



## 2020 NEIGHBORHOOD BEAUTIFICATION GRANT DOCUMENTATION REQUIREMENTS & CHECKLIST

1.  **Section 1: Contact Information** – Complete all fields on this page
2.  **Section 2: Project Details** - Clear description of the project including address or specific location
3.  **Section 3: Site Information**
  - a.  Complete sketch or aerial map of the project showing where improvements will be made (Ex. Google Maps, etc. – mark where improvements will be made; this is required)
  - b.  Digital, color photos of the area to be improved
  - c.  Property ownership information for the site
  - d.  Documentation showing approval for the project from property/easement owner(s)
  - e.  Any other signed forms related to the completion of the proposed project (revocable licenses, etc.)
4.  **Section 4: Timeline** - Detailed project timeline
5.  **Section 5: Project Budget** - A well-researched budget
  - a.  Including quotes, invoices, estimates, etc. from vendors or contractors (project scope and expected costs of the project must be clearly identified. If the proposed project is part of a larger project, be sure to clearly identify which portions you expect the Beautification Grant to fund.)
6.  **Section 6: Neighborhood Impact** - Explanation of how the project will positively impact the neighborhood
7.  **Section 7: Long Term Maintenance** - A thorough maintenance plan is required
8.  **Section 8: Check-Out Process:**
  - a.  Volunteers from your neighborhood committing to work on the proposed project, if applicable (include names and addresses of volunteers).
  - b.  Project coordinator met with Neighborhood Liaison to discuss project and received referrals.
  - c.  Project coordinator met with all recommended referral contacts to discuss project details and completed referral sheets.

A staff review of the application will verify that all required documentation is present, and any incomplete applications will be returned. **Only complete applications will be eligible for grant funding.**



City of Aurora  
Neighborhood Services Department  
15151 E. Alameda Parkway, Suite 4500  
Aurora, CO 80012  
303.739.7280

## 2020 NEIGHBORHOOD BEAUTIFICATION GRANT PROGRAM APPLICATION

**Application DUE APRIL 24<sup>th</sup>, 2020, by 4:30 p.m.**  
*(Clearly label any attachments to this application)*

### Section One: Contact Information

Neighborhood name or description of your group (Example: Del Mar Parkway Neighborhood, Group of 15 households on the 1600 block of Elmira, etc.):

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Estimated number of households benefiting from this grant: \_\_\_\_\_

1. Total number of households or businesses in project area: \_\_\_\_\_

2. Number of people working on the proposed project: \_\_\_\_\_

Neighborhood Project Coordinators (list three residents from three separate addresses within the neighborhood):

**\*Primary Project Coordinator:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Staff will reach out to the Primary Project Coordinator first for all communication.

**Second Project Coordinator:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Third Project Coordinator:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Section Two: Project Details

- Describe the project in detail (what do you want to accomplish with this project?)
- Include the address or specific location of the project site (i.e., list cross streets, or indicate direction, such as northwest corner of Havana and 6th Avenue).

## Section Three: Site Information

- Complete sketch or aerial map of the project showing where improvements will be made (Ex. Google Maps, etc. – mark where improvements will be made; this is required for all projects)
- “Before” digital, color photos of the area to be improved - “after” photos of the same area, and from the same angle, will be required.
- Property ownership information for the site and documentation showing approval for the project from the property/easement owner(s) (e.g., Xcel Energy, city of Aurora, private residence addresses, HOA, etc.)
- Any other signed forms related to the completion of the proposed project (revocable licenses, etc.)

## Section Four: Timeline

- Provide a timeline that identifies when the project will begin and an anticipated completion date.

## Section Five: Project Budget

- Itemize the estimated costs of the entire project, not just the portion for which you are requesting funding. Include in this cost breakdown all materials, equipment costs, and labor. Use additional sheets as needed. Please clearly identify the portions of the project budget you expect the Beautification Grant to fund.

ITEM AND QUANTITY	COST ESTIMATE	SOURCE OF ESTIMATE
<u>Materials</u>		
	\$	
	\$	
	\$	
	\$	
<b>1. Total Material Costs:</b>	\$	
<b>1a. Material Costs Requested from the Beautification Grant</b>	\$	
<u>Equipment</u>		
	\$	
	\$	
	\$	
	\$	
	\$	
<b>2. Total Equipment Costs:</b>	\$	
<b>2a. Equipment Costs Requested from the Beautification Grant</b>	\$	
<u>Professional Labor Charge</u> (Professional labor may include expenses for barricade set-up/tear down, traffic control plan, licensed electrician, etc.)		
	\$	
	\$	
	\$	
<b>3. Total Professional Labor:</b>	\$	
<b>3a. Labor Costs Requested from the Beautification Grant</b>	\$	
<b>TOTAL ESTIMATED COST OF PROJECT</b>	\$	Add lines 1, 2, & 3 for Total Estimated Cost
<b>4. Total Amount requested from the Beautification Grant:</b>	\$	Add lines 1a, 2a, & 3a for total requested from the grant
Minimum amount of Beautification Grant money required to complete project:	\$	

## Section Six: Neighborhood Impact

- Describe how the proposed project achieves the following:
  1. improves the physical condition of a neighborhood;
  2. enhances neighborhood pride;
  3. promotes neighborhood self-reliance;
  4. increases communication among neighbors;
  5. encourages “place-making” by bringing assets into the neighborhood that encourage gathering and positive experiences.
- Include information about how community building is included in this project (e.g., planning committee, volunteer labor, etc.).
- How have you gained neighborhood support and awareness of this project?

## Section Seven: Long Term Maintenance

- List the continued maintenance needs (e.g., irrigation, plant trimming, clean-up, trash or graffiti removal, Xcel Energy costs, etc.)?
- How do you plan on addressing these ongoing maintenance needs?



## Section Eight: Check-Out Process

- Complete and attach any signed forms associated with your project that may not be attached above. This may include, but is not limited to:
  - List of volunteers from your neighborhood committing to work on the proposed project, if applicable (include names and addresses of volunteers).
  - Completed referral contact sheet (this will be provided during the mandatory meeting with your Neighborhood Liaison)

**Total Number of Attached Documents:** \_\_\_\_\_