



# Mayor's Matching Grant Program

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GUIDELINES AND ELIGIBILITY FOR NEIGHBORHOOD ORGANIZATIONS



## Purpose

The Mayor's Matching Grant (MMG) program provides funding for neighborhood projects that address neighborhood needs and improve the quality of life in City of Orlando neighborhoods. The purpose of the grant program is to provide the neighborhood organization with resources to implement neighborhood enhancement projects that the neighborhood would not normally be able to fund.

Grant funds are available annually, with awards ranging from \$500 to \$5,000 that are matched dollar for dollar by the applying neighborhood organization using a combination of cash, in-kind contributions and volunteer labor. Requests may be made in increments of \$500.

Grant funds can only be used for projects that benefit the entire neighborhood and allow all residents the opportunity to participate. The grant application is available at the Office of Community Affairs website at [orlando.gov/grants](http://orlando.gov/grants).

## Eligibility

Mayor's Matching Grants are available to City of Orlando neighborhood, homeowner, condominium and resident associations (henceforth neighborhood organizations) whose primary purpose is neighborhood development.

In order to qualify, projects must address needs or improve the quality of life in one of the following categories:

- Physical improvements and neighborhood beautification
- Traffic Box Art projects
- Neighborhood crime prevention and safety

- Sustainability projects
- Main Street District projects

Applicants are encouraged to partner with local businesses, religious institutions, nonprofit organizations and other community resources in the planning and implementation of projects.

Both mandatory and voluntary neighborhood organizations are eligible to apply.

**Note to Mandatory Associations:** Grants awarded to Condominiums and Mandatory Homeowners' Associations may be taxed under Internal Revenue Code (IRC) Section 528. Condominiums and Mandatory Homeowners' Association should consult their Certified Public Accountant (CPA) regarding the tax impact of grants and fundraising activities

## Grant Match

- The total match must equal or exceed the amount being requested from the City of Orlando.
- A combination of cash, volunteer labor and/or in-kind goods or services can be used as match.
- In-kind or cash donations from City of Orlando services, staff, or elected officials cannot be counted as match.



# Grant Match – Neighborhood Organizations

Match Component	Definition	School or Nonprofit Organization Contribution	Community Partner Contribution
Volunteer Labor	Volunteer labor from school or nonprofit organization staff or volunteers, valued at \$34.79 per hour	A minimum of 25% and a maximum of 50% of the grant award	Not required, although volunteer labor may strengthen and contribute to the success of the project
Cash	Cash contributions or donations	Unlimited	A minimum of 50% of the grant award in cash and/or in-kind goods or services
In-kind Goods and Services	Supplies, equipment, space or professional services valued at “fair market value” and furnished by legitimate service providers and/or businesses	Unlimited	A minimum of 50% of the grant award in cash and/or in-kind goods or services

## Board & Neighborhood Approval

Each neighborhood organization must have its voting members vote on and approve the grant application and neighborhood match contribution before submission. Meeting minutes must be notarized, include a motion and vote, and include:

- The name and short description of the grant project
- Motion, vote, and approval to pursue and submit the grant application and neighborhood match contribution to the City
- Approval of common property usage
- If constructing a neighborhood identification sign(s), the neighborhood association must vote and approve the proposed design and location(s) of the neighborhood identification sign(s).
- A copy of the notarized meeting minutes documenting the discussion and vote must be submitted with the grant application



## Project Team

The Project Team must have a Project Leader, an Alternate Project Leader, Report Coordinator, Partner/Volunteer Coordinator and Historian for a total of five volunteers (minimum). All Project Team members are required to attend an orientation session conducted by the Office of Community Affairs, so it is important to ensure that project team members are committed to the success of the project. Project team members must reside in the neighborhood in which the project occurs.

## Project Team Roles

**Project Leader:** serves as the chairman of the team, is the primary contact with Office of Community Affairs staff and cannot serve in other positions on the project team. The Project Leader is responsible for meeting all terms of the grant agreement, including submitting quarterly project reports and a final report to the Office of Community Affairs.

**Alternate Project Leader:** an active project team member who is willing and capable of taking over Project Leader responsibilities, in the event that the current Project Leader is not able to fulfill their role and responsibilities.

**Report Coordinator:** compiles information, completes and submits quarterly and final reports to the Project Leader for signature.

**Partner/Volunteer Coordinator:** invites partners to project activities, keeps track of partner cash contributions and in-kind services for quarterly reports, sends the completed project plan and timeline to the partners, and records project volunteer hours for quarterly reports.

**Historian:** responsible for keeping photographs and/or video documenting the grant project from beginning to end.

Project team members may be changed or replaced at any time during project implementation. It is important to match the skills, expertise, and interests of each project team member's role with the appropriate individual. Therefore, it is valuable for the Project Leader to solicit a diverse group of individuals who can contribute to the success of the project.

# Obtaining Permits

A building permit application, site plan and signed and sealed drawings by an architect or engineer licensed in the State of Florida are required to obtain a permit for all building projects involving any man-made structure being built or installed, whether on common property owned by the neighborhood organization or in the City Right-of-Way. Examples of structures include: neighborhood signs, fences, walls, fountains, gazebos, etc. In addition, all building projects require that building permits are pulled by a State License Contractor, per Florida State Statute. The licensed contractor can be a general, building or any other trade contractor, as appropriate to the project. The Office of Community Affairs will absorb the costs of the City building permit fee for grant recipients with physical improvement projects. All other fees and permits are the responsibility of the neighborhood organization, including the cost of the signed and sealed plans.

The permitting process will take approximately four weeks once applicant has submitted all appropriate documents and information. The Office of Community Affairs requires the project team to fully investigate property ownership and obtain permissions before the grant is awarded. This will minimize delays during the permitting process. Please note: the Office of Community Affairs will provide a permit fee letter after the grant is awarded, which explains how the Office of Permitting Services charges the Office of Community Affairs for the building permit fee. Permitting fees incurred prior to the execution of the grant award will not be reimbursed by the City of Orlando.

## Site Plan Requirements

Site plans are required for both the technical review of the proposed physical improvement project and after the grant is awarded to pull the required permits. A preliminary site plan must be submitted with the grant application that provides detailed information about the location and scope of the proposed project. Once the grant is awarded, all site plans that involve building or installing a structure must be signed and sealed by a registered architect or engineer licensed in the State of Florida. Remember to include an estimate for these fees in the proposed project budget.

## Right-of-Way Encroachment and Removal Agreement

Site plans are required for both the technical review of the proposed physical improvement project and after the grant is awarded to pull the required permits. A preliminary site plan must be submitted with the grant application that provides detailed information about the location and scope of the proposed project. Once the grant is awarded, all site plans that involve building or installing a structure must be signed and sealed by a registered architect or engineer licensed in the State of Florida. Remember to include an estimate for these fees in the proposed project budget.

# Project Guidelines

Project guidelines are included in the following sections. Eligible projects must fit in one of these categories to be considered. If you are unsure if the project fits within these categories or need assistance, please call 407.246.3275.

## Physical Improvement Projects

Physical improvement projects must be conducted in accordance with all applicable federal, state and local laws, including those that govern mandatory associations. Physical improvement projects may only be installed or constructed on public property (such as the City's Right-of-Way) or on common property owned by a neighborhood organization. Grant funds cannot be used to make improvements or enhancements on private property. In addition, grant funding cannot be used to reimburse expenses from projects previously completed by a neighborhood organization, projects started prior to execution of the grant award or supplies purchased before the execution of the grant award.

## Property Owner Permission

If grant is awarded to a neighborhood organization for a project to be built on public property, the neighborhood organization must receive the written permission of the appropriate governmental jurisdiction that owns it, i.e. Florida Department of Transportation, City of Orlando Transportation Engineering, City of Orlando Families, Parks and Recreation Department, etc. Similarly, if the neighborhood organization's project involves common area property, the neighborhood organization's board must approve the project and give permission to pursue the Mayor's Matching Grant. Notarized minutes from this meeting must reflect acknowledgement and approval of common property usage.

## Maintenance of Projects

The neighborhood organization is fully responsible for the maintenance of any physical improvement funded by this grant and is required to provide a long-term plan describing how the neighborhood organization will fund and maintain the physical improvement.

## Estimating Cost

Estimates from at least 3 established vendors must be submitted for any expenses that exceed \$250 per unit cost.

# Neighborhood Identification Sign Guidelines

Sign guidelines are available from the City of Orlando's Office of Permitting Services or online at [orlando.gov/permits](http://orlando.gov/permits). In addition, neighborhood organizations must also adhere to the City's Neighborhood Identification Sign Policy noted below:

Neighborhood organizations within the City of Orlando who are registered with the City of Orlando Office of Communications & Neighborhood Relations are eligible to apply for building permits to construct neighborhood identification sign(s).

The neighborhood organization must demonstrate neighborhood approval of the proposed design and location(s) of neighborhood identification sign(s) by holding a neighborhood meeting wherein a vote is taken to approve the sign(s). The neighborhood organization must mail or hand-deliver written notice two weeks prior to this neighborhood meeting to all households within the affected neighborhood's boundaries. The notice must include mention of the vote on sign design and location(s). The City can provide a list of households within the affected neighborhood if needed.

At least 51% of those attending the neighborhood meeting must approve the proposed design and location of the sign(s), one vote per household. A notarized copy of both the meeting notice and minutes from this neighborhood meeting wherein the vote was taken must accompany the neighborhood organization's application for a building permit to construct the sign(s). The notarized copies of the meeting notice and minutes from the neighborhood meeting must also be attached to the application.

All neighborhood identification signs must include the neighborhood's name as stated on the City of Orlando Neighborhood Boundaries Map, except in designated historic districts, which instead may include the name of the district as stated in the ordinance that creates the district.

The design and proposed locations of neighborhood identification signs are subject to technical review and approval before a permit can be issued. The neighborhood organization will be notified in writing when the permit is approved or denied. A copy of approved building permits will be forwarded to the Office of Community Affairs.



# Traffic Box Art Project Guidelines

Traffic art boxes allow neighborhood associations to brand themselves with a theme, encourage a sense of neighborhood pride and brighten their landscape. A Traffic Box Interest Form is required before grant submittal. The completed form must be submitted at least 30 days before a Mayor's Matching Grant deadline. Once the Traffic Art Box Interest Form is submitted and approved, the applicant will be invited to submit the Mayor's Matching Grant application.

Once City Council has approved the grant, the neighborhood association must provide the following before implementation:

- Complete artwork renderings for each traffic art box
- Provide proof of general liability insurance in the amount of at least \$1,000,000 with the City of Orlando included as additionally insured.
- The artist/vendor responsible for the installation of artwork must sign the Visual Artist Rights Act (VARA) waiver. In addition, a Mayor's Matching Grant funding agreement and a traffic art box agreement must be signed by the neighborhood association and the City of Orlando.

It is the responsibility of the neighborhood association to maintain the traffic art boxes. Within three years of the grant award, the neighborhood association can apply for a fast track grant of up to \$1,000 to cover maintenance or replacement of artwork due to damage.



# Neighborhood Crime Prevention & Safety Guidelines

All applicants who want to implement crime prevention and security projects must have an OPD Security Survey of their common property areas prior to submitting a grant application. The Orlando Police Department conducts Security Surveys to identify security weaknesses, make recommendations and educate residents about changes they can make to physical features of property and to their own behavior to help prevent crime. Applicants may request grant funds to implement recommendations contained in the Security Survey. A copy of the Security Survey must be attached to the application. Please contact your Commissioner's OPD Liaison to schedule a Security Survey of your common property areas. Security Surveys are free of charge.

## COMMUNITY EMERGENCY RESPONSE TEAM (C.E.R.T.) TRAINING GUIDELINES

Community Emergency Response Teams (C.E.R.T) learn preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization and disaster medical operations.

All C.E.R.T. programs funded by the Mayor's Matching Grant must work with the City's Office of Emergency Management to prepare a neighborhood emergency response plan. To use grant funds to implement C.E.R.T. training and prepare a neighborhood emergency response plan, neighborhood organizations must include a letter of agreement from both the Orlando Fire Department and the Office of Emergency Management with their grant applications. Contact the Orlando Fire Department's Public Relations section at 407.246.3128 and the Office of Emergency Management at 321.235.5438 to obtain these Letters of Agreement.



# Sustainability Project Guidelines

Sustainability projects seek to foster community partnerships that promote sustainable and healthy lifestyles.

Eligible Projects/Expenses include:

- Creating neighborhood gardens, food forests or pollination pathways
- Restoring local ecosystems
- Reducing waste production and source reduction or increase recycling and composting
- Water and energy efficiency and conservation
- Water quality protection
- Reducing potable water use through efficiency measures, native landscaping or rainwater harvesting
- Installing rain sensors to prevent watering during rainy weather
- Events where community members can learn about energy efficiency, pollution reduction and sustainable practices



# Main Street Project Guidelines

Funding is available for Creative Placemaking and Tactical Urbanism projects facilitated by designated Main Street Districts that implement interesting creative placemaking and tactical urbanism projects. Preference will be given to projects that create a sense of place, enhance culture and build the character and identity of the Main Street Districts.

Eligible Projects/Expenses include:

- Landscaping and planters
- Lighting Enhancements
- Murals
- Parklets
- Neighborhood identification signs
- Pop-up Retail Stores
- Storefront Art
- Ambient music
- Busking
- Wayfinding signage

The applicant is required to meet with the Creative Placemaking/Tactical Urbanism Pilot Program Coordinator who will review the applicant's project per the program requirements to determine eligibility. The Coordinator will provide the applicant with general guidance as to whether the proposed project is likely to qualify for program funds and whether the applicant is sufficiently prepared to move forward to submit the application.

The City expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The City retains the right to amend the program guidelines, agreements, and application procedures. The City also retains the right to display and advertise organizations that receive matching funds under this grant.

# Selection Criteria

Each project will be evaluated on the basis of how well it demonstrates the Mayor's Matching Grant program's main purpose of improving neighborhoods by addressing a specific need or concern.

CRITERIA	POINTS	EXPLANATION
Supports the Mayor's Matching Grant philosophy and mission	5 points	The activities and programs described in the project proposal are designed to address public safety, physical improvements, and/or educational or cultural initiatives within the City of Orlando. The activities and expenditures fall within the guidelines of what is eligible for funding.
Community Partnerships	5 points	Application includes Letters of Intent for in-kind donations such as supplies, equipment, space, or professional services, which describe their donations and state the market value. Proposed match is well documented and ready to expend.
Community Involvement	5 points	A significant number (at least 5) of neighborhood organization residents are involved in carrying out the project. Also, volunteers have committed to planning and implementing the project. Project involves broad-based neighborhood participation.
Benefit to Neighborhood	5 points	Project provides a public benefit to the neighborhood and involves the neighborhood residents in all phases. The project or activity takes place within the boundaries of the neighborhood.
Project Planning	5 points	Well-planned, cost-effective and ready for implementation; shows a clear and reasonable vision for sustaining the project and resulting improvements. Proposed activities are an innovative response to a recognized problem. Grant application is complete.
Budget	5 points	Budget is reasonable projection of expenses and revenue. Budget accurately depict revenues, expenses, the neighborhood organization's match, and sufficiently justify the amount of grant funds being requested. At least three written estimates from an established vendor are submitted for expenses that exceed \$250 per unit cost. Met or exceeded match amount according to grant funds requested. Expenses are itemized, specific, and necessary for project implementation.
Total Possible Points	30	