



SULLIVAN RENAISSANCE 2018 PLANNING & COMMUNITY DEVELOPMENT PROGRAM COMMUNITY DEVELOPMENT GRANT INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities in Sullivan County, NY. The **Planning and Community Development Program** offers funding for projects that involve planning and design, beautification of public spaces, and downtown revitalization. **COMMUNITY DEVELOPMENT GRANTS** are for municipalities, local development corporations, or other eligible organizations to implement community-based projects in consultation with Sullivan Renaissance staff.

A limited number of reimbursement will be awarded on a first come, first served basis as funds are available. Applicants will be notified within approximately 30 days whether they have been approved. Sullivan Renaissance reserves the right to redirect category placement among our various grant programs.

BASIC REQUIREMENTS

Upon invitation, proposals may be submitted for projects in one or more of the following areas:

- Beautification (including hiring part-time seasonal staff to maintain public spaces)
- Downtown revitalization (façade renovation program, public art projects, placemaking)
- Community development (planning, visioning, needs assessments, capacity building)
- Economic development (marketing and business development)
- Capital improvement projects (streetscape, infrastructure, community facilities)
- Inter-municipal initiatives or corridor-based projects (addressing one or more of the above areas)
- Other initiatives in consultation with Sullivan Renaissance staff

GRANT RESOURCES

A limited number of reimbursement grants up to \$5,000 will be awarded. Preference will be given to municipalities and organizations with a proven track record managing multi-element projects. Projects are required to provide a 50/50 match using additional sources of funding and/or in-kind donations of goods and services.

PROJECT DOCUMENTATION

All projects must be completed and a final report submitted by **October 1, 2018**. Final reports should include photos, a summary of all expenses (including the value of in-kind donations), receipts verifying those expenses, and a written summary describing the activities undertaken and measurable outcomes.

For more information about the **Planning & Community Development Program** contact:

Helen Budrock, Assistant Director/Community Planner

Phone: (845)295-2445 or E-mail: hbudrock@sullivanrenaissance.org

To submit a grant e-mail: grants@sullivanrenaissance.org

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**SULLIVAN RENAISSANCE
2018 PLANNING & COMMUNITY DEVELOPMENT PROGRAM
COMMUNITY DEVELOPMENT GRANT APPLICATION**

APPLICANT INFORMATION

Name of applying group / organization: _____

Contact person: _____

Mailing address: _____

Phone (day): _____ Phone (eve): _____

Mobile: _____ Email: _____

Total project cost: _____ Grant amount requested: _____

Type of project: Beautification Downtown Revitalization Community Development
 Economic Development Capital Improvement Inter-municipal Project Other

Please provide a short summary of the proposal:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

PROPOSAL SUBMISSION

Include a detailed grant proposal summarizing the project with this cover page application. The following elements must be addressed / included in the proposal:

- **Project Description:** Describe the project and attach any photos, maps, renderings or other supporting documentation. Make sure to describe if the proposed project is part of a larger community vision, and any collaboration with other groups or individuals. Describe any permissions or permits needed, and how the project complies with local regulations (if applicable).
- **Budget & Finances:** Provide a detailed budget, itemizing anticipated expenses as well as sources of income. Make sure the budget clearly shows the total cost of the project, versus the amount of grant sought and any matching funds. Also provide a budget narrative that addresses how the project would proceed with partial funding. Describe other funding sources that have been secured or will be explored.
- **Additional Documentation** (please attach to your proposal):
 - 501(c) (3) IRS Determination Letter (if applicable)
 - Photos, maps, renderings and other supporting documentation
 - Letters of permission (including property owner permission)