



CITY OF BELLE ISLE NEIGHBORHOOD GRANT “BING” PROGRAM GUIDELINES

1. **Definition:** Only Neighborhood improvement projects in the municipal limits for the City of Belle Isle proposed by a group of homeowners or by neighborhood or homeowners’ associations within registered and operating limits of the City of Belle Isle shall be considered and eligible for funding under this program.

PROJECT CRITERIA

2. To be eligible, proposed neighborhood projects shall:
 - a. Be located or take place within the city's boundaries or its contiguous right of way within Belle Isle City limits.
 - b. Provide a public benefit to the neighborhood.
 - c. Shall not endorse or promote any religious or political affiliation or beliefs;
 - d. Involve neighborhood residents directly in all phases;
 - e. Be limited to capital improvements, and not association’s operating expenses or budget, or fees and costs of consultants, attorneys or accountants, or any other professional services (costs of consultants, attorneys or accountants or any other professional services are considered in-kind as stated in 2.n., below);
 - f. Not conflict with or modify existing or proposed public improvement projects (Curb, sidewalk, drainage structures or pipes, utilities), unless approved by the City Manager or City Council:
 - g. Represent the neighborhood property owners;
 - h. Designate a person, association, or responsible entity to perform the administration and maintenance for the next ten years.
 - i. Do not count the maintenance effort as part of the applicant’s match. It is NOT the intent of this grant program for the City to provide or pay for future maintenance.
 - j. Be able to award a construction contract within one month of grant allocation approval by City Council
 - k. Provide a 50/50 match of the total cost of the project, including cash, volunteer effort, materials, or any combination (based on availability)
 - l. Provide project cost estimate and project schedule. Petitioners must use Orange County estimate forms.
 - m. Include a signed letter of agreement with the City, assuming all liability, insurance, maintenance, and holding the city harmless; the letter of agreement will provide the applicant with the city’s acceptance of the project and confirmation of project grant allocation.
 - n. Consider, as part of the project cost at full market value, in-kind contributions received by the neighborhood. Such contributions shall include items of the total project cost when

provided by residents possessing specific skills as an in-kind contribution (i.e., a licensed plumber providing plumbing work at a discounted rate or no charge, a lawyer rendering legal services, or a surveyor providing survey work. Non-skilled labor contributions can benefit the project at the minimum hourly wage. Federal labor and wages will apply.

- o. Neighborhood improvement grants shall be limited to the available funds, which the City Council will determine upon adopting the annual City Budget. A District Commissioner may agree to hold over any spending from one year to the next.
- p. Before receipt of a grant through this program, Applicants shall make every effort to secure funding from Orange County neighborhood grants before considering their application. Grants are limited to one per year per neighborhood group.

TYPES OF PROJECTS

- 3. The types of projects include capital improvements, but they are not limited to them. They may also include a playground and minor park improvements, benches, neighborhood beautification, neighborhood identification signs, neighborhood walls, fences, landscaping of common areas, common area improvements, irrigation of common areas, lighting, etc.
- 4. All projects will be conducted in accordance with all applicable federal, state, and local laws. Projects involving private property must have the written permission of the property owners. It is the grant recipient's responsibility to obtain any normally required permits (e.g., **building permits**).
- 5. **Applications will be evaluated by the City Manager. The City Manager will inform the District Council Commissioner of the application. The City Manager will consider each grant application based on the following:**
 - a. The quality and scope of the proposed project;
 - b. Level of neighborhood participation in the project;
 - c. Need for the project, and;
 - c. Neighborhood's matching contribution.
- 6. **Requirements: To participate in the BING Program, applicants must;**
 - a. Meets all requirements listed in item #2
 - b. Meets all requirements under eligible projects;
 - c. submit the proposed Project Budget (projected expenses and contributions), Project Title Plan/Timeline, Volunteer Hour Pledge Sheets, documentation of the required match, and a copy of the association's meeting minutes reflecting the membership vote of approval for the grant (if applicable) or petition of support from the majority of affected residents; One bid required for mini-grants \$1,500 or less and, three bids required for grants over \$1,500.
- 7. **Payment**

City Manager shall review and approve all payments under this Program, when a detailed budget is submitted, invoices are provided and W-9s are signed and delivered for any check greater than \$600.00 made out to an individual.
- 8. Submit the completed BING application to the City Manager

City of Belle Isle City Hall
1600 Nela Avenue
Belle Isle, Florida, 32809.

9. The funding application shall include a description of the project or improvement that is to be made, a budget for the project (which includes in-kind contributions and projected costs), a project plan (which estimates the amount of time from start to completion of the project), and evidence of support for the project through a signature petition of the majority of residents in the impacted area.
10. To determine the maximum matching grant money for which a project is eligible, the applicant must document residents' volunteer labor at minimum wage, in-kind donations at actual retail value, and skilled labor at a normally billed hourly rate.
11. The City Council will consider each project individually on its own merit and determine if it shall receive funding and the level of financial support warranted. The maximum 50/50 match per district for any one project.
12. Projects may be shared between districts and will be given a high priority for funding
13. The City may pay Grant monies directly to vendors for services or materials or at the end of the project to the homeowners' group in reimbursement for monies expended, provided sufficient supporting documentation.
14. the minor project grant program intends to assist with neighborhood improvements to as many neighborhood groups within the City as possible. Due to funding limitations, there is no guarantee that any project will receive the maximum grant. Rather, this program intends to ensure that as many qualified projects as possible receive some level of financial support.
15. Applications shall be submitted to the City Manager
Belle Isle City Hall
1600 Nela Avenue
Belle Isle, Fl. 32809
-or-
rickr@belleislefl.gov
16. For more information, call: Rick Rudometkin, City Manager
Phone: 407-851-7730