



Neighborhood Beautification Program

Love Your Block: reimbursable mini-grant of \$500 that encourages neighborhoods to organize neighborhood events and complete small projects that build stronger relationships and improve neighborhoods.

Love Your Block

Love Your Block is a reimbursable mini-grant that supports a partnership between the City of Glenn Heights and neighborhoods by providing grants for projects that aim to:

- Encourage communities to organize community social events
- Encourage community groups to identify small community projects and develop volunteer-based solutions
- Provide space for neighborhoods to meet and organize

Who Can Apply? City of Glenn Heights residents AND registered Glenn Heights Neighborhood Associations/ Home-Owner Association's (HOA's).

Eligibility: One project per year, per group will be funded.

How much funding is available: The maximum funding for a single project is \$500; The City currently has funding to support up to eight (8) total programs over the course of a fiscal year.

#IamGlennHeights -  Love your Block

The Love Your Block (LYB) program supports a partnership between the City of Glenn Heights and residential neighborhoods by providing a reimbursable mini-grant of up to \$500 that aims to improve and enhance neighborhoods as well as create a shared sense of community in a neighborhood. This grant will be available as long as funds for the program are available.

For more information, contact:

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Community Engagement
1938 S. Hampton Rd
Glenn Heights, TX 75154

Staff Contacts:

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PROJECT OBJECTIVES

- Nurture or enhance a shared sense of community within the neighborhood;
- Improve neighborhood public spaces; or
- Beautify the community and the neighborhood.

PROJECT ELIGIBILITY

All projects must be approved by the City Council.

- Projects must meet at least one of the program objectives.
- Projects must adhere to existing City ordinances and not interfere with any current or planned projects of the City or violate HOA rules, when applicable.
- Two types of applicants are eligible:
 - o Individual: **This is only applicable if your neighborhood is not registered as a Neighborhood Association or governed by a Home-Owners Association.** A team of 5 residents must be listed on the grant application as project leadership for LYB eligibility, with one individual acting as the applicant. The applicant shall sign the grant agreement and be liable for all activities undertaken as part of the project, as further outlined in the grant agreement.
 - o Neighborhood Group: A neighborhood group/ Home-Owners Association registered with the City as a neighborhood association, which has a bank account and can provide documentation verifying that the neighborhood group is active, may also apply.
- Projects must serve a neighborhood, which is defined as a contiguous area that self-defines itself as a neighborhood, and which must be identified in the grant application.
- If the planned project is on City-owned property, the application must be approved by the City of Glenn Heights City Council.
- Projects must have a minimum budget of \$250.
- Projects must be located within the city limits of Glenn Heights Texas.

The Glenn Heights City Council has the authority to deny any project, regardless of eligibility, if grant funds are depleted or the project is determined to not meet the core values of the City.

EXAMPLES OF ELIGIBLE PROJECTS

- Vacant lot and park area clean-up (requires residents to complete work)
- Plant native vegetation plants in shared spaces in the neighborhood, such as neighborhood entry, parks, etc. (requires residents to complete work)
- Rental of meeting space at City of Glenn Heights facility* related to:
 - (1) meeting regarding forming a Neighborhood Watch or Neighborhood Association;
 - (2) applying for the Neighborhood Beautification Program
- For a neighborhood party**, LYB can be applied to amenities for the party related to recreation. Examples are bounce-house, face painting, arts & crafts.

** Is applicable to one party per neighborhood in a calendar year

EXAMPLES OF INELIGIBLE PROJECTS

- Alcohol
- Childcare
- Non-Perishable Goods that will not be permanently incorporated into the project, such as gardening tools, ladders, etc.

APPLICATION PROCESS

- Review guidelines for the Love Your Block grant.
- Complete and return application. Applications are available through the Community Engagement Department office or online at <https://sites.google.com/view/glennheightsloveyourblock/home>
- The application will be reviewed by the City Council and a letter of approval or denial will be sent within 15 business days following the review.
- If awarded, applicants will contact the Office of Community Engagement to execute a grant agreement.
- Written approval of project and execution of a grant agreement must be completed before beginning any work, reserving a City facility meeting space, or purchasing or renting recreation items in order to be reimbursed.

REGULATION OF WORK

The City shall only reimburse the applicant after the project is completed and inspected, or, for an event or meeting, after the neighborhood event or meeting is held and documentation of the reimbursable costs is provided and approved. If the actual completed project or event does not conform to what was outlined in the grant agreement, the City reserves the right to reduce or refuse reimbursement.

VOLUNTEERS

Individual volunteering for a project or event funded by this program shall not be considered a City volunteer for any purposes.

PERMITTING (IF APPLICABLE)

Prior to commencing work on a project or holding an event, the applicant must obtain all necessary permits (Special Event, Building, Health, etc.) from the City. The applicant shall be responsible for ensuring all documentation requested by City staff is provided to the City. The applicant is responsible for conformance with all applicable safety standards and conditions.

INSTALLATION AND MAINTENANCE AGREEMENT (IF APPLICABLE)

If the proposed project will install improvements, including landscaping or irrigation equipment, on public rights-of-way or in public parks or other City-owned property, an Installation and Maintenance Agreement will be required between the City of Glenn Heights and the applicant. The applicant will be responsible for ensuring compliance with the agreement.

PARTICIPANT WAIVER FORMS (IF APPLICABLE)

The applicant shall require all participants in work in a public right-of-way, public park, or other City-owned property undertaken as part of a project funded by this grant to sign a liability waiver on a form which shall be provided by the City.

PARTICIPATION BY MINORS (IF APPLICABLE)

If minors will be working in a public right-of-way, public park, or other City-owned property, at least one (1) adult over the age of twenty-one (21) must be present for every five (5) minors participating.

PERMISSION TO ENTER (IF APPLICABLE)

If the project involves entering a privately-owned piece of property, written permission from the property owner shall be required as part of the grant agreement.

PROJECT REIMBURSEMENT

- All receipts must be submitted for reimbursement within thirty (30) days of the completion of the project or event. Only original receipts shall be accepted.
- Only rental fees or purchases of consumable goods and services (plants, amenity services, etc.) are eligible for reimbursement. Purchases of non-consumable goods (gardening tools, etc.) which are not permanently installed as part of the project are not eligible for reimbursement under this program.
- The City shall only reimburse after the project or event is completed; only actual costs shall be reimbursed.
- Checks are made payable to the applicant. The receipt of grant funds under this program may have tax ramifications for the applicant. The applicant will be responsible for any taxes due on the grant funds upon disbursement. Applicants should contact a tax professional with questions.