

# JAMES CITY CLEAN COUNTY COMMISSION



## *Good Neighbor Environment Matching Grant Packet*

**Fall 2016**

*Applications Available*                      8/1/2016  
*Application Deadline*                      9/1/2016



**James City County General Services**  
Dawn Oleksy, Environmental Coordinator  
107 Tewning Road  
Williamsburg, VA 23188  
P: 757-259-5375      F: 757-259-5833  
dawn.oleksy@jamescitycountyva.gov

# Good Neighbor Environment Matching Grant Program

## PURPOSE & GUIDELINES

---

### 1) Purpose

The Clean County Commission is making ten \$500 **Good Neighbor Environment Grants** available to neighborhood groups and homeowner associations. They are available on a reimbursable basis (50% upfront and 50% upon project completion). The purpose of the grant is to enhance the sense of community and environmental wellness of our neighborhoods through the development and accomplishment of sustainable landscape beautification projects.

### 2) Project Description: Physical Improvement / Sustainable Landscaping

Projects will focus on the physical aspects of common areas through the installation of native plants, erosion control methods and other scenarios that improve environmental quality and minimize environmental impacts. Examples: entryway landscaping, trail improvements, energy saving techniques and community gardens.

### 3) Guidelines - In order to compete for grant funds:

- A. The neighborhood association or committee must complete a Good Neighbor Environment Matching Grant Packet (Application plus Checklist) and submit to the Environmental Coordinator's Office located at 107 Tewning Rd. or email the application to [cleancounty@jamescitycountyva.gov](mailto:cleancounty@jamescitycountyva.gov) prior to **5:00 p.m. on September 1, 2016**.
- B. The neighborhood association governing officials and/or committee members must sign this application in support of the project. Additionally, the neighborhood organization must maintain a record of volunteer & partner/sponsor support for said project for five (5) years. By April 30, 2017, a Project Completion Report including after-action photos & receipts (reimbursement amounts) **must** be submitted to the James City County Environmental Coordinator. **If the completion report is not received by April 30, 2017 the final payment will not be granted.**
- C. The neighborhood association or committee must match dollar for dollar the grant amount requested from the County. The match can be generated through: volunteer hours valued at \$24.90 per hour [www.vaservice.org/go/volunteer/statistics](http://www.vaservice.org/go/volunteer/statistics), in-kind goods and services and cash donations
- D. Upon request, a neighborhood representative can receive a preliminary review of their application prior to submittal date by contacting the Environmental Coordinator at 757-259-5375.
- E. James City County/Williamsburg Master Gardeners will provide free assistance in plant selection and sustainable practices by contacting the Electronic Helpdesk at [www.jccwmg.org](http://www.jccwmg.org).

### 4) Special Instructions For Neighborhood Committees Without Associations - Applications from neighborhoods without an association must include signatures from at least two residents as well as three-fourths of the residents adjacent to the common area to be improved. All other requirements apply.

### 5) Grant Application Review

- A. A panel consisting of the James City County Environmental Coordinator and Clean County Commissioners will review applications. The winners will be announced in September with 50% of the award presented upfront and 50% presented upon review of the Project Completion Report.
- B. Applications will be evaluated based on the benefit to the community, community involvement, sustainability (supporting healthy habitats, native plants, water conservation), implementation of environmental measures and those minimizing water runoff.

# Good Neighbor Environment Matching Grant Program APPLICATION

NOTE: Please attach additional sheets if needed to fully answer the questions below.

Name of Neighborhood \_\_\_\_\_ Number of Homes \_\_\_\_\_

Name, Address, **Email & Phone Number** for TWO Points of Contact for this Project

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Title of Project and Project Description \_\_\_\_\_

How will the project benefit the neighborhood? \_\_\_\_\_  
\_\_\_\_\_

Describe how the community will be involved in this project: \_\_\_\_\_  
\_\_\_\_\_

Describe the sustainable aspects of this project: \_\_\_\_\_  
\_\_\_\_\_

What is the plan for the maintenance of the project? \_\_\_\_\_  
\_\_\_\_\_

*NOTE: Project must be maintained for a period of five (5) years.*

Project start date \_\_\_\_\_ Project completion date \_\_\_\_\_

Names of applicable community partners/sponsors \_\_\_\_\_  
\_\_\_\_\_

**Record of project, volunteer and partner or sponsor support will be maintained for five years. Must be signed by two board members, if an association is applying. Neighborhoods without associations should attach a list of signatures for those properties adjacent to the project.**

\_\_\_\_\_  
Signature-Association Official/  
Committee Member

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title & Date

\_\_\_\_\_  
Signature-Association Official/  
Committee Member

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title & Date

*\* Please attach additional sheets to document permissions of three-quarters of the residents adjacent to the common area to be improved if this application is being submitted by a neighborhood committee without an association. Please include names, addresses, phone numbers and signatures.*

# Good Neighbor Environment Matching Grant Program

## PROPOSED PROJECT BUDGET

---

- A. Description of Budget Items:** List each resource needed to complete your project
- B. Grant Funds:** Enter the amount of County money you will spend on this item.
- C. Other Sources:** Enter any cash contributions, etc. received from partners or sponsors
- D. In-kind Labor:** Enter the value of the donated goods, services from partners or sponsors and volunteer labor.  
(Please note volunteer labor should be valued at \$24.90 per hour.)
- E. Total:** Calculate the total cost.

A. Description of Budget Items	B. James City Clean County Commission Grant	C. Cash from Other Sources	D. In-kind Goods/Services (include volunteer hours at \$24.90 per hour)	E. Total
<b>TOTAL BUDGET</b>	\$	\$	\$	\$

# Good Neighbor Environment Matching Grant Program

Please note that the sum of Columns B, C, and D must equal that of Column E.

## LETTER OF INTENT

NOTE: This form to be completed by partners or sponsors of the neighborhood project.

This letter is to confirm that my organization, \_\_\_\_\_  
(Name)

will participate as a partner or sponsor with the \_\_\_\_\_  
(Neighborhood Association or Committee Name)

neighborhood association or committee in the implementation of its following Good Neighbor Environment Project:

\_\_\_\_\_  
(Name of Project)

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

Cash amount of \$ \_\_\_\_\_

In-kind Services/Goods of:

The market value of this organization's in-kind contribution is \$ \_\_\_\_\_

We look forward to working with this neighborhood on this project and will participate in upcoming publicity events for the James City Clean County Commission Good Neighbor Environment Matching Grants Program.

\_\_\_\_\_  
(Signature)

Please Print:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail address \_\_\_\_\_

# Good Neighbor Environment Matching Grant Program PROJECT COMPLETION REPORT

---

**Submit by April 30, 2017 to:**  
James City County Clean County Commission  
ATTN: Environmental Coordinator, 107 Tewning Rd.  
Williamsburg, VA 23188  
Phone: 757-259-5375 Fax: 757-259-4120  
Email: cleancounty@jamescitycountyva.gov

Name of Neighborhood \_\_\_\_\_

Project Title \_\_\_\_\_

1. Our organization completed the project on \_\_\_\_\_ If not completed what changed?
2. We spent the grant allotted funds as follows: (Receipts are attached)
3. Photos of the completed project are attached. Yes
4. Our partners or sponsors, if any, provided assistance as follows: Not Applicable \_\_\_\_\_  
\_\_\_\_\_
5. Actual hours contributed by neighborhood volunteers \_\_\_\_\_ Forecasted hours were \_\_\_\_\_.
6. We recommend the following changes to Good Neighbor Environment Matching Grant Program: None - \_\_\_\_\_

By signing below, I affirm and represent that I am the \_\_\_\_\_ (insert title) of the \_\_\_\_\_ (insert name of neighborhood association or committee). On behalf of the Association/Committee, I hereby affirm the validity of the information given above and affirm that the Association/Committee owns all rights to the photograph(s) submitted with this report and has obtained all necessary permission and consent from any and all persons appearing in the photograph(s). On behalf of the Association/Committee and in consideration of the grant funds received by the Association/Committee from James City County (the "County"), I hereby release all of the Association's/Committee's rights to the photograph(s) and grant them to the County.

If you have any questions, call Dawn Oleksy, James City County Environmental Coordinator at 757-259-5375.

\_\_\_\_\_  
Signature Printed Name Title/Date

Rev. 07-16