

Mayor Martin J. Walsh wants you to

# LOVE YOUR BLOCK

A Program to Revitalize Boston Neighborhoods

## Spring 2016 Application

### Project Overview

The Love Your Block program invites residents to design neighborhood improvement projects and apply for up to \$5,000 of grant funding and supplemental City services. Awards will help winning groups purchase necessary supplies, engage their neighbors and transform their neighborhood! Possible projects include, but are not limited to:

Creating Green Space: pocket parks, community gardens, or vacant lot cleanups

Streetscaping: Planting trees or flowers along roads, assessing street lights for repairs

Park improvements: Installing benches and play equipment, repairing and repainting existing facilities

And much more! Tell us your ideas!

### Important Dates

December 4, 2015 Application Deadline

January 15, 2016 Begin announcing grant recipients

February 1, 2016 Mandatory Grantee Orientation

May 31, 2016 Deadline for project completion

Sponsored by:



# Project Guidelines

## Grant Eligibility Requirements

- Must be a non-profit or registered community organization, or a resident or group of residents partnering with a fiscal agent (501c3, or accredited business, or the City)
- Projects must occur on city owned land or in the public right of way
- Must be able to mobilize enough volunteers to complete the proposed project
- Must have two contact people
- Must commit to track city designated metrics and submit a post-project report. Metrics could include but are not limited to the number of trash bags collected, the number of trees planted or benches installed etc.

## Checklist

- Contact Information
- Fiscal Information
- Project Description
- Photos of proposed project site
- Action Plan
- Volunteer Plan
- City Services
- Budget
- Community Engagement
- Sustainability Plan

## Submission

Please submit all applications to:

Jordan Deasy  
Mayor's Office of Neighborhood Services  
1 City Hall Square  
Room 805  
Boston, MA 02201

Or submit them online at: [boston.gov/loveyourblock](https://boston.gov/loveyourblock)

## General Information

Group Name:

Neighborhood served:

Address:

Website:

Is this group a non-profit?

Group's purpose and recent accomplishments:

### Primary Contact

Name:

Phone:

Address:

Email:

### Secondary Contact

Name:

Phone:

Address:

Email:

## Fiscal Information

What group will be designated as the fiscal agent (the point of contact as well as the recipient and caretaker of the grant funds)

Same as above

Group Name:

Neighborhood served:

Contact Name:

Address:

Website:

Non-profit (please attach \_\_\_\_\_)

Incorporated business (please attach \_\_\_\_\_)

If you do not know of a non profit or business entity and need help finding one please check below

## Project Description

In 500 words or less please describe your project including: 1) the geographic area your project comprises, 2) the neighborhood issue you plan to address and how your project provides a solution, 3) how you will engage fellow residents as volunteers, 4) how you will create or maintain partnerships with businesses or nonprofits, and 5) how you anticipate partnering with the City including any city services needed. Please attach photos of the project site to your description.

## Action Plan

Please include a detailed action plan that lays out the steps your group will take. (You may use the grids provided at the end of the application.)

### Example Action Plan

| Action  | Person(s) responsible for carrying out action | Date action will take place | Intended outcome  |
|---|---|-----------------------------|---|
| Community outreach to inform residents of Love Your Block Grant | John Doe                                      | Month/Day                   | Explaining the project & identifying community leaders to take on specific responsibilities |
| Host Community Meeting  | Jane Doe                                      | Month/Day                   | Rallying community members behind project and making them aware of upcoming opportunities   |

# Volunteer Plan

The project(s) must be completed with volunteer effort. Please use the grids located at the back of the application to break down the project(s) into sections and realistically think about how many people will be needed to accomplish each task .

## Example Volunteer Plan

| Task           | Detailed Description   | Volunteers Needed |
|----------------|--|-------------------|
| Mural Painting | Completion of a 12' x 25' mural on blank wall next to the vacant lot | 10                |
| Trash Clean-up | Picking up the trash located in the vacant lot next to the mural     | 10                |

Taking into account volunteers who do more than one task, what is the total number of volunteers you will need for the project?

How many active volunteers are in your organization/ involved with the project currently?

If the number of active volunteers/ members is smaller than the number needed, what is your plan to recruit additional volunteers?

## City Services

Look at the city services listed below and circle the services needed for your project. No services are guaranteed and availability is limited to projects on city property or in the public right of way.

- Trash Pick-up
- Yard waste Removal
- Road Closure
- Pothole Repair
- Tool Loaning
- Tree/ Garden Supplies
- Replacing Signage
- Graffiti Removal

## Budget

Please provide a detailed budget that includes all planned expenses for the project.

### Example Budget

| Item       | Description of Use         | Cost    |
|------------|----------------------------|---------|
| Planters   | To install in public plaza | \$800   |
| Soil       | For planting               | \$100   |
| Perennials | To be planted              | \$300   |
| Total      |                            | \$1,200 |

## Community Engagement

For projects to achieve the intended purpose of building *community* space, applicants need to have a plan to inform, involve and engage the community. Inform them of the grant's intended purpose and your dream of making a particular space better. Involve them in the design and function of the project. Engage the community to help you build and maintain the space. Please describe the individual actions you plan to take to fulfill these goals.

| Action               | Description  | Inform, Involve or Engage? |
|----------------------|--|----------------------------|
| Flyering             | Using flyers in prominent places to inform community about upcoming project                  | Inform                     |
| Community Meeting    | Host a meeting to get feedback from the community and get buy-in                             | Engage                     |
| Participatory Design | At a community meeting residents are invited to participate in the final design of a project | Involve                    |

## Sustainability Plan

Please describe in 500 words or less how you plan to maintain your project including: 1) general maintenance and upkeep, 2) any additional programming and 3) the persons responsible for this work including how you will maintain volunteer engagement.

Thank You!

If you have any questions don't hesitate to contact Jarred Johnson and Emily March, program coordinators, at [loveyourblock@boston.gov](mailto:loveyourblock@boston.gov)

A. Action Plan

| Action | Person(s) responsible | Date action will take place | Intended outcome |
|--------|-----------------------|-----------------------------|------------------|
|        |                       |                             |                  |
|        |                       |                             |                  |
|        |                       |                             |                  |
|        |                       |                             |                  |
|        |                       |                             |                  |
|        |                       |                             |                  |
|        |                       |                             |                  |

B. Volunteer Plan

| Task | Detailed Description | Volunteers Needed |
|------|----------------------|-------------------|
|      |                      |                   |
|      |                      |                   |
|      |                      |                   |
|      |                      |                   |
|      |                      |                   |



Notes:

Additional Space: Use the space provided below or make a copy of any section above.

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |