



# Beautify Your Neighborhood Matching Grant Guidelines



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# GRANT REQUIREMENTS

## **Purpose**

To provide funding assistance and professional support to City of Dublin Homeowners Associations and Civic Associations for high-quality, sustainable beautification projects that benefit and enhance the Dublin community.

## **Grant Project:**

- Must be located on land within the City of Dublin corporation limits and is clearly visible from the public right-of-way
- Property is and will continue to be maintained by the Association into the future
- Will be completed within one year of grant approval
- Environmentally sensitive and be of a sustainable nature
- Must adhere to any and all City of Dublin zoning and building codes and appropriate permits must be obtained, if required
- New or rehab (entry feature, such as stone wall or fence) beautification projects only. Ongoing projects or routine repair/maintenance (i.e. turf maintenance, weed control, mulching, and sign repairs, etc.) do not qualify for this program.
- New energy efficient, low-voltage decorative lighting systems are acceptable. Retrofitting of existing lighting systems to energy efficient, low-voltage lighting systems are acceptable if completed as part of a larger project. Repairs of existing lighting systems do not qualify for grant funding.

## **Funding Guidelines:**

- Grant funds will be included in the City's annual operating budget as determined by Dublin City Council.
- Individual grant awards will range between \$500 and \$5,000, unless otherwise approved by Council.
- Limited to no more than one award every three years for an individual Association
- Each grant requires at least an equal (1:1) match from the Association. The Association may apply a match greater than the equal (1:1) match required by the City of Dublin.
- The City will reimburse the Association with the grant amount awarded, up to \$5,000, upon successful completion of project and conformance with all standards of the program
- Grant applications will be accepted once per calendar year

## **Required Application Materials:**

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
  - Complete bank statements are not required, however, should the Association choose to provide these documents please be sure all account numbers are removed before submittal of application;

### **Required Application Materials:**

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
  - Complete bank statements are not required, however, should the Association choose to provide these documents, please be sure all account numbers are removed before submission of application.
    - Also, please provide bank or budget documents identifying the Association reserves available for maintenance and upkeep for the proposed project;
  - Additional revenue and expense reports may be requested by the City
- Matching Requirements:
- The use of Association dues and/or cash donations
  - In-kind donations (such as donated professional services or materials)
  - Association must submit a Letter of Intent showing any in-kind or cash donations for project

### **Volunteer Component:**

The City of Dublin places significant emphasis on volunteerism and environmental stewardship. Associations are highly encouraged to involve broad-based neighborhood participation in their proposed project through the use of volunteer hours.

- A volunteer hour tracking form has been included to assist the Association with obtaining the proposed number of volunteer hours presented in the grant application.

**Volunteers serving on the Association are not considered City of Dublin volunteers, but volunteers for the Association. Therefore, any volunteer serving on the Association project is not covered under the City of Dublin's volunteer policies, procedures and insurance. The responsibility for appropriate volunteer service safety measures lies solely with the individual Association.**

### **Project Evaluation and Award Process:**

- Grant applications will be evaluated by City staff based on the selection criteria outlined in the attached matrix, through the use of a point system. Information critical to evaluation includes:
  - Association budget and financial information
  - Project cost estimates
  - Preliminary project plans
  - **See checklist on page 14 for additional information!**
- Information regarding the grant process is available on page 6

Interested applicants are strongly encouraged to participate in initial project development discussions with City staff prior to the application deadline.

Please contact the Department of Planning at 410-4600 for additional information.

**Grant funds may not be used for pond aerators, sprinkler systems or irrigation systems.**



# GRANT PROCESS

## **Application and Submission:**

- Obtain application materials from the City through the website or by contacting Planning at (614) 410-4600
- Meet with Grant Review Team to discuss initial project plan and help refine final project and determine any additional project requirements prior to the application deadline.
- Submit application to City of Dublin by the deadline.

## **Application Review and Grant Awards:**

- Grant Review Team will individually review each grant application using the grant selection criteria listed on pages 7-10 of the grant application.
- Grant Review Team will meet and discuss each application. These scores will then be averaged for each application before being submitted to the Community Development Committee of Council.
- Grant applications will be reviewed, along with Grant Review Team scores, by the Community Development Committee of Council. All grant applicants are encouraged to attend and answer any questions the Committee may have.
- Grant award funding recommendations will be made by the Community Development Committee of Council. These recommendations will be forwarded to City Council for review and final decision.
- All grant applicants will be notified regarding City Council's final funding decision immediately after decisions are announced.

## **Project Implementation:**

- Association will work with their assigned Case Managers to determine the project steps or phases where the Association must contact Case Managers for initial inspections
- Association will contact their Case Managers for initial inspections at each pre-determined step or phase of project

## **Final Project Review and Reimbursement:**

- Once project is completed the Association will contact their Case Managers for a final inspection
- If the Case Managers approve the project the Association may submit their project receipts to the Finance Department for reimbursement



# SELECTION CRITERIA

## The Criteria

- All completed applications must be submitted to the City of Dublin, by the deadline to be considered for funding in the current year.
- Grant awards will be distributed on a competitive basis to the Associations. Applications will be evaluated based on the selection criteria outlined in the following matrix.
- Complete applications will be forwarded to the Community Development Committee of Council for review. This Committee will provide funding recommendations to City Council for final approval.
- Meeting date and time will be provided after all applications are submitted to the City. Applicants are strongly encouraged to attend.

**For More information look at the chart on the next page**

CRITERIA	POINTS	POINTS	EXPLANATION
<b>PROJECT MAINTENANCE</b>	<b>0 TO 3</b>		<p>The Association will clearly demonstrate its ability to financially and practically maintain the proposed grant project into the future without assistance from the City of Dublin.</p> <p><b>Note: Should the Association require assistance from the City or should the City assume responsibility of the proposed project the Association will reimburse the City for all grant funds awarded.</b></p>
<b>PROJECT NEED AND BENEFIT</b>	<b>0 TO 3</b>		Project meets a need of the Association and provides a benefit to the City of Dublin, such as aesthetic enhancements, improved safety, etc. The project is visible from public right-of-way.
<b>COMMUNITY INVOLVEMENT</b>	<b>0 TO 5</b>		The Association is well represented by residents who are committed to implementing the project. Project involves broad neighborhood participation in the form of volunteer assistance for project implementa-
<b>PROJECT PLANNING</b>	<b>0 TO 3</b>		Project is well-planned and ready to implement. Grant application is complete and accurate.
<b>PROJECT BUDGET</b>	<b>0 TO 3</b>		Reasonable projection of project expenses and maintenance costs. Expenses are itemized, specific, and necessary for the project. Documents support the Association's ability to meet the match requirement, and sufficiently justify the amount of grant funds being requested.
<b>ENVIRONMENTAL AND FINANCIAL SUSTAINABILITY</b>	<b>0 TO 3</b> <b>2 BONUS POINTS AVAILABLE</b>		<p>Project includes an element that enhances the environment. Examples of this would be the use of native species or the removal of invasive plants. Association's project budget shows the ability to sustain the project.</p> <p>Applicants that intend to certify their projects through the National Wildlife Federation as a Community Garden are eligible to receive 2 bonus points. Please see page 24 of grant for additional information.</p>
<b>BONUS POINTS</b>	<b>3</b>		Applicants that have never been awarded a grant from the City of Dublin "Beautify Your Neighborhood" grant program.
<b>TOTAL POINTS POSSIBLE</b>	<b>25</b>		

# GRANT REQUIREMENTS POINT DEFINITIONS

## 1) Project Maintenance: 0-3 Points Available

- **0 points** – The Association has not demonstrated an ability to financially or practically maintain the proposed grant project in the future without the City of Dublin providing assistance or assuming responsibility. At the City's discretion, the grant application may be rejected.
- **1 to 2 points** – The Association has demonstrated some ability to financially and practically maintain the proposed grant project. There is incomplete financial information and/or lack of a future maintenance plan. At the City's discretion, the grant application may be rejected or City staff may be asked to assist the grant applicant in proper completion of the proposed grant project need and benefit information.
- **3 points** - The Association has clearly demonstrated its ability to financially and practically maintain the proposed grant project into the future without assistance from the City of Dublin.

## 2) Project Need and Benefit: 0-3 Points Available

- **0 points** – Proposed grant project is not visible from the public right-of-way. The proposed grant project does not clearly meet a need of the Association or provide a benefit to the City of Dublin. At the City's discretion, the grant application may be rejected.
- **1 to 2 points** – Proposed grant project need and benefit information was completed and presented with grant application, but does not appear complete (i.e. incomplete answer for the need and benefit question on grant application). At the City's discretion, the grant application may be rejected or City staff may be asked to assist the grant applicant in proper completion of the proposed grant project need and benefit information.
- **3 points** – Proposed grant project need and benefit information is properly completed and presented with the grant application.

## 3) Community Involvement: 0-5 Points Available

- **0 points** - The Association cannot show that it is well represented by residents who are committed to implementing the proposed grant project. The proposed grant project does not involve broad neighborhood participation in the form of volunteer assistance for project implementation. At the City's discretion, the grant application may be rejected.
- **1 to 3 points** – Community involvement information was completed and presented with grant application, but does not appear complete (i.e. no statement of neighborhood commitment to implementing project and/or no list or survey of community members willing to assist with project in the form of volunteer assistance for project implementation). At the City's discretion, the grant application may be rejected or City staff may be asked to assist the grant applicant in proper completion of the community involvement information.

- **4 to 5 points** – Community involvement information is properly completed and presented with the grant application. The proposed grant project does show broad neighborhood participation in the form of volunteer assistance for project implementation.

#### **4) Project Planning: 0-3 Points Available**

- **0 points** – The Association did not provide complete and/or accurate project planning information (i.e. landscaping drawings, maps, project plans, or photos). The proposed grant project is not ready to implement. At the City's discretion, the grant application may be rejected.
- **1 to 2 points** – Project planning information was completed and presented with grant application, but does not appear complete or accurate (i.e. unprofessional or lack of project plans, landscaping drawings, photos or maps ). At the City's discretion, the grant application may be rejected or City staff may be asked to assist the grant applicant in proper completion of the project planning information.
- **3 points** – Project planning information is properly completed and presented with the grant application.

#### **5) Project Budget: 0-3 Points Available**

- **0 points** - Budget information was not completed and presented with the grant application. At the City's discretion, the grant application may be rejected.
- **1 to 2 points** - Budget information was completed and presented with the grant application, but does not appear complete (i.e. match not specified, expenses not itemized, justification for expenses not given, form not computed correctly, etc.) At the City's discretion, the grant application may be rejected or City staff may be asked to assist the grant applicant in proper completion of the budget and financial information.
- **3 points** - Budget and financial information is properly completed and presented with the grant application.

#### **6) Environmental and Financial Sustainability: 0-3 Points Available**

- **0 points** – The proposed grant project does not include elements that enhance the environment. The HOA's project budget does not show the ability to sustain the proposed grant project.
- **1 to 2 points** – Environmental and financial sustainability information was completed and presented with grant application, but does not appear complete or accurate (i.e. incomplete project budget, accurate description of elements meant to enhance the environment.).At the City's discretion, the grant application may be rejected or City staff may be asked to assist the grant applicant in proper completion of the environmental and financial sustainability information.
- **3 points** – Environmental and financial sustainability information is properly completed and presented with the grant application.

#### **Bonus Points (2):**

- Applicant intends to certify their projects through the National Wildlife Federation as a Community Garden and has been in touch with the City of Dublin Nature Education Coordinator concerning the certification process should grant funds be awarded. Please see page 24 of grant for additional information.



# PLANT LIST

Please refer to the Ohio Department of Natural Resources website regarding invasive species unsuitable for use on this project. A list of Ohio Native Species for Landscape and Restoration Use can also be found at this website: <http://www.ohiodnr.com>. Be advised that this list is not a comprehensive list. Other plant species are subject to approval by City staff. Please contact Charlotte Colley for more information, 614-410-4446.

## Trees:

- *Acer saccharum*- Sugar Maple
- *Aesculus galabra*- Ohio Buckeye
- *Amelanchier arborea*, *A. interior*, or *A. Leavis*-Juneberry/Serviceberry
- *Carpinus caroliniana*- Blue Beech
- *Carya coriformis*, *C. ovata*, or *C. tomentosa* Hickorys
- *Celtis occidentalis*- Hackberry
- *Fagus grandiflora*- American Beech
- *Gymnocladus dioica*- Kentucky Coffeetree
- *Nyssa sylvatica*- Sour Gum
- *Ostrya virginiana*- Ironwood
- *Platanus occidentalis*- Sycamore
- *Sassafras albidum*- Sassafras
- *Tilia americana*- American Linden
- *Quercus ellipsoildalis*, *Q. imbricaria*, *Q. rubra*, *Q. ventula*- Red Oak family
- *Quercus alba*, *Q. bebbiana*, *Q. lyrata*, *Q. macrocarpa*, *Q. muehlenbergii*- White Oak family
- *Cercis canadensis*- Redbud
- *Chionanthus virginicus*- Fringe Tree
- *Cornus alternifolia* or *C. mas*-Pagoda or Cornelian Cherry Dogwood
- *Malus ioensis*- Prairie Crabapple
- *Prunus americana*, or *P. serotina*- American Plum or Black Cherry
- *Aesculus pavia*- Red Buckeye
- *Taxodium distichum*- Blad Cypress (deciduous conifer)

## Trees tolerant of wet soils

- *Betula nigra*- River Birch
- *Quercus bicolor*- Swamp White Oak
- *Crataegus mollis*, *C. coccinea*, *C. crusgalli*, *C. punctata*- Hawthorns
- *Ilex decidua*- Possumhaw

## Vines:

- *Campsis radicans*- Trumpet creeper
- *Celastrus scandens*- Bittersweet
- *Clematis pitcheri*, *C. virginiana*- Leather Flower or Virgin's Bower Clematis
- *Lonicera prolifera*- Yellow Honeysuckle
- *Wisteria macrostachy*- Kentucky Wisteria
- *Parthenocissus quinquefolia*- Virginia Creeper

## Shrubs:

- *Aesculus parviflora* - Bottlebrush Buckeye
- *Aronia arbutifolia* or *A. melanocarpa* - Red and Black Chokeberry
- *Calycanthus floridus* - Carolina Allspice
- *Ceanothus americanus* - New Jersey Tea
- *Cornus oblique*, *C. racemosa*, *C. rugosa*, or *C. stolonifera* - Dogwood shrubs
- *Corylus Americana*- American Filbert
- *Hammamelis vernalis* or *H. virginiana* - Vernal and Common Witch hazels
- *Hydrangea arborescens* or *H. quercifolia* - Smooth or Oak Leaf Hydrangea
- *Hypericum prolificum*- Shrubby St. John's Wort
- *Ilex verticillata*- Winterberry
- *Lindera benzoin*- Spicebush
- *Myrica pensylvanica*- Northern bayberry
- *Physocarpus opulifolius*- Ninebark
- *Prunus virginiana*- Chokecherry
- *Rhus aromatica*- Fragrant Sumac
- *Rhus glabra*- Smooth Sumac (prefers dry)
- *Staphylea trifolia*- Bladdernut
- *Symphoricarpos orbiculatus* - Coralberry
- *Viburnum acerifolium*, *V. cassinoides*, *V. dentatum*, *V. lentago*, *V. prunifolium*, or *V. trilobum* - Viburnum family

### Shrubs tolerant of wet soils

- *Amorpha fruticosa*- Indigo Bush
- *Cephalanthus occidentalis*-Buttonbush
- *Hypericum kalmaianum*- Kalm's St. John's Wort

## Perennials:

- *Agastache*- Anise Hyssop
- *Aquilegia*- Columbine (sun & shade)
- *Asclepias tuberosa*
- *Aster*- Aster, numerous varieties
- *Astillebe*- Astillbe
- *Baptisia*- Blue Indigo
- *Coreopsis*- Coreopsis, numerous varieties
- *Dianthus*- Dianthus
- *Dicentra*- Bleeding Heart
- *Digitalis*- Foxglove
- *Echinacea*- Purple Coneflower
- *Eryngium*- Rattlesnake Master
- *Eupatorium*- Joe Pye Weed
- *Filipendula*- Queen of the Prairie
- *Geranium*- Wild Geranium (sun & shade)
- *Helianthus*- Showy Sunflower
- *Monarda*- Bergamont
- *Nepta*- Catmint
- *Ratibida*- Yellow Coneflower
- *Rudbeckia*- Black-eyed Susan
- *Sedum*- Sedum, creeping and upright varieties
- *Silphium*- Compass Plant & Prairie Dock
- *Liatris*- Blazing Star

### Perennials for shade areas

- *Adiantum*- Maidenhair Fern
- *Arisaema*- Jack-in-the-Pulpit
- *Asarum*- Wild Ginger
- *Athyrium*-Lady Fern
- *Campanula*-Tall Bellflower
- *Dicentra*-Dutchman's Breeches
- *Matteuccia*- Ostrich Fern
- *Mertensia*- Virginia Bluebells
- *Osmunda*- Cinnamon Fern
- *Polygonatum*- Solomon's Seal

### Perennials tolerant of wet soils

- *Acornus*- Sweet Flag
- *Aesclepias incarnate*- Swamp Milkweed
- *Iris*- Blue Flag Iris
- *Liatris*- Blazing Star
- *Lobelia*- Cardinal Flower
- *Carex*- Sedge, numerous varieties
- *Glyceria*- Fowl Manna Grass

### Perennial grasses

- *Andropogon*- Big Bluestem
- *Panicum*- Switch Grass
- *Schizachyrium*- Little Bluestem
- *Sorghastrum*- Indian Grass
- *Sporobolus*- Prairie Drops

### **Perennial grasses**

- Andropogon- Big Bluestem
- Panicum- Switch Grass
- Schizachyrium- Little Bluestem
- Sorghastrum- Indian Grass
- Sporobolus- Prairie Drops



# PLANT CARE & MAINTENANCE GUIDE

The information provided below is a general guideline for taking care of trees, shrubs, and perennials. The recommendations are very general and may vary depending upon the plant. Be sure to consult local nurseries for specific care of installed plants.

## **Watering:**

Watering is extremely important during the first full growing season of the plants. It is important to remember that a plant may be “killed with kindness” from over watering as easily as it may die due to lack of water. Check the plants each week from the first of March to the end of November. Water when the soil around the plant feels dry to the touch at a depth of 1-inch to 2-inches or when natural rainfall is insufficient. After the first year, established plants should be watered every 3 to 4 weeks from June thru September.

The required frequency of watering will vary greatly according to soil types and plants. Heavy clay soils tend to hold water and therefore need less water to sustain plants. If a plant begins to show signs of weakening (yellowing of leaves or needles) and it cannot be due to lack of water, check to see if the root system is saturated with excess water. If it is, stop watering as the soil is not draining as fast as it should. The list of plants that do not like wet conditions includes all *Taxus* varieties (Yews), most pines, most Junipers, most Broadleaf Evergreens such as Rhododendrons, Azaleas, Boxwood, Holly, Oregon Grape Holly, *Pyracantha*, Bayberry, and most Flowering Ornamental Trees (especially Dogwoods).

## **Fertilizing:**

Trees, shrubs and ground covers can be fertilized in the spring (March thru April) and in the fall (Oct. thru Nov.) with a complete fertilizer that contains at least three major elements: Nitrogen (N), Phosphorous (P), and Potassium (K). Some fertilizers contain micro nutrients that can be deficient in some soils. A good fertility program will promote vigorous, healthy plants which results in plants that are less susceptible to an attack by insects and disease. Each individual plant group will have different nutrient requirements. Be sure to consult with local nurseries as well as read and follow label directions.

## **Weed Control:**

Weeds compete with desirable vegetation for light, nutrients and water. They are unsightly and can promote insect and disease problems. Be sure to control weeds by mulching, hand removal and by applying herbicides.

## **Mulching:**

A mulch cover of 2-inches to 3-inches aids in weed control and eventually decomposes, supplying nutrients to the soil. A mulch cover around plants also aids in conserving soil moisture, preventing run-off, allowing more water to penetrate the soil, and insulate the root zone to limit soil temperature fluctuation.

**Pruning:**

Pruning is one the most essential landscape maintenance practices and when done properly, it will help maintain the plant forms that were intended. Flowering Deciduous Trees and Shrubs should be pruned immediately after flowering. Non Flowering Deciduous Trees and Shrubs ideally should be done during the dormant season. However, pruning may be done anytime the wood is not frozen. Evergreens may be pruned, if needed, just after the new growth is completed, usually in late spring or early summer. Broadleaf Evergreens (Rhododendrons and Azaleas) need to have faded flowers pinched off (dead-heading). Be careful not to pinch off next year's buds along with the faded flowers. The key to proper pruning is to have the proper tools and know how to use them. Some of the tools include hand pruners, loppers, and pruning saws. Hedge shears, both electric and manual, are to be used for hedges only. Often trees, shrubs, and evergreens are sheared into squares, globes, cones, etc., causing the natural beauty of the parts of the plants to become shaded out and weakened, thus resulting in poor growth. Individual cuts should be made 1/4" above an outward facing, active bud at a 45 degree angle. Avoid "haircut" pruning.

**Insect, Weed, and Disease Control:**

Pest control has become a specific science and the materials that control pests are constantly changing. It is suggested that a professional be consulted for current recommendations.

**Maintaining Ornamental Grasses:**

Watering ornamental grasses to get them established is the same as newly planted trees and shrubs. Once the plants are well rooted, little or no supplemental watering is required, except in periods of drought. Cut back ornamental grasses within a few inches of the ground just before or just as the new season's growth begins to appear which is typically around early to mid March.

**Maintaining Perennials:**

Perennials should initially be watered 2 - 3 times a week and can taper once established to when natural rainfall is insufficient. Mulching will improve air / water relationship in the soil and protect against winter damage. Dead-heading (removal of dead flowers) and trimming off damaged parts during the growing season will maintain neat, clean, long blooming perennials. Fall clean up can occur when the top growth has died back. Dead top growth may either be removed or left as a protective mulch. If removed in the fall, trim back to within a few inches of the ground. Clean out weeds and mulch over the plants to protect against winter damage. Fall is the best time to divide spring and summer flowering perennials. Late summer and fall flowering perennials can be divided in spring.

**Maintaining Ground-cover:**

In order for ground-cover to spread and become established, they must be watered every other day for the first month, and then once every week thereafter for the next 2 months. If planted in late spring (after May 15th) or in the summer, watering may be necessary on a daily basis. After the first year, ground cover should be watered every 2 weeks from June through September. Mulch is also highly recommended.



# APPLICATION EXAMPLE

**Please review the program guidelines and requirements before completing this application.**

## **I. Applicant Information**

a) Association Name

**Dublin Home Owners Association**

b) First-time applicant? Please circle **Y** or N

c) Project Leader: **John Smith** Office Held: **HOA President**

d) Address: **0000 Muirfield Drive**

e) Telephone: **444.444.4444** E-mail: **abc123@gmail.com**

## **II. Project Information**

a) Briefly describe the Beautify Your Neighborhood project including the location, existing conditions, specific need, and public benefit. Include any project planning documents such as landscape drawings, plans, maps, and/or pictures of the project area.

**The Dublin Home Owners Association would use the grant to clear out dead and dying plants around the neighborhood entry feature and plant new landscape material including oriental grasses, knockout roses, and daylilies. Plant species and landscape plans are attached.**

b) Parcel number of proposed project area, can be obtained using GIS on City website at (<http://maps.dublin.oh.us/dubscopy/>) **273-012333**

### III. Funding Information

a) Estimated Total Project Costs: \$2000

Who provided this cost estimate(s)? Joe Smith, Dublin Landscaping Company  
(Name, Title, Agency)

444.444.4444  
(Phone Number)

b) Total amount of funds requested: \$1000

c) Association 100% match, and any additional amount above 100% of grant request: \$1000

d) Total amount to be donated through in-kind donations and/or cash assistance: \$500  
Association dues and/or cash donations - \$500

In-kind donations such as professional services or donated materials - \$0

e) Itemized cost estimates:

ITEM	NUMBER OF UNITS	COST PER UNIT	TOTAL
Example			
soil	20 cubic yards	\$40	\$800
one gallon shrubs	40	\$10	\$400
contacted service	16 hours of labor	\$50	\$800
<b>Total</b>			\$2000

f) Please include:

Association budget reflecting the ability to meet 1:1 matching requirements;

- Documentation reflecting the Association's current spending on landscape and landscape maintenance;
- Bank documents reflecting what the Association has in reserve, to demonstrate the ability to provide
- maintenance and upkeep for the proposed project;

**Please remove all account numbers from any bank statements that  
are submitted as part of the grant application**

# CHECKLIST

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Dublin, Office of the City Manager by January 11, 2014.

Project is new or rehab, not on-going or routine maintenance.	<input checked="" type="radio"/> Y	<input type="radio"/> N
Has your Association received funding in the previous 3	<input type="radio"/> Y	<input checked="" type="radio"/> N
Can your Association demonstrate the ability to meet the 1:1 match requirement?	<input checked="" type="radio"/> Y	<input type="radio"/> N
Your project does not include installation of pond aerators or sprinkler/irrigation systems?	<input type="radio"/> Y	<input checked="" type="radio"/> N
The grant application is complete and accurate.	<input checked="" type="radio"/> Y	<input type="radio"/> N
Project planning documents (landscape drawings, plans, maps, photos, etc) have been included.	<input checked="" type="radio"/> Y	<input type="radio"/> N
The parcel number for the project location has been documented.	<input checked="" type="radio"/> Y	<input type="radio"/> N
Information demonstrating neighborhood commitment to implementing project (survey, list of residents who have pledged support) is included?	<input checked="" type="radio"/> Y	<input type="radio"/> N
Detailed financial information and project budget is included with the application submission.	<input checked="" type="radio"/> Y	<input type="radio"/> N
A copy of the official Association budget is included with the application.	<input checked="" type="radio"/> Y	<input type="radio"/> N
The Certification of Funds and Local Match form is complete and included.	<input checked="" type="radio"/> Y	<input type="radio"/> N
The Letter of Intent for in-kind donations is/are complete and included.	<input checked="" type="radio"/> Y	<input type="radio"/> N
The Plant List has been reviewed for projects involving landscaping elements.	<input checked="" type="radio"/> Y	<input type="radio"/> N
The Selection Criteria Matrix has been reviewed.	<input checked="" type="radio"/> Y	<input type="radio"/> N
City staff have been involved in initial project development discussions with Association representatives if necessary/desired.	<input checked="" type="radio"/> Y	<input type="radio"/> N

Remember to contact the City of Dublin (Parks and Open Space at 410-4700 and Engineering at 410-4622) and AEP Ohio OUPS (1-800-362-2764 or online at [http://www.oups.org/homeowners/homeowner\\_edig.html](http://www.oups.org/homeowners/homeowner_edig.html)) before digging!!!



# CERTIFICATION OF FUNDS & LOCAL MATCH AVAILABILITY

I understand the Homeowners Association or Civic Association will be reimbursed by the City of Dublin upon satisfactory completion of the project. To receive reimbursement, I understand that original documents and receipts must be presented. No reimbursements will be made by the City without completion of the project and appropriate documentation.

**I am aware that the Homeowners Association or Civic Association is not eligible to receive grant funding in the calendar year following the year of a grant award.**

As the President of the Homeowners Association making this submission to the City of Dublin's grant fund, I hereby certify that the Association is aware of the grant requirements and is able to fulfill its obligation. The funding and required match indicated in this submission will complete the proposed project.

John Smith  
Signature of Association President (use blue ink)

7-18-14  
Date

John Smith  
Print Name

Dublin Home Owners Association  
Name of Association



# LETTER OF INTENT

This letter confirms that I, Dublin Landscape Company  
(Company/agency or individual's name)

will partner with Dublin Home Owners Association  
(Name of Association)

in the implementation of it's Beautify Your Neighborhood grant project.

Our contribution will consist of (please check all that apply):

☐ **Cash Donation** in the amount of \_\_\_\_\_

☒ **In-kind donation of goods and/or services** in the amount of \$500

(Please provide a detailed description of the service, supplies, equipment. For example, if providing professional services, include a description of the services, the dollar amount typically charged, ect.)

The total value of my donation is \$ 500

Signature Joe Smith

Date 7-18-14

## PLEASE PRINT

Name Joe Smith

Company Dublin Landscape Company

Address 0000 Emerald Parkway

City Dublin OH Zip 43016

Phone 555.555.5555

Email 123abc@gmail.com



# VOLUNTEER HOUR TRACKING FORM

Association: Dublin Home Owners Association

NAME	ADDRESS	DATE SERVED	HOURS
Victoria James	0000 Tara Hill Drive	7-20-14	3
Tim Brown	0000 Avery Road	7-21-14	4
Elizabeth Jones	0000 Memorial Drive	7-20-14	3
George White	0000 Bright Road	7-20-14	3