

Know Your Neighbors!



Do you know who lives next door or down the block? Well here's your chance to change no into yes by getting to **Know Your Neighbors!** The goal of these events is to not only improve communication among neighbors, but to strengthen community values, and improve understanding and trust between all. A cohesive neighborhood is a happier, healthier, safer place to live. Know Your Neighbor Grants help to supplement the cost of conducting small neighborhood gatherings by providing a way to socialize and an opportunity to identify neighborhood needs or concerns.

Activities:

- May be used for a variety of activities such as block parties, potlucks or ice cream socials.
- May be used alone or as a supplement to a Neighborhood Improvement Grant. For instance, the Know Your Neighbor Grant may be used to provide breakfast to kick-off a larger revitalization effort where neighbors have committed their time to complete a neighborhood improvement such as a block clean up or trail improvement project, etc.

Grant Summary:

- Grants may be awarded **up to a maximum amount of \$100** each based on the grant application and activity receipts.
- Eligible grants will be awarded on a **first come first served basis** until the allocated funds are depleted.
- Applications may be **submitted at any time** throughout the 2014 calendar year and must be submitted **at least two weeks prior** to the scheduled event. Applications submitted after the activity will not be accepted.

Grant Eligibility and Application Requirements:

- **Any resident or property owner within the City of Arvada is eligible to apply for a Know Your Neighbor Grant. To facilitate neighborhood involvement, all applications must be submitted by residents of the neighborhood rather than by management entities.**
- **Applicants must submit a completed Know Your Neighborhood Grant Application form to the City of Arvada Community Development Department. All applications must represent a neighborhood group (formal or informal).**

- **Each group must register with the City of Arvada Neighborhood Improvement Program by completing the associated form (including providing a neighborhood map), attached herewith, or by contacting the Community Development Department.**
- **A block or neighborhood group may only receive funding for a Know Your Neighbor Grant once per calendar year.**
- **All funding must be utilized for activities that benefit the block or neighborhood and are held within Arvada.**
- **For all street closures, a special event permit shall be required in addition to the Know Your Neighbor Grant. Please contact the Traffic Division at 720-898-7740.**

Payment Process:

- **Eligible expenses may include food and supplies needed for a neighborhood gathering (including, but not limited to street barricades associated with a special event permit as noted above). Alcohol, cigarettes and any illegal substances are not eligible for reimbursement.**
- **Upon submittal of a summary evaluation form for the event and associated receipts, costs may be reimbursed up to the amount of \$100. All expenses must be incurred in 2014 and all receipts must be submitted to the Community Development Department no later than January 9, 2015. Depending on the submittal date, reimbursements are generally complete within 3 weeks of submittal.**

Application Date: _____

Know Your Neighbors Grant Application

**City of Arvada
Community Development Department
Neighborhood Improvement Program**

Contact: 8101 Ralston Road
Attn.: Linda Hoover or Kevin Nichols
720-898-7454 or 720-898-7464



Contact Info:

Block or Neighborhood Group Name: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____ (Daytime) _____ (Mobile)

Email: _____

Activity Information:

Activity Date: _____

Activity Description: _____

Location: _____

Anticipated Attendance: _____ people

List any street closures: _____

How will this activity benefit the neighborhood? _____

This should be a group activity amongst neighbors. Please list the names of people involved in planning and implementing this activity:

How will this activity be publicized? (Will you deliver invites door to door, post it on a neighborhood website, or send it in a monthly newsletter, etc.) _____

Know Your Neighbor Grant Checklist

	Application Checklist
	Application Form - Including Activity Budget
	Neighborhood Group Registration Form - Including Neighborhood Map
	Reimbursement Checklist
	Evaluation Form - Please include photos
	Reimbursement Receipts

As the signer below, I hereby acknowledge that I am authorized to represent this neighborhood group for grant purposes and I hereby affirm that these grant funds will be used for the purposes intended.

Name

Date

Know Your Neighbors Grant Budget

The City of Arvada has allocated funds to strengthen neighborhood support and improve neighborhood camaraderie thru functions such as block parties and kick-off activities. To receive this funding, please provide your budget by completing the form below. Once your activity is over, please submit an updated budget form that reflects your actual costs along with receipts for the requested expense reimbursements.

Grant Request: \$ _____

<u>Item Description</u>	<u>Cost</u>	<u>Purpose</u>
Total Grant Request:		

Additional information can be obtained by calling the City of Arvada Community Development Department at 720-898-7435 or by contacting the Neighborhood Program Coordinators listed below:

Linda Hoover 720-898-7454 or lhoover@arvada.org
Kevin Nichols 720-898-7464 or knichols@arvada.org

Know Your Neighbor Grant Evaluation Form

To help us improve this process and our service to the community, please complete the information below and e-mail your response to Lhoover@arvada.org or KNichols@arvada.org. Please include as many activity details and photos as possible.

Did your neighborhood activity meet or exceed your expectations? Explain

What were the neighborhood benefits from this activity?

What happens next? How does the neighborhood group plan to build on this activity? Do you have any other activities or projects planned?

What are the Lessons Learned? ? What went well and what would you do differently next year?

How can the City provide assistance in helping you reach your neighborhood goals?

Are you planning to repeat this activity next year? Yes _____ No _____ Maybe _____

**City of Arvada Colorado
Neighborhood Group Registration Form**

Name of Neighborhood Organization

Neighborhood Communication:

How do neighbors communicate with each other? – Check all that apply:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Nextdoor.com | <input type="checkbox"/> Mailed newsletter |
| <input type="checkbox"/> HOA Website | <input type="checkbox"/> Door to Door Delivery |
| <input type="checkbox"/> E-mails | <input type="checkbox"/> Other (please specify) |

Describe the general boundaries of the neighborhood:

Estimated number of households in neighborhood: _____

Contact information for leaders of your neighborhood organization- names, addresses, phone numbers and email address (if officer titles are nonexistent or different than those listed, please indicate appropriate title)

President

Vice President

Secretary

If your organization has a website, please list it so we can link it to the City's Neighborhood Program page.

Neighborhood Map

Please provide a map outlining the area you consider to be your "Neighborhood"

Neighborhood Goals and Activities

Please provide a list of neighborhood goals and activities:

Please describe the history/character of the neighborhood:

What would neighbors describe as being the thing they most like about living there?

What do they like the least?
