



SULLIVAN RENAISSANCE 2017 MUNICIPAL PARTNERSHIP GRANT PROGRAM INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Municipal Partnership Grant program** engages local governments in beautifying public spaces, enhancing code enforcement and building healthy communities.

BASIC REQUIREMENTS

Towns and Villages applying in this program are required to collaborate with businesses and volunteer groups in their community. Grantees are required to address each of the following areas in some way, but may pick one area of concentration for weighted scoring during the judging process:

1) **Beautifying Public Spaces:** This may include labor and materials necessary to maintain existing gardens and public spaces and/or to create new gardens, parks or landscape installations. Municipal applicants are required to collaborate with existing volunteer based beautification groups in their community, as the goal of this program is to supplement the work of volunteers.

Beautification and enhancement of key gateways is particularly encouraged, and may include replacing/upgrading welcome signs, adding banners or hanging baskets to utility poles, planting street trees, removing litter along heavily travelled roads, or landscaping highway corridors in partnership with NYSDOT and county highway authorities. Participants may also develop innovative re-grant programs through which businesses in a defined gateway area could apply for funding to install landscaping, upgrade signage, or make other aesthetic enhancements.

2) **Enhancing Code Enforcement:** This may include hiring additional personnel or consultants to assist with code enforcement and/or the removal of eyesores in targeted areas that are highly visible. Municipalities are encouraged to adopt or strengthen land use regulations, design guidelines and property maintenance codes focused on aesthetics. Participants may also develop innovative re-grant or other incentive programs to address graffiti, blight, dilapidated buildings or other eyesores.

3) **Building Healthy Communities:** This may include taking steps to make communities more pedestrian-friendly, improving existing parks and trail networks or creating new ones, or hosting events and programs designed to promote health, nutrition and physical activity (i.e. races, walking tours, bike-a-thons, etc.). Municipalities are also encouraged to examine ways they could increase opportunities for their residents to access healthy food, including promoting or creating farmers markets, and establishing community vegetable gardens.

Towns and Villages interested in applying for a Municipal Partnership Grant are asked to submit an **Expression of Interest** no later than the close of business on **Friday, December 2, 2016**. Upon receipt of an Expression of Interest, Sullivan Renaissance will arrange to meet with local officials to tour the community and discuss needs and opportunities. After this meeting, the municipality may submit a formal grant proposal at any time, but no later than **Monday, January 30, 2017**. Approved grantees will be announced at Sullivan Renaissance's Annual Conference on **Saturday, March 11, 2017**.

RESOURCES AVAILABLE

A limited number of municipalities will be funded through a competitive application process. A review committee will determine which municipalities are selected to participate in the program. Sullivan Renaissance reserves the right to redirect category placement among various grant programs. Applicants who do not participate in the Municipal Partnership Grant Program may be eligible for funding through other programs.

Municipalities selected to participate will receive the following resources:

Matching Grants: Each municipality will receive an initial grant of **\$15,000**. Matching funds of at least \$10,000 are required and may be in the form of cash or in-kind contributions. A portion of the grant funds may be used to hire personnel or consultants to assist with grant administration and project coordination.

Flower Dollars: Each municipality will receive **\$500** in “Flower Dollars” to purchase annuals from participating garden centers and nurseries. Flower Dollars must be equally matched with the purchase of annuals or perennials (including trees and shrubs).

Project Assistant: Municipalities are eligible to request assistance from a paid assistant to help with project implementation and documentation. **A separate intern request form is required with the grant proposal.** Project Assistants will be assigned based on need, project scope, availability and supervisory capacity.

Technical Assistance: Each municipality will have preferred access to planning, design and engineering assistance provided by Sullivan Renaissance staff and/or consultants. This may include landscape design plans, customized Planning/Zoning Board training, assistance with land use ordinances and design guidelines, etc. Grant-writing assistance and and/or training in grant administration may also be available.

All approved municipal projects will participate in Sullivan Renaissance’s annual competition. Each municipality will be required to submit a progress report on August 1, 2017 and meet with an impartial team of judges on August 5, 2017. The judges will evaluate each project, and award one municipality a **\$100,000** capital grant secured by Assemblywoman Aileen Gunther. A second place prize of **\$50,000**, a third place prize of **\$25,000** and various special awards will also be announced at the Sullivan Renaissance Awards Ceremony on August 7, 2017.

DOCUMENTATION & FISCAL ACCOUNTABILITY

Grantees will receive **\$10,000** in March as well as “Flower Dollars” to purchase annuals. A tabbed three-ring binder documenting efforts to date (progress reports, receipts and photographs) must be submitted to Sullivan Renaissance in early August. Remaining grant funds will be disbursed after submission of a final report and proof of expenses are submitted to Sullivan Renaissance no later than **November 1, 2017**.

ADDITIONAL ASSISTANCE

Sullivan Renaissance offers a variety of educational programs including monthly seminars, an Annual Conference and Spring Forum. Bi-lingual translators who can help with outreach to multi-cultural populations are available. Prospective new applicants are strongly encouraged to call the office at 845-295-2445 with any questions or to make an appointment to discuss a potential project with.

For information about the Municipal Partnership Grant program, contact:

Helen Budrock, Community Planner

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

To submit a proposal:

Email: grants@sullivanrenaissance.org

Sullivan Renaissance is principally funded by the Gerry Foundation.



SULLIVAN RENAISSANCE 2017 MUNICIPAL PARTNERSHIP GRANT PROGRAM REQUEST FOR PROPOSALS

Towns and villages interested in being considered for funding through the Municipal Partnership Grant Program must submit a detailed proposal no later than **January 30, 2017**. The following elements must be included in the proposal:

- **Project Description:** Using the information contained in the completed **Expression of Interest Form** as a starting point, describe in detail what you plan to accomplish and how you will address each of the following areas:
 - Beautifying Public Spaces
 - Enhancing Code Enforcement
 - Building Healthy Communities

This narrative should be one to three pages in length. Make sure to attach photos, maps, renderings and other supporting documentation necessary to illustrate your proposal. Proposals that include the installation of new landscaping must also submit a completed **Garden Design Packet** for each location.

- **Collaboration:** Provide a list of all municipal employees/departments, community groups, organizations or outside agencies that will be collaborating on this project and what task(s) they will perform. Particular attention should be paid to the relationship between the municipality and any existing volunteer-based groups in the community that have historically received financial support from Sullivan Renaissance. A list of previously-funded Sullivan Renaissance projects in your community is available upon request.
- **Budget & Finances:** Provide a detailed budget that clearly shows the total expenses associated with the project, broken down by project component. A sample budget form is attached. In your proposal, make sure to also describe the source and amount of matching funds, including information on any outside funding sources that have been secured [or will be explored].
- **Additional Documentation** (please attach to your proposal):
 - Completed Budget Form (see attached)
 - Completed Intern Request Form (see attached)
 - Photos, maps and renderings supporting your proposal
 - Garden Design Packet (for new landscaping projects)
 - Property owner permission (if applicable)

2016 MUNICIPAL PARTNERSHIP GRANT PROGRAM BUDGET FORM

MUNICIPALITY: _____

	SR Prior Grant Funds ¹	SR 2017 Grant Funds ²	Municipal Match ³	TOTAL
BEAUTIFICATION				
SUB-TOTAL:				
CODE ENFORCEMENT				
SUB-TOTAL:				
HEALTHY COMMUNITIES				
SUB-TOTAL:				
OTHER				
SUB-TOTAL:				
GRAND TOTAL:				

Budget Notes:

1. Itemize any expenses that you plan to fund with Sullivan Renaissance Phase II Grants (winnings) from 2016 or prior years
2. Itemize any expenses that you plan to fund with the 2017 Municipal Partnership Grant. This should total \$15,000.
3. Itemize any expenses that you plan to fund with matching cash or in-kind services. This should total at least \$10,000.

2017 SULLIVAN RENAISSANCE REQUEST FOR PROJECT ASSISTANT INSTRUCTIONS

About the Program

The **Youth Development Program** combines a paid summer work opportunity with leadership skills development through hands on service learning and an exploration of a variety of community topics. The **Program** is administered in partnership with the Sullivan County Center for Workforce Development (CWD) and consists of two parts:

- **Project Assistance:** Assistants between the ages of 16-20 are hired to perform gardening and other support to one or more community projects. They are paid for a specific amount of hours between **May/June 2017 and August 31, 2017**. The total number of hours is determined based on the scope of the project.
- The **Youth Development** component is a **requirement** of the program and provides the opportunity for participation in leadership and civic engagement. Participants are paid for **these additional hours**. The schedule of sessions will be available at the time of intern interviews.

Community projects in the Beautification Program; Municipal Partnership projects and multi element projects in the Maintenance Program are eligible to apply for this assistance. Because the number of positions is limited, **not all communities will receive their own Assistant**. In some cases Assistants will be shared or work as a team. **These determinations will be made based on the needs of individual projects AND a group's ability to provide supervision.**

Groups requesting a Project Assistant **must complete a request form** and **identify a supervisor**. The request form is intended to explain the job responsibilities and determine the estimated amount of time needed. Requests are due along with the grant application by Once an assignment is made a more detailed work plan and **an actual schedule will be required**. If your community has an interested and eligible candidate, (16-20 at time of application), that candidate must complete a separate application. If a candidate has not been identified, but support is still needed, please note this on your request form.

Eligibility and Responsibilities

Applicants **must** be between the ages of 16-20 years old at the time of application. Applicants under the age of 18 are required to have working papers. Eligible candidates must be able to commit to attending the required youth development sessions. The schedule will be made available at the time of interviews which will be held in April unless other arrangements are made. **Preference will be given to applicants for whom this will be their only job.**

All selected candidates are required to participate in a mandatory orientation on May 17, 2017. They must bring their working papers, social security card and photo ID to this session.

The primary role of a Sullivan Renaissance Project Assistant is to help with care and maintenance of gardens and other beautification elements of community projects. To accomplish this, Assistants will be asked to help with planting, watering, mulching, fertilizing, weeding, dead-heading of plants, and related activities. Assistants may also be asked to help with administrative or organizational responsibilities such as clerical support, phone calls or fundraising activities.

Supervisor Responsibilities

Supervisors must attend an orientation which will be held on May 17, 2017 from 6pm-8pm. This is required for participation and is critical for the success of the intern's experience. In ability to participate in this orientation may impact eligibility for the community to have a Project Assistant.

Supervisors must work with the Project Assistant to establish a regular schedule and ensure that they understand the tasks to be completed. Supervisors are responsible for signing and submitting weekly payroll sheets to the Sullivan Renaissance office by **noon each Friday**, either in person, email or via fax.

**THIS PAGE TO BE COMPLETED BY THE SUPERVISOR
AND ATTACHED TO THE GRANT APPLICATION**

**2017 SULLIVAN RENAISSANCE
REQUEST FOR SUPPORT FROM PROJECT ASSISTANT**

Community: _____ Project Title: _____

Project Category: Community Municipal Partnership Multi-Element Maintenance

Supervisor Information: *This form should be completed by the person who will be providing direct supervision of the Project Assistant working in your community. Important! **Orientation is mandatory for assistants and supervisors. Failure to attend may result in loss of the Project Assistant opportunity for your community.***

Supervisor Name: _____ Day Phone: _____

Eve Phone: _____ Cell Phone: _____

E-mail address: _____

Project Assistant Information:

Do you know of a potential candidate? Yes No

If yes, what is his/her name? _____

The candidate will need to complete an application for employment and send it directly to Sullivan Renaissance.

If no, would you like a referral from Sullivan Renaissance? Yes No

Anticipated hours per week: _____ (This must correlate with a schedule for the season)

WORK PLAN AND SCHEDULE

Please fill out the following table explaining in general what the intern will do and how frequently tasks need to be done. A more detailed "Schedule and Task List" is available.

TASKS <i>List the major tasks that your intern will be asked to perform.</i>	FREQUENCY / TIME REQUIRED <i>Indicate when how frequently these tasks need to be done.</i>

I understand and agree to the requirements of the Sullivan Project Assistant Program.

SIGNATURE

DATE

**2017 SULLIVAN RENAISSANCE
PROJECT ASSISTANT SCHEDULE AND TASK LIST**

Project Assistant: _____

Phone: _____

Cell Phone: _____

Supervisor: _____

Phone: _____

Cell Phone: _____

SCHEDULE:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

TASK LIST:

	Daily	Weekly	Notes
Litter Pluck			
Weed			
Rake			
Edge			
Sweep			
Mulch			
Trim			
Prune			
Deadhead			
Plant			
Transplant			
Water			
Stake Plants			
Rotate Pots			
Repair			
Clean			
Clean Tools			
Other			