



# Neighborhood Beautification Grant Program

## GRANT REQUEST

Date: \_\_\_\_\_

Located in Ward \_\_\_\_\_

### I. Applicant Information:

In accordance with Ordinance #8142, the applicant must be a non-profit organization or corporation operating in accordance with state and federal laws. Evidence of nonprofit status must be attached to this application prior to submission.

<b>1. Organization Name</b>		
<b>2. Mailing Address</b>		
<b>3. City/State/Zip</b>		
<b>4. Email (if applicable)</b>		
<b>5. Website (if applicable)</b>		
<b>6a) Has the organization received a grant under Ord. #8142 in the last calendar year?</b>		
<b>b) If yes, what was the amount of the grant?</b>		\$

### II. Representative Information:

<b>1. Authorized Representative</b>		
<b>2. Mailing Address</b>		
<b>3. City/State/Zip</b>		
<b>4. Phone Number</b>		
<b>5. E-Mail</b>		
<b>6. On what day did the applicant authorize you to pursue this grant?</b>		

### III. Description of Project:

In accordance with Ordinance #8142, the project must be located on public property for the benefit of public areas and facilities.

<b>1. Project Narrative</b>		
<b>2. Location</b>		
<b>3. Start Date</b>		
<b>4. End Date</b>		
<b>5. Number of Volunteers Involved in Project</b>		
<b>6. Estimated Volunteer Hours to Complete Project</b>		

### IV. Funds Requested and Proposed Use:

In accordance with Ordinance #8142, grant funds may only be used for supplies and materials. Salaries and/or wages are prohibited. Grant awards may not exceed \$1,000 per year.

Supplies and Materials	Est. Cost	Supplies and Materials	Est. Cost
1.	\$	5.	\$
2.	\$	6.	\$
3.	\$	7.	\$
4.	\$	8.	*
<b>TOTAL FUNDS REQUESTED:</b>			<b>\$</b>

\*Attach continuation sheets as necessary

**V. Signature:**

By affixing my signature on the line below, I state under penalty of perjury that (initial each item):

- \_\_\_ 1. The applicant named in Section I is a non-profit entity in good-standing with the State of Arkansas that has lawfully authorized me to act as its agent in applying for this grant.
- \_\_\_ 2. The information I have provided on this form is true, accurate, and complete, to the best of my knowledge.
- \_\_\_ 3. I assume personal responsibility for the lawful and proper expenditure of any and all public funds disbursed as a result of this grant application. I understand that grant funds may only be spent on supplies and materials listed under Section IV and that unused funds must be returned to the City Clerk of the City of North Little Rock.
- \_\_\_ 4. If funds are disbursed as a result of this grant application, the terms contained herein shall be binding upon the applicant as an enforceable contract.
- \_\_\_ 5. I have been advised that under Ark. Code Ann. § 5-36-201, et seq., the presentation of false or fictitious information or failure to disclose a material fact in the process of obtaining or retaining public benefits may constitute a Class A Misdemeanor (for amounts less than \$500) or a Class C Felony (for amounts over \$500 but less than \$2,500) which are punishable by substantial fines, imprisonment, or both.
- \_\_\_ 6. I agree to provide digital pictures to the Office of Neighborhood Services showing the project site before and after project completion. I authorize the City of North Little Rock to use and publicize these images to verify performance under this agreement, to promote neighborhoods within the City of North Little Rock, to promote the City of North Little Rock as a whole, and for any other lawful purpose.

**SIGN & SUBMIT FORM TO:** OFFICE OF NEIGHBORHOOD SERVICES  
 3427 N. Magnolia St.  
 North Little Rock, AR 72116

Representative’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS SECTION FOR INTERNAL USE ONLY**

Approved By Both Council Members of Ward \_\_\_:

\_\_\_\_\_  
 (Signature) (DATE) (Signature) (DATE)

**Processing notes:**

NEIGHBORHOOD SERVICES

- 1. Upon receipt of form, verify that no more than \$15,000 has been disbursed from the applicable ward and that the applicant has not received a prior grant that would disqualify the application (*applicant may not receive more than \$1,000 per year*).
- 2. Notify Council Members of application.
- 3. If both council members approve within thirty (30) days, make two copies of the application, send the original to the City Clerk, send a copy to finance, and retain the copy. Notify applicant when funds are available.
- 4. Inform applicant if the application is not approved by council members within thirty (30) days, or disapproved due to financial constraints.

CITY CLERK

- 1. Place original application in historical files.

FINANCE

- 1. Verify that no more than \$15,000 has been disbursed in grant funds from the applicable Ward and that the applicant has not received a prior disqualifying grant (*applicant may not receive more than \$1,000 per year*).
- 2. Issue check in the amount requested payable to applicant and forward to Neighborhood Services.