



# SULLIVAN RENAISSANCE 2017 COMMUNITY DEVELOPMENT PROGRAM GRANT INSTRUCTIONS

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Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Community Development Grant program** provides funding to municipalities, local development corporations, community development corporations or other eligible organizations interested in engaging in pilot projects in consultation with Sullivan Renaissance staff.

## BASIC REQUIREMENTS

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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

Proposals and all relevant documentation will be considered on a first come, first served basis as funds are available. Applicants will be notified within approximately 30 days whether they have been approved. Please Note: These projects are not part of the Sullivan Renaissance judging and are not eligible for Phase II grants. Projects must be located in Sullivan County.

## GRANT AMOUNTS

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A limited number of competitive grants up to \$5,000 will be awarded. Preference will be given to organizations with a proven track record managing multi-element projects and undertaking long-term planning. Projects are required to show additional sources of funding and/or in-kind donations of goods and services.

## PROJECT DOCUMENTATION

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All projects must be completed and final documentation submitted by **October 1, 2017**. Extensions (up to one year from the grant award date) must be approved by Sullivan Renaissance prior to the deadline. Final documentation must include photos, a summary of all expenses (including the value of in-kind donations), receipts verifying those expenses, and a written final report describing the activities undertaken and measurable outcomes.

**For more information about the Community Development Grant Program, contact:**

**Helen Budrock, Community Planner**

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

**To submit a grant:**

**Email: [grants@sullivanrenaissance.org](mailto:grants@sullivanrenaissance.org)**

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE  
2017 COMMUNITY DEVELOPMENT PROGRAM  
GRANT APPLICATION**

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**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

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**PROPOSAL SUBMISSION**

This application must be accompanied by a written grant proposal summarizing the project. The following elements must be included in the proposal:

- **Project Description:** Describe the project and attach any photos, maps, renderings or other supporting documentation. Make sure to describe any steps taken to develop a long-range plan, and how the proposed project is part of a larger community vision. Describe any permissions or permits needed (i.e. building or highway permits) and how the project complies with local regulations (zoning, ADA compliant, etc.).
- **Collaboration:** Provide a list of all community groups, organizations or municipalities that will be collaborating on this project. Identify what task(s) will be performed by each group and attach letters of support.
- **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. *Note: if the organization does not have a 501(c)(3) letter and is not a school, church or municipality, it will be required to sign an expenditure responsibility letter prior to receiving the grant.*
  - Photos, maps, renderings and other supporting documentation
  - Letters of permission (including property owner permission)