



Fiscal Year 2020/2021

Applications are available online at Ocoee.org and at City Hall.

Deadline to submit applications is March 19, 2021 by 5 p.m.

Program Description

The Ocoee Neighborhood Matching Grant Program was created to assist residents in making improvements to their neighborhoods.

Who is Eligible?

Homeowner Associations (HOA) and Non-HOA neighborhoods may apply as long as they can demonstrate that their project provides a benefit to the community. These neighborhoods must be located within the Ocoee city limits.

Homeowner Associations and Non-HOA's may only apply for grant funds every other year.

The City will award up to \$2,000 for eligible projects. This is a 50% matching grant. Therefore, if the applicant's total project cost is \$4,000, the City will reimburse the HOA or Non-HOA \$2,000. If the project cost is \$2,000, then the City will reimburse the HOA \$1,000. The applicant/group will need to provide three (3) quotes for each project.

The City will reimburse the applicant for the work that is completed based on the actual project costs. Reimbursement will be based on proof of purchase for materials and/or paid invoices from a vendor. If the actual project costs exceeds the amount listed on the application, the applicant must pay the difference. If the actual project cost is less than the amount listed on the application, the City will only reimburse for half of the actual costs incurred, up to \$2,000.

Additional Required Documents

Applicants must show that a neighborhood group exists. If the neighborhood has an HOA, it must have its organizational structure vote on and approve a motion to submit an application to the Ocoee Neighborhood Matching Grant Program. Minutes reflecting the vote must be attached to the application.

For those applicants who do not have a HOA, you must provide a letter with signatures of all neighborhood participants, along with their addresses and phone numbers. The letter must state the Non-HOA group has agreed to submit a grant application.

Eligible Projects

Projects should benefit and enhance the neighborhood. *Projects must be completed within six months.* Grant funds may not be used to supplement regular operating budgets. A project must fit into one of the following categories:

- 1) Entry Beautification and Identification
- 2) Open Space and Common Area Enhancements
- 3) Security and Safety Improvements

REMOVE THIS PAGE BEFORE SUBMITTING YOUR APPLICATION

Application Process

- (1) All applicants are strongly encouraged to contact Community Relations at 407-905-3100, x-1530 with any questions while completing their application. If a neighborhood seeks to submit a grant, a representative from the City may assist the neighborhood upon request in preparing the grant.
- (2) Grant applicants must identify all permits required to complete the project and all permit costs should be reflected in the project budget summary.
- (3) Applicants must submit at least two (2) and no more than five (5) photos 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.
- (4) Each organization must submit three (3) 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.
- (5) **Grant Application Due: March 19, 2021 no later than 5 p.m.** Applications must have original signatures. No faxed proposals will be accepted.

Completed applications shall be sent to: City of Ocoee - Grant Program, 150 North Lakeshore Drive, Ocoee, FL 34761.

- (6) **City Commission Approval** – Grant applicants will be notified if their application was approved to begin their improvement projects.
- (7) **Project Deadline: August 31, 2021.** Projects shall be completed. All paid invoices, cancelled checks and proof of purchase documents must be submitted to the City for grant reimbursement along with the required “During and “After” photos.

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**City of Ocoee
Neighborhood Matching Grants Program**

PLEASE PRINT OR TYPE

Name of Neighborhood: _____

Project Leader: _____

Address for Project Leader: _____

Project Leader (Cell) _____ (Home) _____

Email Address: _____

What is the name of your proposed project?

- 1) Entry Beautification and Identification
- 2) Open Space and Common Area Enhancements
- 3) Security and Safety Improvements Describe your neighborhood or project boundaries using streets and landmarks. The boundaries must be within the City of Ocoee.

Does your neighborhood have an official Homeowners Association (legal entity)? _____

If Yes: (If No, skip to next section.)

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

Are the members all homeowners in the neighborhood? _____

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

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

If your neighborhood does NOT have an HOA:

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? _____

Does your group have an organizational structure? (President, Vice-President, Committees, etc.)

What is the dollar amount being requested? (**dollar amounts must be matched by the neighborhood. The maximum grant award is \$2,000.**) _____

Briefly describe the proposed project: _____

List the project goals:

(1) _____

(2) _____

(3) _____

What is the location of the proposed project? (Attach 2-5 photos documenting existing conditions of the project site)

For physical improvements (landscaping, entrance 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.**

For physical improvements, will it be located on:

Public Right-of-Way: _____

Private Property: _____

Common Area Owned by the Homeowners Association: _____

(Include written permission from the appropriate government agency if located in the right-of-way; or owner if located on private property.)

HOA's, please attach the meeting minutes reflecting the membership vote of approval for the proposed grant project. Non-HOA's, please attached a letter with signatures. **See page 2.**

We certify that our membership voted and approved this Ocoee Neighborhood Matching Grant application on _____ (date), and attached are the minutes/letter reflecting this vote.

Print name of person preparing application

Signature of Project Leader

Signature of person preparing application

Signature of Neighborhood President

Date: _____

Date: _____