



City Beautiful of North Little Rock Beautification Grant Guidelines

Do you have a really beautiful idea for your neighborhood?

Do you know of an area that needs landscaping, or would be perfect for a garden?

Here's what you can do:

- You can do what other residents do, by getting plants and materials in exchange for your volunteer planting and maintenance efforts.
- Projects must be within the city limits of North Little Rock and in a highly visible public area.
- Schools, non-profits, and other neighborhood organizations that wish to help foster community pride in North Little Rock are eligible.

Basic Philosophy

City Beautiful of North Little Rock provides matching grant support to nonprofit organizations, neighborhood associations, schools and other community organizations that wish to help foster community pride in North Little Rock through beautification or landscaping.

Grant Range

Grants range from \$100 - \$2000

However, on a project-by-project basis, some grants may be funded at a higher level. Funding is to be matched by volunteer efforts and/or matching cash donations.

Grant Limitation

Projects must be on City of North Little Rock property, North Little Rock School District property, North Little Rock Housing Authority property, North Little Rock public right-of-way, or property leased or an easement by the City. Please be advised that Federal and State Constitutions restrict the City's ability to award grants for the improvement of church property and religious schools.

Application Procedures

Applications for grants may be obtained from Neighborhood Services at 3427 North Magnolia Street, by calling the office at (501) 791-8500 or online at nlr.ar.gov (see applications and forms on the website under the Neighborhood Services office listing). The Grant Review Committee meets on the third Tuesday of each month at 1:30 p.m. to review applications. Meeting location is 3427 North Magnolia Street, North Little Rock, AR 72116. Grant applications should be turned in no later than 7 days prior to each monthly meeting. Turn completed applications with all necessary documentation to: Office of Neighborhood Services, 3427 North Magnolia, North Little Rock, AR 72116.

Areas of Interest

Primary areas of interest are highly visible sites to be enjoyed by the public, which include:

- Theme, cultural or educational gardens,
- Plants and materials,
- Life Lab projects that teach science, nutrition and horticulture.

Matching Grant Information

As an incentive to foster a greater sense of pride in the community, City Beautiful of North Little Rock provides grant awards for beautification projects that:

- Are highly visible to the general public,
- Provide educational enrichment opportunities for residents and visitors,
- Are reflective of a specific theme, such as cultural heritage gardens, rose gardens and Victorian gardens,
- Promote and preserve the cultural heritage of our community,
- Promote tree planting and preservation,
- Promote stewardship of the environment,
- Enlist community participation,
- Secure long-term maintenance assurances.

Examples of beautification projects eligible for funding include:

- Landscaping projects, including plants, trees, containers, walkways, benches, tables, fountains, decorative structures and irrigation systems.
- Life Lab projects that teach science, nutrition and the benefits of horticulture through active participation and curriculum.

Examples of ineligible projects include:

- Requests from individual property owners on their own behalf.
- Tree removal,
- Play equipment,
- Overhead costs (Office supplies, phone bills, etc.).

APPLICATION INSTRUCTIONS:

1. Fill in all blanks completely.
2. You must provide a tax identification number if applicable.
3. All attachments must be clearly labeled with the organization's name, project, date and location. All photographs must so be labeled.
4. All blueprints and site maps must show north direction if possible.
5. Streets and structures must be shown and labeled.
6. All documents must fit in a letter sized folder.
7. Return completed applications to:

Neighborhood Services, P.O. Box 5757, North Little Rock, AR 72119-5757 or Neighborhood Services, 3427 North Magnolia Street, North Little Rock, AR 72116.

City Beautiful of North Little Rock Beautification Grant Application

Organization/Group: _____ Date: _____

Project/Contact Manager: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Description of Organization/Group (general background, purpose, experience with similar project, if any):

Tax Identification Number (if applicable): _____

Description of project (state what you want to do, and why): _____

Attachment Checklist: Please label as attachments

Did you remember to include?

- Attachment 1 - Who will be maintaining the project?
Maintenance must be for at least three years after completion of the project.
- Attachment 2 - A project cost estimate which clearly labels items to be paid for with grant funds.
- Attachment 3 - A letter size landscape plan approximately "to scale".
- Attachment 4 - A detailed species list of plants selected for your project, and specific locations where each plant will be planted.
- Attachment 5 - School projects must include a letter of project and maintenance acceptance by an authorized District representative.
- Attachment 6 - Submit at least four (4) photographs from different vantage points to best illustrate current conditions.
- Attachment 7 - Include a copy of your bylaws (if applicable)

Return to: NLR City Beautiful Commission, c/o NLR Neighborhood Services,
P.O. Box 5757, North Little Rock, AR 72119-5757, or 3427 North Magnolia Street, North Little Rock, AR
72116





Project Summary

Please estimate the following numbers for your project to show leverage capabilities. We understand that these numbers may change somewhat in your Final Grant Report.

1. Volunteer labor: Number of Volunteers _____ at _____ hours each.
Total number of hours x \$21.36 per hour \$ _____
 2. Donated materials (provide list) \$ _____
 3. Other funding (designate and list) \$ _____
 4. Subtotal: Add lines 1, 2 and 3 \$ _____
- Line 4 Subtotal must equal or exceed Line 5 request**
5. City Beautiful Request \$ _____
 6. Total project value (sum of 4 & 5) \$ _____

Assurances

The undersigned applicant acknowledges and agrees:

1. The applicant is not entitled to a grant award until this application is reviewed and approved by City Beautiful of North Little Rock.
2. The City of North Little Rock has the right to require modifications to the project as a condition of approving and issuing the grant award.
3. Any grant award approved and issued to the applicant *must* be used for the purpose described in this application or, may be modified and approved by the City of North Little Rock.
4. That any and all changes to the application and purposes for which a grant award would be used must be submitted to the office of Neighborhood Services by written request and shall be subject to approval of the City Beautiful Commission.
5. Any grant award balance remaining after the completion of the beautification project shall be returned to the City with the **GRANT REPORTING FORM** and **COST BENEFIT ANALYSIS**.

The designated signatories, hereby certify that they have received a copy of the guidelines for qualifying for receipt of a grant award; that all information required by this application has been provided, included in the application, and is complete and accurate, and that they (the signatories) are authorized by their organization or group to execute this application and a grant agreement if a grant is awarded.

Applicant/Organization: _____

Authorizing Signature: _____ Date: _____



Standard Conditions

1. Grant applicant agrees to acknowledge funding by City Beautiful of North Little Rock in any and all press releases and public announcements regarding beautification projects.
2. Grant applicant agrees to post a visible sign provided by City Beautiful of North Little Rock acknowledging funding by City Beautiful of North Little Rock.
3. Grant Applicant agrees to maintain, or have maintained, that beautification project for a minimum of three years after the completion date of the project.

The undersigned applicant acknowledges and agrees:

Applicant/Organization: _____

Authorizing Signature: _____ Date: _____



Project and Maintenance Acceptance School Beautification

This is the standard form that is to be signed by an authorized school district representative when applying for a grant from the City Beautiful Commission of North Little Rock. This letter must be signed and returned along with the completed application for a beautification grant.

Authorized School District

Representative: _____

Date: _____

This signed letter states that the group representing this project and that the school has permission from the School District to solicit funds.



Life Lab Science Program Application Form

Addendum to City Beautiful Grant Application

In order to receive a City Beautiful Grant, a Life Lab garden must by itself or through the growing of ornamental plants, beautify the school campus at highly visible areas. This may include the transplanting of flowers grown in the Life Lab to other areas of the school.

Name of School: _____ Phone: _____

Address: _____ Zip: _____

Main contact person for Life Lab: _____ Phone: _____

List teachers interested in teaching Life Lab at your school:

_____	Grade: _____
_____	Grade: _____
_____	Grade: _____

What groups and or individuals in the community will commit to contributing towards the development of such a project? (Please list both in-kind and cash contributions committed.)

City Beautiful of North Little Rock Beautification Grant Fund Reporting Form

Name of Organization/Project: _____

Approximate number of total volunteer hours (multiply number of volunteers by the number of hours worked each volunteer): _____

INCLUDE COPIES OF ALL RECEIPTS FROM PURCHASES MADE FROM GRANT FUNDS, AND PHOTOGRAPHS DOCUMENTING WORK DONE. LABEL ALL PHOTOGRAPHS WITH NAME OF ORGANIZATION, SITE OF PROJECT AND DATE.

THE GRANT REPORT FORM, COPIES OF PURCHASE RECEIPTS AND "AFTER" PHOTOS ARE DUE IN THE OFFICE OF NEIGHBORHOOD SERVICES WITHIN FOUR WEEKS OF PROJECT COMPLETION.

In the remaining space on the page, please summarize the highlights of your project. This may include evidence of strong community support, volunteer enthusiasm, the positive results of your efforts, etc. Also describe any problems you had during the project.

Thank you for making North Little Rock a more beautiful city!

