



## 2018 LOVE YOUR BLOCK GRANT APPLICATION



**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 Agency Partners include: NYC Department of Transportation, Department of Sanitation, Department of Environmental Protection, and NYC Parks & Recreation
- ▶ Project-planning and community-building assistance
- ▶ Assistance with local media coverage for Highlighted Love Your Block Grantee

### **KEY DATES:**

- ▶ October 16, 2017: Application Workshop - 6:00pm – 8:30pm
- ▶ October 23, 2017: Application Workshop- 6:00pm – 8:30pm
  - RSVP to Shawn at [swhitehorn@citizensnyc.org](mailto:swhitehorn@citizensnyc.org) or 212.822.9563
- ▶ November 6, 2017, 11:59PM: Application Deadline
- ▶ November 28, 2017: Grantees Announced
- ▶ Week of December 4<sup>th</sup> and 11, 2017: Orientation Days
- ▶ April 14 –June 24, 2018: Project Implementation

### **HOW TO APPLY:**

- ▶ For more information and to download the application, visit [www.citizensnyc.org](http://www.citizensnyc.org) or [www.nyc.gov/service](http://www.nyc.gov/service)
- ▶ Questions? Contact:
  - Shawn Whitehorn at 212-822-9563 or [SWhitehorn@gmail.com](mailto:SWhitehorn@gmail.com)
  - James Garcia at 212-676-9749 or [JGarcia@cityhall.nyc.gov](mailto: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 you 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 and willingness to measure impact in their community. Specifically, each group must:

- **Identify a block beautification event and *request the utilization of a minimum of two (2) 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 (neighborhood groups cannot be supported by 3<sup>rd</sup> party organizations.)
- **Demonstrate the ability to mobilize a *minimum of 20 neighborhood volunteers*** to take part in the revitalization of their block. \*Groups must provide a roster list of volunteers.
- **Include one block beautification event date in your group’s action plan** between April 14 and June 24, 2018.
- **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, Department of Environmental Protection, and NYC Parks & Recreation.

**This Love Your Block Orientation will be held on December 4<sup>th</sup> and December 11<sup>th</sup> from 6pm-7:30pm at the offices of NYC Service (253 Broadway, 8<sup>th</sup> Floor, NY, NY) Please hold the date.**

- **All Love Your Block Grantees must submit all City agency service request forms by January 14<sup>th</sup>, 2018**

- **Complete a final report within 15 days of the event date** that includes: documentation of participating volunteers, a detailed budget with receipts before & after pictures of project site, 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 will receive support from the Departments of Transportation (DOT), Department of Sanitation (DSNY), Department of Environmental Protection (DEP) and NYC Parks & Recreation— **see below for a detailed 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; note that these 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. 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.*

**Please note that not all DOT and Parks & Recreation Services may be provided before or on the day of the event.**

# 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 neighborhood 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? How do you #Love your block?
7. If your group is new, is this the first project it is undertaking? (Yes/No)
8. Is your group affiliated with an organization that has paid staff? (Yes/No) If so, name of organization?
9. Please list all forms of social media handles (Facebook, Instagram, Twitter, etc..) We strongly encourage neighborhood groups to promote your group and Love Your Block initiative through social media.
10. Has your group received a *Love Your Block* grant before? If yes, when and what City agency services did you receive? (Yes/No) \_\_\_ : \_\_\_ Department of Sanitation (DSNY) \_\_\_ NYC Parks Department \_\_\_ Department of Sanitation (DSNY) \_\_\_ Department of Environmental Protection (DEP)  
  
Which City agency services did your group utilize? Are you currently receiving these services to sustain your project?
11. Has your group received a different Citizens Committee grant before? If yes, when?
12. Please briefly describe your group's mission, vision, and accomplishments.
13. 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 or  
<http://www.mygovnyc.org/>*

14. How did you hear about *Love Your Block* (elected official, local Community Board, etc..?)
15. Does your group have any paid staff members?

## **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 139<sup>th</sup> Street to 140<sup>th</sup> 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. How does your group plan to cultivate relationships with people on your block?
6. How will the grant improve the quality of life for those in your community?
7. How do you plan on sustaining the project?
8. Services Needed: Please select the City services that your group will request; **note that each group is required to utilize at least two City agency services** through the *Love Your Block* grant. *A list of available City services can be found on page 3 (“City Services”).*
9. Project Plan: Please include a detailed action plan that indicates the various steps your groups will take to carry out the block improvement project, following the format below.

<b>Action</b>	<b>Person or people responsible for carrying out the action</b>	<b>Date(s) the action(s) will take place</b>	<b>Intended outcome(s)</b>
<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


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

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







