



LOVE YOUR BLOCK GRANT AWARDS

Citizens Committee for New York City and NYC Service invite your resident-led neighborhood group to apply for a block beautification grant!

GRANT WINNERS RECEIVE:

- ▶ Grant of up to \$1,000 to improve and beautify your block
- ▶ City services from the NYC Depts of Transportation, Sanitation, Environmental Protection, and Parks & Recreation
- ▶ Project-planning and community-building assistance
- ▶ Assistance with local media coverage for your block transformation event

KEY DATES:

- ▶ October 17, 2016 Application Workshop
- ▶ October 24, 2016 Application Workshop
- ▶ November 7, 2016: Application Deadline
- ▶ November 28, 2016: Grantees Announced
- ▶ Week of December 5th and 12th: Orientation Days
- ▶ April 15 – June 25, 2017: Project Implementation

HOW TO APPLY:

- ▶ For more information and to download the application, visit www.citizensnyc.org or www.nyc.gov/service
- ▶ Questions? Contact:
 - Shawn Whitehorn at 212-822-9563 or SWhitehorn@gmail.com
 - James Garcia at 212-676-9749 or JGarcia@cityhall.nyc.gov

With your help, we can transform our City - block by block!

Online Application Instructions

- Please be sure to save your application link and the email that you used to log in to save your work and return to it.
- To save a partially completed application, simply complete the page that you would like to save and click the “Next” button.
- Applicants must complete each page before moving on to the next. You may not save an incomplete page.
- If you have any challenges with accessing your application please contact James at JGarcia@cityhall.nyc.gov or 212-676-9749.

Application Guidelines

Please read these guidelines and the City Services information sheet on the next page carefully *before* completing the application.

Groups must have a detailed and realistic action plan for engaging residents to carry out a physical transformation of the public spaces on their block. Specifically, each group must:

- **Identify a block beautification event and *request the utilization of City services*** as a core part of its *Love Your Block* project.
- **Be volunteer-led, *without any paid staff*.** Eligible groups include, but are not limited to: neighborhood, tenant and block associations as well as community garden groups and school-based groups.
- **Demonstrate the ability to mobilize a *minimum of 20 neighborhood volunteers*** to take part in the revitalization of their block.
- **Include one block beautification event date in your group’s action plan** between April 15 and June 25, 2017.
- **Send two main contacts to a grant orientation/Q&A workshop** where they will meet with representatives from Citizens Committee for New York City, NYC Service, New York City Department of Transportation, Department of Sanitation of New York, Department of Environmental Protection, and New York City Department of Parks & Recreation.

This required event will be held the week of December 5th or the Week of Dec 12th. The exact date/time and location will be announced in late October. Please hold the date.

- **Submit all City service request forms by January 15th, 2017**(if you are awarded a grant).
- **Complete a final report within 15 days of the event date** that includes: documentation of participating volunteers, a detailed budget with receipts and pictures, documentation of City services requested and received, as well as a description of the beautification project.

- **Funds from the grant will not cover the following: rent, utilities, web hosting, web development, 501 (c)(3) incorporation fees, salaries, speaker honorariums, computer equipment, and food costs of over \$150**

City Services

As part of the grant, each group can receive support from the Departments of Transportation (DOT), Sanitation (DSNY), Environmental Protection (DEP) and Parks & Recreation (NYC Parks) – see below for a list of services available to your group.

As you complete the application, please keep these services in mind and describe which ones you will need for your project. *Please keep in mind that this grant award requires projects to utilize at least one City service.* All City service request forms, which will be provided to you if you are awarded a grant, must be completed and submitted by January 15th.

Department of Environmental Protection

- **Air and noise quality enforcement**
DEP will inspect complaints related to regulated sources of air emissions and sound sources, including, but not limited to loud and afterhours construction work, noise from circulation devices, dust and odors. Air and noise quality enforcement is not guaranteed to occur on the date of the Love Your Block event.
- **Air and noise quality information**
DEP can provide information to businesses or residents about air and noise issues such as idling rules, provide noise code booklets, and lawn care requirements as a handout.
- **Rain barrels**
DEP can provide rain barrels to locations and residents that are feasible and fit DEP's requirements for rain barrel connections. DEP may be able to deliver rain barrels on or before the day of the Love Your Block event.
- **Adopt a catch basin**
DEP will train residents about catch basin care and how to be an official Catch Basin Steward.

Department of Transportation

- **Repair damaged/missing street signs or repair damaged/broken street lights**
DOT can only repair or replace damaged/missing items under its jurisdiction; however, services are not guaranteed to be rendered on or by your Love Your Block event date.
- **Conduct a bicycle rack, speed bump, or street light survey**
DOT will conduct such surveys to assess the need for the aforementioned items on your block. However, please note that requesting a survey does not guarantee installation of speed bumps, new lights, or bike racks.

Department of Sanitation:

- **Provide trash collection services for the block project**
DSNY will provide trash pick-up on the day of your event; however, please be advised that once Sanitation schedules your collection, you cannot reschedule.
- **Clean a vacant lot**
DSNY will assist your block project in cleaning up a vacant lot near you.

- **Sanitation enforcement**
DSNY will investigate and issue any tickets for any sanitation-related violations (e.g., Not picking up after your dog, Littering, Corner litter basket abuse).
- **Trash can replacement request**
DSNY will replace damaged trash cans.
- **Graffiti removal**
DSNY will schedule a graffiti clean-up that will occur before the date of your event.

Department of Parks & Recreation

- **Tree survey**
NYC Parks will conduct a tree survey to help assess the health of trees on your block, as well as any potential for new tree planting opportunities. Dead trees will be removed within 30 days. Please note that requesting a survey does not guarantee the planting of new trees.
- **Tree stewardship workshop**
As a Love Your Block grantee, you are eligible to be fast-tracked into NYC Parks Stewardship's Super Stewards program: <https://www.nycgovparks.org/reg/advanced-stewardship>
- **Gardening mulch**
NYC Parks will provide woodchip mulch for gardening projects. Estimate how much mulch you need and pick a location for drop-off.

Application

Please respond to **all** questions in the following three sections, following the same order as this application.

*Beginning in Section 2, the questions focus on **only the one project for which you are seeking a grant**. Please respond with details relevant to that project only and not the overall work of the group.*

Section 1: General Information

1. What is the name of your group or school?
2. What is your project's name, if any?
3. Please list two contact names for your group, including primary phone numbers and emails.

Contact 1 Name:	Contact 1 Phone #:	Contact 1 Email:
Contact 2 Name:	Contact 2 Phone #:	Contact 2 Email:

4. What is your group's mailing address?
5. In what neighborhood and borough does your group work?
6. When was your group formed - month and year?
7. If your group is new, is this the first project it is undertaking? (Yes/No)
8. If your group is on the web (Facebook, website, blogs, etc.), please list the URLs.
9. Has your group received a *Love Your Block* grant before? If yes, when? (Yes/No)
10. Has your group received a different Citizens Committee grant before? If yes, when?
11. Please briefly describe your group's purpose, history, and accomplishments.

12. List your neighborhood's...
Community Board #:
State Senator:
Congressional Representative:
Council Member:
Assembly Member:
District Leader:

If you do not know the above information, please call 311.

13. How did you hear about *Love Your Block*?

Section 2: Project Description

1. Block Description: Please describe your block in detail. Include an estimate of block demographics and its commercial/residential mix.

2. Project Location:

a. Is the beautification project on a public block? (Yes/No)

i. Please state the exact location of the proposed project by providing the street and cross streets. (For example: Lenox Avenue, from 139th Street to 140th Street.)

b. Is the project or part of the project in a park? (Yes/No)

i. Please provide the name of the park.

c. Do any members of your group live or work on the block where you aim to carry out your project?

3. Block Appearance Concerns: What are some of the specific concerns you have about the physical appearance of the block? *Important: Attach photographs of the present state of the site/block.* (required)

4. Project Vision: How will your group improve the physical appearance of the block? What will volunteers do on the day of the beautification event?

5. Services Needed: Please select the City services that your group will request; **note that each group is required to utilize at least one City service** through the *Love Your Block* grant. *Please refer to page 3 ("City Services"). Hold "control" (PC) or "command" (MAC) to select multiple services.*

6. Project Plan: Please include a detailed action plan that indicates the various steps your group will take to carry out the block improvement project, following the format below.

Action	Person or people responsible for carrying out the action	Date(s) the action(s) will take place	Intended outcome(s)
<i>Example:</i> Distribute flyers to all neighbors announcing the event and upcoming planning meeting	John Smith Linda Jones	Jan 21-22 Feb 1-2 Feb 7-8	Raise awareness about upcoming event; recruit new resident volunteers to attend planning meeting and take part in the event

7. Materials: What materials does your group already have access to that will support your project?

Item/resource	Description of use	Source/Vendor
Example: Tent	To serve as cover for volunteer check in and supply station.	Community Church

	Total:		

9. Resident Outreach: How will your group reach out to your neighbors to encourage participation? How will you involve neighbors in your project? How many individuals do you expect to participate?

10. Community-wide Engagement: How will your group work with local businesses, schools, and community-based organizations?

11. Sustainability: How does your group plan to sustain the positive changes your project will create? (e.g., For a block cleanup, what is your group’s plan for keeping the block clean?)

Section 3: Block Event Dates

Indicate the weekend on which you will hold your event by placing an ‘E’ by that date. Also, indicate a ‘rain date’ weekend by placing an ‘R’ by that date. **Please note that this is a firm date, so please discuss it with your group before making a decision.** Your application will not be considered complete unless this section is filled out accurately.

2017 Love Your Block Event Dates			
April 15	April 16	April 22	April 23
April 29	April 30	May 6	May 7
May 13	May 14	May 20	May 21
May 27	May 28	June 3	June 4
June 10	June 11	June 17	June 18
June 24	June 25		

Applications can also be submitted online

Mail: Shawn Whitehorn
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 New York, NY 10005

Email: whitehorn@citizensnyc.org

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For more information, please contact:

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James Garcia, NYC Service

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Learn more about *Love Your Block*:

Citizens Committee for New York City – www.citizensnyc.org

NYC Service – nyc.gov/service