



## CITY OF COCONUT CREEK NEIGHBORHOOD ENHANCEMENT GRANT PROGRAM APPLICATION

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1. Name of Neighborhood Association, Homeowners Association (HOA), Accredited School or Non-profit Organization:

\_\_\_\_\_

a. If applicant has previously received a grant, provide date:\_\_\_\_\_and amount:\_\_\_\_\_

b. Date of incorporation or starting date:\_\_\_\_\_

c. Contact Person(s): \_\_\_\_\_

d. Phone Number(s): \_\_\_\_\_

e. Email Address(es): \_\_\_\_\_

f. Mailing Address(es): \_\_\_\_\_

*(for items c-f, attach additional sheet if needed)*

g. Location of Neighborhood or Subdivision name: \_\_\_\_\_

2. Provide a brief description of the project that you are proposing and identify which eligible project category the proposed project addresses (see Page 2 of Program Guidelines).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Projected start date \_\_\_\_\_ Expected completion date \_\_\_\_\_

*\*Note: Project must be completed within 9 months or applicant must seek an extension (except for multi-phase design projects with approved installation plan).*

4. Provide total estimated project cost (attach completed Funding Agreement).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please provide brief statements as to how this project would meet the following criteria for your neighborhood. Use a separate page, if needed. ***Provide supporting documents where applicable.***

a. Describe how the proposed project addresses the goals of the Neighborhood Enhancement Grant Program of providing a stronger, safer, more sustainable community.

\_\_\_\_\_  
\_\_\_\_\_

b. Describe how neighborhood input was solicited for the selection of the proposed project.

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c. Describe how the proposed project will impact the neighborhood, City, and/or region.

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d. Describe how you plan to finance any anticipated future maintenance costs.

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6. Please submit the following:

- Photographs of the proposed project area
- Plans, maps, or surveys depicting the project in relation to the neighborhood and surrounding community
- Letters of authorization, where applicable, from appropriate agencies, abutting property owners, utility companies, etc.
- Project cost itemization and a minimum of three estimates for all work totaling more than \$1000
- Signed Funding and Maintenance Agreements
- Board minutes showing approval of described project and funding commitment
- Landscape plans, where applicable, which include plant locations, quantities, species, sizes, and grade
- Design scope of services, contract, and phased installation plan when proposing a multi-phase design project
- Construction drawings when proposing permanent signs or structures
- Organization's W-9

The City shall have discretionary authority to amend or modify any of the guidelines. All recommendations for grant funding shall be approved by the City Commission. Projects that substantially deviate from approved grant may not be eligible for reimbursement. **If work is on a City right-of-way, applicant must secure a plan review, permit, maintenance, and license agreement from the City of Coconut Creek.**

Applicant Signature : \_\_\_\_\_ Date:\_\_\_\_\_

Print applicant name: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Completed applications, including all required materials listed above and any additional information you feel will benefit in the analysis of your proposed project, may be emailed to [dnelson@coconutcreek.net](mailto:dnelson@coconutcreek.net) or mailed/delivered in a sealed envelope to:

CITY OF COCONUT CREEK  
DEPARTMENT OF SUSTAINABLE DEVELOPMENT  
ATTN: NEIGHBORHOOD ENHANCEMENT GRANT PROGRAM  
4800 WEST COPANS ROAD  
COCONUT CREEK, FL 33063

**City of Coconut Creek  
Neighborhood Enhancement Grant Program  
Funding and Maintenance Agreements**

**Funding Agreement**

The submittal of the attached application to the City of Coconut Creek and signature below constitutes acknowledgment and agreement to the terms and requirements for participation in the Neighborhood Enhancement Grant Program. The signature below certifies that the funding for this project is as follows:

City requested funding ..... \$\_\_\_\_\_

Organization's funding:

\*Cash ..... \$\_\_\_\_\_

\*Sweat Equity \$12.50/hour x \_\_\_\_\_ hrs. = ..... \$\_\_\_\_\_

\*Donated Professional Services ..... \$\_\_\_\_\_

\*Donated Equipment/Materials ..... \$\_\_\_\_\_

\*Any amounts included in the application are estimates. Documentation of actual amounts will be needed upon completion of project.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

**Maintenance Agreement**

The signature below certifies that the grantee agrees to maintain all improvements. Landscape material must be maintained in a healthy condition free of weeds and invasive materials. Other funded improvements shall be maintained in a reasonable condition allowing for normal aging.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title