



## **2018-2019 BEAUTIFY HOOVER GRANT PROGRAM**

Dear City of Hoover Grant Applicants:

Healthy, beautiful landscapes enhance quality of life in urbanized areas. As property in Hoover continues to develop and age, it's important for Hoover's citizens to support beautification and landscaping efforts, city-wide. The Beautify Hoover grant program provides guidance and supplemental funding for landscape installation and/or landscape enhancement on public property within the Hoover city limits. By facilitating these enhancement projects and coalescing citizens around a common goal, it is our hope that this grant program will create a stronger, more livable and more beautiful City of Hoover.

Through the Beautify Hoover grant program, applicants would select a public property within the Hoover city limits, plan and design a project, then apply for grant funding from the Hoover Beautification Board. Eligible applicants include but are not limited to Hoover Schools, Hoover Fire Departments, Hoover City Parks or Facilities, Neighborhood Associations. Successful applicants would be responsible for the design, installation, and maintenance of proposed projects.

Projects must be located on public property within the Hoover city limits. Grants will be awarded based on compliance with application guidelines, as determined by the Hoover Beautification Board's grant review committee and applicable City of Hoover Departments. Applications must be delivered or postmarked on or before **April 30, 2019**. The Hoover Beautification Board will fund a limited number of projects and make the final decision on which projects are funded.

**Applications received by the specified deadline will be considered first. Applications received after the specified deadline may also be considered, provided grant funding is still available within the same fiscal year.**

Please email questions to:

Judy McDaniel ([jthompson1013@gmail.com](mailto:jthompson1013@gmail.com)) or Jennifer Gregory ([jggdrg@aol.com](mailto:jggdrg@aol.com))

Sincerely,

Judy McDaniel and Jennifer Gregory  
Grant Committee Co-Chairmen  
Hoover Beautification Board



## **BEAUTIFY HOOVER GRANT GUIDELINES**

### **INTRODUCTION**

A primary objective of the Hoover Beautification Board is improving Hoover’s overall, aesthetic appearance. In pursuit of that objective, the Board is pleased to announce the “Beautify Hoover” grant program. This Program seeks to partner with community-based organizations located within the Hoover city limits, to improve the appearance of public space. Through this Program, monetary grants are available to eligible groups for this beautification purpose. Through the shared beautification of the City, a program of this nature can foster lasting community partnerships. These guidelines are provided to help applicants navigate the grant application process. All grants will be distributed through the Hoover Beautification Board.

### **PROCESS OVERVIEW**

To begin, an organization should identify a project that can be completed within 12 consecutive calendar months. Once a project has been identified, the organization should compile all information required in the grant application packet. Completed applications should be submitted to the HBB by **April 30, 2019**. If funded, the organization will be entirely responsible for managing, completing and maintaining the project.

### **WHO CAN APPLY**

Applications will be accepted from community-based organizations. A community-based organization is a grouping of five or more individuals that reside and/or work within the city limits of Hoover. A group does not have to be incorporated to participate in the Program. Grants will not be awarded to individuals. Eligible organizations include, but are not limited to:

- Non-profit organizations such as Service Clubs, Garden Clubs and civic clubs
- City of Hoover schools and educational groups such as parent-teacher associations
- City of Hoover departments such as fire, police and parks; and/or
- Neighborhood Associations

### **FUNDING & GRANT PRIORITIES**

Grants range from \$500 to \$2,500 per award. Funding allotments will be awarded based on application compliance, aesthetic improvements achieved, net benefit to the community and level of volunteer support. The HBB will determine the final amount of the award.

Grants will be available for the purchase of trees, plants, flowers, irrigation systems, materials and supplies directly related to the implementation of the Project, equipment rental for the completion



of the Project and any other items the HBB deems appropriate. Only approved expenditures will be paid by the City of Hoover. The following items are ineligible for Beautify Hoover grant funds:

- Motorized vehicles
- Existing maintenance expenses
- Reimbursement for project expenditures occurring prior to award notification

## **PROGRAM REQUIREMENTS AND CONDITIONS**

1. **PUBLIC PROPERTY** - All projects must be located wholly on public property owned or maintained by the city of Hoover, such as public road rights-of-way (shoulders, medians, neighborhood entrances); grounds of public buildings and parks; school campuses; etc.
2. **PROJECT OBJECTIVE, GOALS AND BENEFITS** - Projects must have as their objective, the beautification of a public property through durable, creative landscaping that will require minimal maintenance and provide lasting benefits. The Project must have achievable and desirable goals. Preference will be given to projects that include plants that are either native or considered non-invasive to the southeastern region of the United States.
3. **APPROVALS** - Landscaping should meet all applicable government agency regulations and policies. All grant applications will receive supplemental review and approval by the Hoover Engineering Department and other Depts. as required.
4. **MODIFICATION AND/OR CANCELLATION OF PROGRAM** - The HBB reserves the right to change or cancel the Beautify Hoover grant program at any time. Submitting an application does not guarantee the award of a grant.

## **GRANT APPLICATION CHECKLIST**

1. **WRITTEN PROJECT PROPOSAL** - Applicants must submit a detailed description of the Project, including a work plan, landscape design (drawn to scale) and a timetable/schedule for completion of the project. Project Proposals should include the following:
  - Brief description of how the project will benefit the community
  - Description of volunteer participation
  - Design and planting details, including a plant list
  - Maintenance plans
2. **ITEMIZED BUDGET** - Applicants must provide an itemized budget of the total projected costs to complete the Project, including an estimate of applicable volunteer hours.
3. **MAINTENANCE PLAN** - The organization is responsible for the perpetual maintenance of the completed Project, to include plant replacement. Applicants must present a long-term maintenance plan and statement of commitment for the Project. Plan should include activities that promote optimal health and/or condition of project funded items.



4. APPLICATION PACKET - Applications must be typed or printed, clear and concise.
5. STREET MAP - A street map or current aerial photo showing the exact location of the project must be included with the application.

### **GRANT APPLICATION PROCESS**

1. Applicant submits **THREE (3) COPIES** of completed application, including exhibits, plans and details to the Hoover Beautification Board at 100 Municipal Ln, Hoover, AL 35216, postmarked or delivered on or before **April 30, 2019**.
2. Grant Committee reviews applications and submits appropriate applications for review to the City of Hoover Engineering Dept.
3. Applicant meets with City of Hoover Engineering Dept. to discuss plans, as required.
4. Upon completion of required reviews, Grant Committee recommends appropriate applications to Hoover Beautification Board for final approval of projects.
5. Hoover Beautification Board notifies Applicant in writing re application acceptance or denial.
6. Grant Committee member designated as Board's contact to approved grantees.
7. Following receipt of award notice and prior to beginning any project work, Applicant satisfies any project contingencies established by the Hoover Beautification Board.
8. City of Hoover Purchase Orders will be required for all project expenditures.
9. Purchase Orders will be issued directly to vendors by the Hoover Beautification Board for the purchase of project materials and supplies. Applicants will refer to said Purchase Orders when procuring project items from vendors.
10. Upon receipt, applicants will submit vendor product invoices to the Hoover Beautification Board for payment against a pre-approved Purchase Order.
11. Grant Committee designee and City staff inspect project for completion and compliance with approved plans.
12. Grant Committee submits summary project report to Hoover Beautification Board.

### **CRITERIA FOR GRANT APPLICATION**

Grant applications will be reviewed based on the following general criteria.

1. Overall application is clear and logical.
2. Work plan is detailed, specific and feasible.
3. Maintenance plan is sustainable.
4. Completed project will enhance the area as proposed.
5. Project budget is appropriate and cost-effective.
6. Project encourages volunteer support.
7. Organization is capable of completing the project.
8. Plant selections are native or considered non-invasive.



## **APPLICATION DEADLINE**

Applications must be received by the Hoover Beautification Board on or before **April 30, 2019**. Audio and video applications will not be considered or accepted. Please keep a copy of the submitted application for your records. Winners will be announced as they are approved.

### **Applications should be mailed or delivered to:**

Hoover Beautification Board  
Attn: Beautify Hoover Grant Program  
100 Municipal Lane  
Hoover, Alabama 35216

## **AFTER SUBMISSION OF GRANT APPLICATION**

Notification letters will be mailed to the organizational contact person as designated on the application approximately 30 days after receipt of the application. Award notices may be accompanied by contingencies that must be met prior to beginning work on a project. General contingencies include completing required paperwork. Specific contingencies may include revision of work schedules, completion of permit applications, and additional project information. Please note that organizations intent on receiving grant funding, should not begin work on a project until all contingencies have been satisfied.

**THE BEAUTIFY HOOVER GRANT APPLICATION  
FOLLOWS THIS PAGE.**

**PLEASE RETURN COMPLETED APPLICATION TO THE  
HOOVER BEAUTIFICATION BOARD  
AS DETAILED HEREIN.**



## **BEAUTIFY HOOVER GRANT APPLICATION**

**A. Organization:**

Name: \_\_\_\_\_

Organization Description: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Total Members: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**B. Project Information:**

Title of Grant Project: \_\_\_\_\_

Exact Location of Project: \_\_\_\_\_

Total Estimated Project Cost: \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Brief Project Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**BY SIGNING BELOW, the undersigned hereby acknowledges that he or she:**

- Understands and agrees that Beautify Hoover Grant funding must be used for the project described in this application and that a signed agreement between the City and the Applicant must be executed prior to beginning work on the Project;
- Understands that the Organization's application will be subject to the review and approval of the Hoover Beautification Board, Hoover Engineering Dept. and other City of Hoover Depts. as required;
- Is a duly authorized representative of the aforementioned Organization;
- Has read and fully understands the Beautify Hoover Grant Guidelines;
- Understands that failure to follow the Beautify Hoover grant guidelines may result in the loss of eligibility to receive grant funds; and
- Certifies that all parts of the Beautify Hoover Grant Application have been read and understood and that all information submitted thereon is true and correct.

Signature: \_\_\_\_\_

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

Name: (Print) \_\_\_\_\_

Title: \_\_\_\_\_



**GRANT PROJECT TITLE:** \_\_\_\_\_

A. DESCRIBE THE PROJECT, WORK PLAN AND DESIGN IN DETAIL. PLEASE ATTACH “BEFORE” IMAGES OF THE PROJECT SITE, AND A CONCEPTUAL IMAGE OF THE PROJECT AS COMPLETED.



**B. DETAIL THE TWO-YEAR, ESTABLISHMENT MAINTENANCE PLANS FOR THE PROJECT:**

**C. DESCRIBE THE GROUP'S COMMITMENT TO PERPETUAL MAINTENANCE OF THE PROJECT:**



**D. BUDGET SHEET**

PROVIDE AN ITEMIZED BUDGET OF THE TOTAL PROJECTED COSTS TO COMPLETE THE PROJECT, INCLUDING AN ESTIMATE OF VOLUNTEER HOURS. ATTACH A SEPARATE SHEET, IF NECESSARY:



**E. APPROVAL OF PROPERTY OWNER**

IF PROPERTY OWNER IS A PUBLIC ENTITY OTHER THAN THE CITY OF HOOVER, APPROVAL OF THE PROPERTY OWNER TO COMPLETE THE PROPOSED PROJECT MUST BE EVIDENCED BELOW.

I, \_\_\_\_\_, WHOSE TITLE AS \_\_\_\_\_ OF  
\_\_\_\_\_, A \_\_\_\_\_ CORPORATION,

HEREBY APPROVES THE WORK PROPOSED TO THE REAL PROPERTY AS DESCRIBED IN THE BEAUTIFY HOOVER GRANT APPLICATION PROJECT, TITLED \_\_\_\_\_.

BY SIGNING THIS FORM, I HEREBY ACKNOWLEDGE THAT I HAVE FULLY REVIEWED THE PROPOSED PROJECT, HAVE RECEIVED ANY NECESSARY APPROVALS OF GOVERNING BODIES IN ORDER TO ISSUE THIS APPROVAL, AND HAVE FULL, LEGAL AUTHORITY TO ISSUE THIS APPROVAL.

\_\_\_\_\_

BY: \_\_\_\_\_

PRINT NAME

ITS: \_\_\_\_\_