



2016/2017

Application Form and Instructions

Deadline for Application is 5:00 p.m. on November 30, 2016

Final Report to receive grant monies is due August 4, 2017

Applications will be accepted by mail or hand delivery to:  
Community Relations, 150 N. Lakeshore Drive, Ocoee, Florida 34761

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

By: \_\_\_\_\_

## Program Description

The basic premise of the MVP Awards is to improve the quality of life in Ocoee by assisting Ocoee residents and organizations in making improvements to their neighborhoods or creating programs which benefit our citizens.

## Who is Eligible?

Neighborhoods, civic clubs, religious groups and other organizations may apply as long as they can demonstrate that their project provides a benefit to the community. These groups should be located in Ocoee and serve the Ocoee community.

## Additional Required Documents

Each organization must have its organizational structure vote on and approve a motion to participate in the MVP program. Minutes reflecting the vote must be attached to the application.

Each organization must have a Tax Identification Number (TIN) or Employer Identification Number (EIN) on file with the City of Ocoee. You may obtain an application (form SS-4) for an EIN by contacting the IRS at (770) 455-2360 or visiting their website at [www.irs.gov](http://www.irs.gov). Applicants will be required to submit a W-9 with their application. Please plan ahead; this could take up to 4 weeks.

For those applicants who don't have a formal organizational structure, the application must contain a petition (as outlined in the application) in place of the meeting minutes.

Those applicants will use the City's purchasing system so they do not need to submit a TIN, EIN or W-9.

## Eligible Projects

Projects should benefit a certain segment of the population in Ocoee whether it be a neighborhood or other group. Neighborhood residents or organization members should be directly involved in all phases. *Projects should be able to be completed in six to nine months.* Grant funds may not be used to supplement regular operating budgets.

A Final Report must be submitted to receive grant monies. **\*\*Final Report is due by August 4, 2017\***.

## Application Process

The Community Relations Division must receive all applications no later than 5:00pm on November 30, 2016. No late applications will be accepted.

**REMOVE THIS INSTRUCTION PAGE BEFORE SUBMITTING YOUR APPLICATION**

## Application Process Requirements

- (1) *All applicants are strongly encouraged to contact city staff with any questions while completing their application.*
- (2) **Grant applicants must determine all necessary permits required for the projects and all permit costs should be reflected in the project budget summary.**
- (3) **Each organization is required to have at least four volunteers who will assist in completing the project.** Volunteers will be required to sign a volunteer list that will be submitted as part of the application. Only one signature per household will be allowed. Management companies can be used to file reports, obtain quotes, and assist with the project management; however, there should be at least four members of the organization who are familiar with the project specifics and who are committed to ensuring the project is completed on time.
- (4) **Applicants must submit no fewer than 2 and no more than 5 photographs showing the physical location of their project.** These will be considered “Before” photos. Once grant recipients are chosen, they will also be required to submit 2-5 photos depicting workdays. These will be considered “During” photos. Lastly, 2-5 photos showing the final product or end result of the grant will be required as the “After” photos.
- (5) **Each organization must submit two written quotes for any cost of more than \$1,000 on a proposed project.** The applicant doesn’t have to go with the lowest quote, as long as there is a valid reason for using another business.

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City of Ocoee  
**Most Valuable Partnerships (MVP) Awards**  
Ocoee's Neighborhood Matching Grants Program

**PLEASE PRINT OR TYPE**

Name of Neighborhood or Organization: \_\_\_\_\_

Project Leader: \_\_\_\_\_

Address for Project Leader: \_\_\_\_\_

Phone Nos. for Project Leader (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email Address: \_\_\_\_\_

Describe the neighborhood or project boundaries using streets & landmarks. The boundaries must be within the City of Ocoee. If the project serves a population without specific physical boundaries, please describe the population served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR NEIGHBORHOOD GROUPS, PLEASE ANSWER THE NEXT SECTION ON FORMAL AND INFORMAL HOMEOWNERS' GROUPS. FOR COMMUNITY ORGANIZATIONS, PLEASE ANSWER THE SECTION FOLLOWING THAT.**

Does your neighborhood have an official homeowners' association (legal entity)? \_\_\_\_\_

**If Yes:** (If No, skip to section on the next page.)

When was it formed? \_\_\_\_\_ How many members are in the association? \_\_\_\_\_

Are the members all homeowners in the neighborhood? \_\_\_\_\_

What is the official homeowners' association's organizational structure? (President, V.P., Committees, etc.):

\_\_\_\_\_  
\_\_\_\_\_

How does the association elect its leadership? When and how often are elections held?

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**If No:**

Do you have an active neighborhood group? \_\_\_\_\_ When was it organized? \_\_\_\_\_

How many members are in the group? \_\_\_\_\_

How many homes are in your neighborhood? \_\_\_\_\_

What is your group's organizational structure? (President, Vice-President, Committees, etc.)

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How does your neighborhood group elect its leadership? When and how often are elections held?

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**For community organizations which are not "neighborhoods", please answer the following questions:**

What is the name of your organization? \_\_\_\_\_

Is your organization a formal "non-profit", an informal civic group, or other (please explain):

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How many people are members or clients of your organization? \_\_\_\_\_

Are all members or clients of your organization either businesses or residents of the City of Ocoee? \_\_\_\_\_

If not, how many (either by number or percentage) are?

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**All Applicants Should Complete the Remainder of the Application:**

Please list the activities and projects your neighborhood or organization has accomplished in the past two years.

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Please describe how your homeowners' association/neighborhood group is funded. (Mandatory dues, volunteer contributions, etc.) What is the percentage of homeowners in the neighborhood who contribute to the neighborhood group's funds?

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What is the name of the proposed project? \_\_\_\_\_

What is the dollar amount being requested? **(Remember, all dollar amounts must be matched by the neighborhood/organization and any partners. The maximum grant award is \$2,000.)**

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Briefly describe the proposed project: \_\_\_\_\_

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List the project goals:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

List a **minimum of four** homeowners' association/neighborhood group/community organization members who will serve as the MVP Awards Project Team. Only one signature per household. A Telephone number or email address must be provided for each person.

POSITION	NAME	ADDRESS	Volunteer Hours Pledged	SIGNATURE
Project Leader				
Historian (Photographer)				
Quarterly & Final Report Coordinator				
Partner/Volunteer Coordinator				

How will the neighborhood residents/community organization members be involved with the project?  
Please be specific.

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What is the location of the proposed project? If the project is not physical in nature, please provide a description of whom it will serve in what general area.

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If the proposed project is a physical improvement (landscaping, sign, gazebo, etc.), please define the exact site location(s). Use street names and measurements from the curb, including measurements from sidewalks, if applicable. Also provide measurements of the project (height, width, length) and **attach a drawing**. (Please be specific with the details of physical improvements.)

Exact Location: (show on attached drawing)

Measurements of the Proposed Improvement: (show on attached drawing)

If the proposed project is a physical improvement, will it be located on:

Public Right-of-Way: \_\_\_\_\_

Private Property: \_\_\_\_\_

Common Area Owned by the Homeowners' Association: \_\_\_\_\_

(You will need to include written permission from the appropriate government agency for the public right-of-way or the owner of the private property or common area.)

Please complete the Project Plan and Timeline, the Volunteer Hours Pledge Sheet(s), the Project Budget, and Partner's Letter(s) of Intent. Instructions for completing these forms are listed on the page after each form. You must attach the meeting minutes reflecting the membership vote of approval for the proposed grant project. (See below if you don't have a formal association.)

We certify that our membership voted and approved this 2016/2017 MVP Awards application on \_\_\_\_\_ (date), and attached are the minutes reflecting this vote.

\_\_\_\_\_  
 Print name of person preparing application

\_\_\_\_\_  
 Print Name of Neighborhood/Organization President

\_\_\_\_\_  
 Signature of person preparing application

\_\_\_\_\_  
 Signature of Neighborhood/Organization President

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

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

Completed MVP Awards applications must be received by 5:00 p.m. on November 30, 2016 Deliver in person or mail to: Joy P. Wright, Community Relations, 150 North Lakeshore Drive, Ocoee, Florida 34761. Please call (407) 905-3100 if you have any questions.

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CITY STAFF USE ONLY	<u>YES</u>	<u>NO</u>
Has the applicant left any questions unanswered? _____	_____	_____
Has the association listed the Project Team names, their full addresses and phone numbers? (7 minimum)	_____	_____
Are all the Partner Letters of Intent attached?	_____	_____
Have all the association's cash and in-kind donations been documented?	_____	_____
Did the association attach the completed Plan and Timeline?	_____	_____
Did the association attach the completed Volunteer Hours Pledge Sheets?	_____	_____
Did the association attach the completed Budget?	_____	_____
If the project is a physical improvement, has a description and drawing been provided?	_____	_____
If the project is a physical improvement, is the written permission from the property owner attached?	_____	_____
Has the application been approved by the members and are minutes attached reflecting the vote?	_____	_____
Is the application signed by the person preparing the application and the association president?	_____	_____

**MOST VALUABLE PARTNERSHIPS (MVP) AWARDS**  
**The City of Ocoee's Neighborhood Matching Grants Program**  
**2016/2017 Project Plan and Timeline**

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

Neighborhood/Organization: \_\_\_\_\_

TASK	START DATE	COMPLETION DATE	PERSON RESPONSIBLE	RESOURCES NEEDED

## **Instructions for Completing Project Plan and Timeline**

The purpose of this form is to identify the tasks and resources necessary to successfully complete the MVP Awards project. Please list the primary tasks needed to implement and manage your project. When completed, the Project Plan and Timeline serves as a guide for your project and a tool for monitoring project progress. The project team will be able to use this Project Plan and Timeline to delegate tasks and to use its resources, while monitoring the progress of the project.

The **Task** column refers to primary tasks, which need to be completed. Some examples could include contacting a business who is providing in-kind services, or prepping a sign for painting, or scheduling a workday to install playground equipment.

The **Start Date** column refers to the date when the task needs to begin in order to finish the project on time.

The **Completion Date** column refers to the date the task is expected to be completed.

The **Person Responsible** column refers to the person or group charged with carrying out a specific task or activity.

The **Resources** column refers to the cash, type of in-kind services, and/or volunteers needed to accomplish the task. For example, the dollar amount, value of donated space, professional services, materials, plants, computer software, volunteer hours, etc.

Please make additional copies of this form, if necessary.

**REMOVE THIS INSTRUCTION PAGE BEFORE SUBMITTING YOUR APPLICATION**

## **Instructions for Completing Volunteer Hours Pledge Sheet**

Please list the name, complete address, and telephone number of each volunteer, along with the number of hours pledged and the task the volunteer will perform. The hours should reflect all volunteer hours including planning stages and project implementation. Some projects such as neighborhood entrance beautification will require on-going maintenance. Please include these additional hours.

Volunteer hours must total a minimum of 25 % of the total neighborhood match, but cannot exceed 50% of the total of the neighborhood match amount. The 25% minimum total of the volunteer hours must be from residents or homeowners of the neighborhood. Additional hours can be derived from other organizations or individuals that do not reside within the neighborhood. Volunteer labor does not include in-kind services or goods that businesses donate.

Please make additional copies of this form, if necessary.

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**MOST VALUABLE PARTNERSHIP (MVP) AWARDS**  
**The City of Ocoee's Neighborhood Matching Grants Program**  
**2016/2017 Proposed MVP Awards Project Budget**

Neighborhood/Organization: \_\_\_\_\_

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

**PROJECT REVENUES:**

Cash from the City: \$ \_\_\_\_\_

Cash from the Neighborhood/Organization: \$ \_\_\_\_\_

Cash from Partners (List of Partners and Cash Contributions):  
 \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CASH REVENUES:** \$ \_\_\_\_\_

**PROJECT EXPENSES:**

(List all expenses separately. Any expense over \$1,000 must be supported by two written quotes. Please attach the written quotes to this project budget)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL OF PROJECT EXPENSES:** \$ \_\_\_\_\_

**\*\* Total Cash Revenues should be equal to or greater than total project expenses. \*\***

////////////////////////////////////// *Estimated Value*

*In-Kind Contributions:* \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*Volunteer Labor* \_\_\_\_\_ Hours x \$10/hr \$ \_\_\_\_\_

## Instructions for Completing Project Budget

**Cash from the City** is the amount requested by the applicant. The organization must match this amount.

**Cash from the Neighborhood/Organization** is the amount of money the neighborhood/organization will be contributing toward the project.

**Cash from Partners** is the amount of money others outside the neighborhood/organization will be contributing toward the project. Examples of partners who may be interested in contributing are:

1. The developer or builder who developed the subdivision or built the homes there.
2. A nearby business, church, or other who may benefit from the project as well.
3. Someone who may have rental property in the neighborhood who would benefit from the project.
4. Someone or a business who has a connection to someone who lives in the neighborhood.

**\*\*Volunteer Labor** is the amount of time people will donate towards accomplishing the project. Volunteer hours must total a minimum of 25% of the total neighborhood/organization match, but cannot exceed 50% of the total match. Take the total number of volunteer hours from your pledge sheet(s) and multiply it by \$10 per hour.

**In-Kind Contributions** are donations of any type from people outside the neighborhood/organization or special contributions made by members of the neighborhood/organization. A letter from the organization stating the in-kind service they are providing must be submitted with the Final Report.

To illustrate examples of in-kind contributions, suppose a neighborhood is submitting a grant application to beautify its subdivision entrance. In-kind contributions could include:

1. The donation of irrigation pipe from a local supplier with a cash value of \$40.00
  2. A “free” tree for every two the neighborhood purchases for the project. Assuming the purchase of four trees, the two “free” trees would have a cash value of \$100.
  3. A person in the neighborhood happens to be a landscape architect and has donated her services to design the new landscaped entrance at a cash value of \$200.
- ★ The cash values above were made up strictly for this exercise.

The in-kind contributions are important in that the City wants to create a sense of community through this MVP Program. It is felt that if residents work with local businesses, it may start new relationships that will benefit both parties now and in the future.

**Project Expenses** are things the neighborhood/organization will have to pay for to complete the project. Things like plants, wood chips, paint, etc. would be included using the above example.

**NOTE: It is important to complete the proposed budget as thoroughly as possible, thinking through every facet of the project’s revenues and expenses.** Please make sure that the budget shows that you will have enough cash to cover your expenses. If there is a small amount of overage, this may be used for a “kick off” party for the project or for refreshments for volunteers.

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