



Neighborhood Partnership Grant Application Fiscal Year 2026 – 2027 (Cycle A)

Due Date on or before:

Monday, August 31, 2026

- ***All required back-up material (quotes, meeting minutes, etc.), must be submitted with this application in order to be eligible for grant.***
- ***Grant applications are expected to go before the City Commission for funding decision on October 19, 2026. No grant project disbursements shall occur before this date.***

City of Sarasota City Commission

Debbie Trice, Mayor, At-Large

Kathy Kelley-Ohlrich, Vice Mayor, District 3

Liz Alpert, Commissioner, District 2

Jen Ahearn-Koch, Commissioner, At-Large

Kyle Battie, Commissioner, District 1

NEIGHBORHOOD PARTNERSHIP GRANT GUIDELINES

The intent of the Neighborhood Grant Program is to assist and strengthen the City of Sarasota's neighborhood associations and communities which they serve.

Eligible Applicants Neighborhood, Resident, Homeowner and Coalitions of Associations must be located within the City of Sarasota and on record with the Planning Department. The applicants must also have an established Board of Directors and association Bylaws.

Grant Submittal Neighborhood Partnership Grant applications will be acceptable until **Monday, August 31, 2026, 4:00 PM**. Applications must be hand-delivered by appointment to the Neighborhood Planner, City of Sarasota, 1575 Second St, 4th Fl, Sarasota, FL 34236. All required back-up material (quotes, meeting minutes, etc.) must be included with the application in order to be accepted. Applications received after the deadline date and time will be disqualified. Only one grant application per City recognized association will be funded per fiscal year.

Funding Guidelines The maximum grant funding amounts for a City recognized neighborhood association:

- \$1,000 per neighborhood with 299 or less parcels/units
- \$2,000 per neighborhood with 300 – 999 parcels/units
- \$3,000 per neighborhood with 1,000 or more parcels/units

A 50% match is required at all levels. Matching funds may be in the form of volunteer labor (\$25/hr), cash, donated materials, or donated services. The match must be substantiated with a signed Contribution/Match Worksheet (page 10) as part of the neighborhood grant application. City resources may not be used as matching funds. Matching funds are not transferable to other projects.

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to associations with a valid checking account. In order to reimburse an association, the following items must be submitted: 1) Invoice from the association to the City of Sarasota; 2) Vendor invoice(s) marked "paid" and/or credit card receipts; 3) Copy of front & back of canceled checks to vendor(s) and/or credit card statements paying vendor(s). Associations without a valid checking account will be limited only to direct payment to vendors. NOTE: All vendors receiving direct payment from the City must be on record in the City's financial system, if not, they must complete a W-9 & Vendor form.

No grant expenses should be incurred before the City Commission meeting on October 19, 2026 and staff authorization. After the City Commission's approval, the Association's president/chairperson will be required to sign a Grant Agreement before any funds will be distributed. All grant funds must be spent prior to September 30, 2027. Any proposed changes to approved project/program after approved funding must be thoroughly explained in writing and show evidence of association support. Staff has the ability to approve or deny proposed changes.

Application Requirements

All questions/worksheets must be thoroughly completed, grant projects/programs must demonstrate the potential to benefit the neighborhood, evidence of association membership consensus for the project must be attached, project improvements and installations (such as signage and landscaping) must be on public land, and the original application must be signed by the neighborhood association/entity President/Chairperson or official designee.

Responsibilities of Applicant

The applicant and/or contractor awarded the work must obtain all applicable permits prior to project initiation and must adhere to all applicable City Codes. Any proposed project which may be considered an increase to the City's standard level of service may require a maintenance agreement and proof of liability insurance as a condition of grant approval.

Substantiation of individual budget amounts being requested is required as set forth below and the vendor with the lowest quote will be awarded the work:

- \$500 or less - No quotes necessary
- Over \$500 - (3) written quotes from vendors and attach to application

All projects/events must be completed and funds expended by September 30, 2027. Payments to contractor/distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. The City shall not be held responsible for arrangements of services made by the applicant.

NEIGHBORHOOD PARTNERSHIP GRANT GUIDELINES (CON'T)

Projects for Consideration

The following is a sample list of projects to be considered for funding. Ideas are not limited to this list as neighborhood associations are encouraged to be creative in addressing their individual neighborhood needs:

- **Beautification** – community clean-ups, refurbishing existing landscaping in City parks or City right-of-way, minor park improvements if coordinated with the Parks and Recreation Department. Installation of public art if coordinated with the Public Art Administrator.
- **Communication** – initial website creation, neighborhood newsletters, membership drives, postcard mailings, yard signs, member directories.
- **Events** – supplies, notices, entertainment, free giveaway items, equipment rentals such as A/V, portalets. *(Note: if applicable, obtain a City Special Event or Park Usage permit).*
- **Identity** – neighborhood signs, historical markers, logo design, membership t-shirts, neighborhood magnets *(Note: streetlight pole banners are not permitted).*

Projects/Items NOT for Consideration

The following is a sample list of projects/items that would **not** be eligible for funding:

- Capital items (any individual item that would require tracking by City property control).
- Computer hardware/software and other electronic devices and related equipment.
- Surveillance cameras and related equipment.
- Food, beverages, catering.
- Alcohol, tobacco or controlled substances.
- Gift cards, gifts.
- Ongoing multi-year projects.
- Operational costs, including salaries/personnel, annual registration fees for incorporation, annual website/email hosting fees.
- Projects/programs already funded from another source (including current operating budgets) or that have already been completed.
- Projects typically funded under other sources such as City (or County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program.
- Projects which conflict with existing City plans/policies.

Application Scoring and Ranking

Each application will be reviewed by the Grant Review Committee and may be given a maximum of 110 points as follows:

Project Description (20 points) - *How well does the application clearly describe the project and its goals?*

Community Support (20 points) - *Does the application show evidence of community support and consensus for the project?*

Community/Association Involvement (20 points) - *Does the project have the potential to strengthen the overall neighborhood association by including community members in the project?*

Proposed Budget (20 points) - *Are the budget expenses and matching dollars clearly described and eligible?*

Overall Application (20 points) – *Does the application have all questions answered and information attached such as quotes, Minutes, Bylaws?*

Bonus (10 points) - *Up to ten (10) additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.*

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

Performance Reporting

Grant recipients are required to submit a final performance report evaluating the project within 30 days of project completion. These reports may include photographs, if applicable, and evidence of project completion. Failure to submit a final performance report may result in disqualification from future grant cycles. Final report forms will be provided by the Planning Department, who will also monitor and maintain grant files on all projects.

Neighborhood Partnership Grant Application



NEIGHBORHOOD & CONTACT INFORMATION

NEIGHBORHOOD:	
NAME OF ASSOCIATION:	
NAME OF PERSON SUBMITTING APPLICATION:	
EMAIL ADDRESS:	
CONTACT #:	
MAILING ADDRESS OF ASSOCIATION:	
NAME OF ASSOCIATION PRESIDENT/CHAIR: <i>(only if different from submitter)</i>	

ASSOCIATION ELIGIBILITY

For your neighborhood to qualify for this grant, all of the following must be true about your association:

- Be on record with the City of Sarasota’s Planning Department with current Association information
- Have Association Bylaws and an established Board of Directors
- Have an open membership to all residents in the neighborhood
- Meet regularly

GRANT CRITERIA

For a project to be eligible, the following criteria must be met:

- Provide benefit to the neighborhood
- Demonstrate support for the project from the majority of association members
- Involve association members in the project
- Fulfill 50% matching grant contribution (cash, volunteer labor, donated material/services)
- Grant project completion by September 30, 2027

GRANT CATEGORY

The project must fall within the following categories *(Note: More than one category may be included):*

COMMUNICATION	IDENTITY	BEAUTIFICATION	EVENTS
Initial neighborhood website development, postcard mailings, newsletters, yard signs, directories, neighborhood logo creation, meeting space rentals	Neighborhood entrance signs, historical marker <i>(Note: Signage must be installed in City Right-of-Way or City Park and must attach written approval from appropriate department)</i>	Restore existing landscaping in City parks or City right-of-way, public art, community clean-ups <i>(Note: Must attach written approval from Parks and Rec)</i>	Neighborhood picnics, holiday events, emergency preparedness event, fundraising <i>(Note: If applicable, must apply for a Special Event or Park Usage permit)</i>

GRANT PROJECT INFORMATION

PROJECT NAME:

DESCRIBE THE PROPOSED GRANT PROJECT AND GOALS.

(e.g. Postcard mailings to notify residents of meetings and events, identity sign for entrance of neighborhood, community event in park for residents to meet and socialize)

HOW WILL THE PROPOSED PROJECT(S) BE COMMUNICATED TO THE ASSOCIATION MEMBERS TO GATHER THEIR INPUT AND SUPPORT?

(e.g. Proposed grant project(s) will be discussed and voted on at our Association meeting and Minutes are attached to this application)

HOW WILL THIS PROJECT ENHANCE THE QUALITY OF LIFE IN YOUR COMMUNITY?

DESCRIBE HOW THE ASSOCIATION MEMBERS WILL BE INVOLVED IN IMPLEMENTING THIS THEIR PROJECT AND HOW PARTICIPATION BE DOCUMENTED.

(e.g. Volunteers will work on quarterly landscaping project and their hours will be tracked on a spreadsheet during the entire project)

GRANT PROJECT INFORMATION (CON'T)

WILL YOUR ASSOCIATION PROCEED WITH THE PROJECT(S) IF THIS GRANT IS NOT APPROVED? WHY OR WHY NOT?

WILL THIS PROJECT REQUIRE ONGOING MAINTENANCE AND DOES YOUR ASSOCIATION HAVE THE MEANS TO MAINTAIN IT?

(e.g. Enhanced landscaping in the park will be maintained quarterly by Association members, neighborhood entrance signs will be repainted by Association as needed)

PLEASE LIST LAST THREE YEARS OF NEIGHBORHOOD PARTNERSHIP GRANT FUNDING THAT YOUR ASSOCIATION RECEIVED, DOLLAR AMOUNT AWARDED, AND PROJECT NAME.

BONUS POINTS:
WILL THE PROPOSED GRANT PROJECT INCORPORATE ANY SUSTAINABLE/GREEN INITIATIVES? IF YES, PLEASE DESCRIBE.

EXPENDITURE AND MATCHING INFORMATION

List each expenditure item separately. Any single expenditure over \$500.00 requires three written vendor quotes, which must be submitted with this application. Each quote should describe the proposed work using the same items and quantities to allow for an accurate comparison. If the grant is approved, the vendor providing the lowest quote will be selected. Applications that do not include three written quotes for items over \$500.00 will be disqualified.

IMPORTANT NOTE: Please ensure that the total in Column A aligns with the funding guidelines on page 3.

EXPENDITURE DESCRIPTION	GRANT FUNDING REQUEST	50% MATCH AMOUNT	INDICATE 50% MATCH • VOLUNTEER HOURS • CASH • DONATED SERVICE • DONATED MATERIAL	TOTAL
EXAMPLE 1: Three postcard mailings with postage	\$1,000.00	\$500.00	CASH FROM ASSOCIATION	\$1,500.00
EXAMPLE 2: Neighborhood Picnic	\$2,000.00	\$1,000.00	VOLUNTEER HOURS	\$3,000.00
GRAND TOTALS:				

(Column A)

(Column B)

(Column C)

A) GRANT FUNDS REQUESTED:

\$ _____

ALLOWABLE GRANT FUNDING REQUEST AMOUNTS

(Column A) – See page 8

AS PER TOTAL PARCELS IN NEIGHBORHOOD:

- 1 – 299 \$1,000 max**
- 300 – 999 \$2,000 max**
- Over 1,000 \$3,000 max**

**50% MATCH OF GRANT FUNDS REQUESTED
(MUST BE RELATED TO THE GRANT PROJECT)**

Compilation of 50% Match:

- Volunteer Labor \$ _____
(Calculate at \$25/hr. & complete Volunteer Labor Workshop on Page 11)
- Cash \$ _____
(Verified and signed by donated entity on Page 10)
- Donated Materials/Services \$ _____
(Verified and signed by donated service provider on Page 10)
- Other (please describe below) \$ _____

B) 50% MATCH TOTAL:

\$ _____

(Column B) – See page 8

C) GRAND TOTAL OF PROJECT:

\$ _____

(Column C) – See page 8

50% GRANT FUNDING MATCH VERIFICATION

NEIGHBORHOOD ASSOCIATION: _____

GRANT PROJECT NAME: _____

MATCHING CASH OR VALUE OF DONATED MATERIAL/SERVICE: \$ _____

DONATION TYPE: **CASH**
 MATERIALS *Description:* _____
 SERVICES *Description:* _____
 OTHER *Description:* _____

NEIGHBORHOOD ASSOCIATION OR DONOR INFORMATION:

Name: _____

Email: _____

Contact #: _____

Authorized Signature (digital signature is permitted):

.....
NEIGHBORHOOD ASSOCIATION: _____

GRANT PROJECT NAME: _____

MATCHING CASH OR VALUE OF DONATED MATERIAL/SERVICE: \$ _____

DONATION TYPE: **CASH**
 MATERIALS *Description:* _____
 SERVICES *Description:* _____
 OTHER *Description:* _____

NEIGHBORHOOD ASSOCIATION OR DONOR INFORMATION:

Name: _____

Email: _____

Contact #: _____

Authorized Signature (digital signature is permitted):

TIMELINE WORK PLAN

List in chronological order the specific steps or key activities necessary to reach project goals by September 30, 2027.

STEPS OR KEY ACTIVITIES	START DATE (must be after October 19, 2026)

APPLICATION CHECKLIST

- Were all questions answered thoroughly?
- Does the City have your current Association Information Sheet?
- Did you attach your Associations Bylaws with this application?
- Are you requesting the correct grant amount for your size neighborhood?
- Have you attached Meeting Minutes showing your Association's membership support for the proposed grant project(s)?
- Did you detail the 50% match?
- Have all the volunteers agreed to their task and number of hours?
- Are there quotes attached for all grant items over \$500?

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CERTIFICATION BY ASSOCIATION PRESIDENT/CHAIR

As Association President/Chair or Official Designee, I hereby certify that the information contained in this application is correct and represents the consensus of our association membership.

Date: _____

Name: _____

Title: _____

Email: _____

Contact #: _____

Signature:
(digital signature is permitted)

- Application Review – Please feel free to contact the Neighborhood Planner neighborhoods@sarasotafl.gov, with any questions regarding the application or process.
- Final Submittal of Grant Application - Set-up a brief meeting with the Neighborhood Planner neighborhoods@sarasotafl.gov, before the application deadline date of August 31, 2026, to review your final grant application. Please submit all 14 pages of the grant application, be sure it is signed by your Association President/Chair or Official Designee, include any quotes from vendors for grant items over \$500.00, and attach your Association Meeting Minutes where the grant project was discussed and approved by your membership.
- Grant Review Committee – The Grant Review Committee will evaluate and score each grant application and their recommendation for funding will be included on an agenda request for City Commission consideration at a regularly scheduled City Commission meeting on October 19, 2026.
- Grant Agreement – If your grant is approved by the City Commission on October 19, 2026, the Neighborhood Planner will contact your Association President/Chair to set-up a meeting to sign a Grant Agreement. After the Grant Agreement is signed then your Association can move forward with the grant project.
- Grant Expenses – Work closely with the Neighborhood Planner during the progress of your grant project to properly pay for grant items that were included in your application.
- Performance Report – After your grant project is completed, you will need to fill out a Performance Report form which will be provided to you by the Neighborhood Planner. These reports should include photographs, if applicable, and evidence of project completion. Failure to submit a final performance report may result in disqualification from future grant cycles.