private property, please explain how the public will benefit from the project and include a letter from the property owner offering permission for your group to complete your project if selected.

4. Is this site a demolition site? If yes, approximately how long ago was a building demolished there if known?

Section 3: Project Description

Note: It is the responsibility of each group to determine the feasibility of its proposed project before submitting an application. Groups may not be permitted to alter the project scope after being selected for a grant.

1. What issue in your neighborhood do you hope to address through Love Your Block?

2. Describe the project you propose to complete through Love Your Block and how it is a solution to the identified issue. Please include what impact it will have on the neighborhood and its physical appearance.



3. How will you sustain the impact of your project long-term? If your project is on City property, you will need separate written permission from the City for post-grant activities.

4. How will you engage local volunteers and/or reach out to your neighbors to involve them in any/all stages of the project?

5. How many volunteers do you anticipate?
Note: All grantees are required to mobilize at least 20 volunteers

6. How many of those volunteers do you anticipate will live in the neighborhood of your proposed project?

7. Are you a local business or will you work with local businesses? If so, how?

8. What additional resources do you anticipate leveraging? (i.e. cash donations, other grants, flower donations, paint donations, etc.)

9. What is the estimated dollar amount of all the leveraged resources combined?

**City services available
to be completed as feasible**

- Provide trash collection services and litter cleanup supplies
- Clean City-owned vacant lots
- Prune overgrown City-owned trees
- Graffiti removal on City property
- Repair damaged/missing street signage
- Board up vacant, City-owned buildings
- Fill potholes
- Survey block for new tree planting opportunities on City-owned property or in the public right-of-way
- Prioritize demolitions
- Investigate building code violations



10. How do you anticipate partnering with the City?

Note: See list of City services. Please note that no services are guaranteed and availability is limited to projects on City property or in the public right of way.

11. Do you have any additional comments you would like to share?

Section 4: Veteran Participation

1. Does your project site directly affect veterans? If so, how?
2. How many volunteers do you anticipate will be veterans?
3. Does your project include the beautification of a veteran monument or memorial? If you have indicated it is on City property, you will need to contact the City's Public Art Manager before proposing any project.

Section 5: Please include:

1. At least five pictures of your project site/neighborhood
2. A letter of support from your fiscal agent (if your group is not a nonprofit organization)
3. A letter of support from a neighborhood organization (if the applicant is not representative of a local neighborhood organization)
4. If applicable, written permission from a private property owner to do a Love Your Block project on their property
5. A project action plan (see format below)
6. A proposed budget (see format below)



Format for Action Plan:

Please include a detailed action plan that indicates the various steps your group will take to carry out the block improvement project. Please refer to the template below, complete on a separate sheet of paper, and include it with your application.

Note: Project participants will be required to sign releases/waivers of liability when performing projects on City property and/or performing projects on private property using City-awarded grant funds. As noted, written permission of property owners will be required for projects on private property

Action	Person(s) responsible for carrying out action	Date Action will take place	Intended outcome
Ex.: Community outreach to inform residents of Love Your Block grant received	John Doe	Month/Day	Ex.: Explaining project & identifying community leaders to take on specific responsibilities
Ex.: Host Community Meeting	Jane Doe	Month/Day	Ex: Rallying community members behind project & making them aware of upcoming opportunity

Format for Proposed Budget:

Please provide a budget that includes all planned expenses related to the project. Love Your Block grants are in the form of Home Depot gift cards and do not cover personal or ongoing costs. (Please note that each project/grantee is eligible for one Home Depot gift card. An authorized agent of any selected group will be required to sign a mini-grant agreement prior to receipt of gift card.) The City reserves the right to require a lease, rather than a purchase, of certain equipment. If you are proposing a purchase of equipment, please explain how it will be used in the future.



Costs included in this budget should only consist of one-time expenses related to the project and/or items such as equipment or supplies. Please refer to the template below, complete on a separate sheet of paper, and include it with your application.

Item	Description of use	Cost
Planters and Window Boxes	To install on community building	\$700
Hardware	To install Planters and Window Boxes	\$150
Perennials	To be planted	\$270
Mulch and Soil	To be placed with plants	\$125
Rain Barrel	To provide water for site	\$350
Paint/Supplies	To paint the community building	\$405
	Total:	\$2,000

Love Your Block applications are due and must be received no later than
5:00 PM on Friday, February 28, 2014

Important Dates:

February 28, 2014Application Deadline

Mid-March 2014Grantees Announced

April 2014 Date TBD.....Mandatory Grantee Orientation

Mid-April 2014 – June 30, 2014.....Love Your Block Project Implementation



Questions?

If you have any questions about this application or the Love Your Block grant award program in general, do not hesitate to call 412-255-2280 or email servepgh@pittsburghpa.gov.

Learn more about Love Your Block grant award program online at:
servepgh.pittsburghpa.gov/loveyourblock

Please mail completed application to:
Office of Mayor William Peduto
c/o servePGH
512 City-County Building
414 Grant Street
Pittsburgh, PA 15219

E-Mail your Application to servepgh@pittsburghpa.gov
Fax your Application to **412-255-2988**