

City of Lawrence CDBG/HOME Programs Brook Creek Neighborhood Association Grant Application

I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: Brook Creek Neighborhood Association

Mailing Address: c/o Julie Banhart, 1944 Miller Drive; Lawrence, KS 66046

Program Address, if different than above: _____

Contact Name: Julie Banhart Phone: (785) 841-4997

Contact Title: Coordinator

E-mail (required): brookcreek@sbcglobal.net Fax : () _____

Date : 11/30/07

Mission of organization:

Our mission is to stabilize and maintain the neighborhood as a quality, primarily single-family, residential neighborhood. Our goals are to preserve, maintain, and improve the quality of living conditions in the neighborhood, identify and respond to its changing needs and provide an infrastructure for communication on relevant issues. Our goals are also to increase communication and interaction between residents in all parts of our large neighborhood.

II. Project Information

Requested \$7,514.00 request is 100 % of project budget and 100 % of agency budget.

Attachment Checklist

- Department approval, if applicable
- X List of officers and board members and their principal occupations (one per agency) **(Attachment 10)**
- X Most recent annual report and (one per agency) financial statement **(Attachment 11)**
- X Budget for proposed project, including revenues and expenses (one per project) **(Attachment 12)**

Project Type

(Check all that apply)

- X Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

Funding Need

(Check all that apply)

- New program
- X Existing program
- X Public Service
- Capital Improvement
- Other (describe) _____

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

Operating expenses: 4 newsletters (covering 2 months each) per year; postcard notices of special meetings; office expenses, LAN dues, *Journal-World* subscription; coordinator's salary. The newsletters and postcards maintain communication and build neighborhood unity. The Coordinator produces the newsletter, helps organize neighborhood tasks and volunteers, is liaison between residents, officers, and City.

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III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 13 stapled paper copies and one electronic copy of your proposal by 5:00 p.m. **December 3, 2007:**

Community Development Division, Development Services
1 Riverfront Plaza, Suite 110
Lawrence, KS 66044

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ATTACHMENT 1: WHAT IS THE SITUATION, PROBLEM, OR OPPORTUNITY THIS GRANT WILL ADDRESS?

The neighborhood association helps maintain and grow Brook Creek neighborhood as a strong neighborhood, which, added to other strong neighborhoods, helps build and maintain a strong City and improves the quality of life in the city as a whole. We provide a venue for civic engagement and civic pride.

This grant will provide operating expenses, the bulk of which are devoted to newsletter and postcard production and distribution, and the coordinator's salary. Both help tie together a neighborhood that is primarily single-family and varied, with a large percentage of senior citizens, but a growing number of young families and individuals. The newsletters keep the residents informed of general and special meetings, where they can bring up new items of concern and be brought up-to-date on old business. The newsletter also informs residents of volunteer efforts, and the coordinator helps organize them and is the liaison for residents involved. Two special postcard mailings will allow the NA to notify residents, between newsletters, of special meetings or issues. An annual spring park clean-up is a long-standing volunteer effort, to which has been added a fall park clean-up. These allow us both to maintain a valued green area and to practice green policies, by reducing the trash that washes through to the Kaw River. A volunteer project to bring neighbors needing help with small maintenance and/or repairs of their homes and yards together with other neighbors willing to commit time as needed to help has aroused interest from those willing to help. A smaller response has come from those needing help, but the offer is extended regularly and should grow. These activities, at least by extension, benefit all residents by making the neighborhood a safer and more inviting place to live.

Those residents who have provided email addresses to the coordinator are notified of special meetings or issues. However, because many of our residents do not have access to email, the addition of funding for postcard notification of special meetings or issues, between the newsletters, will help assure that all interested parties know about these new issues or meetings and can attend and make their voices heard in a timely fashion.

ATTACHMENT 2: HOW WILL THIS GRANT SUPPORT THE MISSION OF THE ORGANIZATION?

This grant will enable us to support BCNA's mission to maintain and improve living conditions and improve communications among the residents in the neighborhood. Specifically, it will enable the neighborhood association to continue to produce, print and mail newsletters to all residents, to keep them informed of, and involved in, meetings, issues, and volunteer opportunities. Funding for postcard notification of special meetings and newly arising issues will keep the neighborhood as a whole better informed and involved. The grant will continue to pay the coordinator's salary so that she can continue to produce the newsletters, get the email and postcard notification of meetings and issues out, and be the liaison for the residents and the issues/opportunities facing the neighborhood.

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ATTACHMENT 3: HOW MANY PEOPLE WILL BE SERVED BY THIS GRANT AND WHAT PERCENTAGE ARE LOW-MODERATE INCOME (DESCRIBE METHOD OF VERIFICATION)?

We distribute 1025 newsletters, which indicate the number of households we serve. We are defined by HUD as a “target” neighborhood, which means that at least 51% of our residents are low- and moderate-income families.

ATTACHMENT 4: WHAT RESOURCES ARE CURRENTLY AVAILABLE TO DEDICATE TO THE PROJECT, INCLUDING STAFF, VOLUNTEERS, EXISTING FUNDS AND COMMUNITY PARTNERS?

Our officers are volunteers in their positions. Without the grant, we could afford neither the operating expenses nor the coordinator, and the neighborhood association, as an effective organization, would cease to exist. We have no other funding.

ATTACHMENT 5: HOW IS THIS APPROACH TO THE ISSUE UNIQUE OR COLLABORATIVE AND WHAT GIVES IT A HIGH LIKELIHOOD OF SUCCESS?

This approach is not “unique,” in that it is used by most target neighborhood associations. Communication is the key -- both to educate the residents about issues that can affect the neighborhood and give them a voice in possible solutions. Attendance at meetings to express their viewpoints, or communication with the coordinator to do the same, means that, through discussion, consensus can be reached on issues facing the neighborhood, and a collaborative approach can be taken to achieve solutions. Without the newsletters to bring these issues to the attention of the residents, and the coordinator to manage the projects, BCNA would be unable to function as an effective entity. And that means funding from this grant.

ATTACHMENT 6: HOW WILL SUCCESS BE MEASURED AND HOW WILL YOU CONTINUE TO FUND THIS PROJECT ONCE GRANT FUNDS ARE EXPENDED?

The grant funds requested will fund the operating expenses and coordinator’s salary for the coming fiscal year. Success of our efforts to get increasing numbers of residents involved in neighborhood issues and activities will be measured by the increasing participation in the meetings and special events, as well as in current and new volunteer projects. This should lead to an increasingly cohesive neighborhood that every year sees Brook Creek neighborhood becoming a better and better place to live.

ATTACHMENT 7: WHAT IS THE ORGANIZATION’S TIMELINE FOR ACHIEVING THE OBJECTIVES OF THE GRANT?

The upcoming fiscal year. With the grant, we will continue to produce our four newsletters to schedule our general meetings and use postcard and email notification of special meetings and events. The newsletters and postcards, along with easy access to the coordinator, will allow BCNA to speak to issues of concern, and coordinate and expand volunteer activities.

ATTACHMENT 8: WHAT OTHER FUNDING SOURCES HAVE BEEN APPROACHED AND WHAT HAVE THE RESPONSES BEEN?

No other formal funding sources have been approached.

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ATTACHMENT 9: DESCRIBE THE AGENCY PHILOSOPHY AND PRACTICES REGARDING RECYCLING AND OTHER “GREEN” PRACTICES.

BCNA is not an organization that generates large amounts of paper or other items that need recycling. However, at our annual potluck social in September, and at the two park clean-up days, we provide special receptacles for aluminum soft drink cans which are then taken to the Lawrence Humane Society for recycling, the proceeds of which help support their spay/neuter assistance program, which benefits all of Lawrence’s residents.

Our two annual park clean-up days are “green” practices. Not only do they help keep Brook Creek, and the surrounding nature area, free of debris, thus reducing flooding concerns in the neighborhood, but the clean up of the creek also reduces the amount of debris that washes through to the Kaw River, which helps keep the City as a whole more “green.” The clean up of the nature area removes scrap material some of which can be recycled.

The neighborhood association brought the Central Junior High School paper recycling project to the attention of its residents, and many are now participating in that project on an individual basis.

ATTACHMENT 10: LIST OF OFFICERS AND THEIR PRINCIPAL OCCUPATIONS

President:	Craig Comstock	Software Engineer
Vice President:	Aaron Brown	Website design, construction, and maintenance
Secretary:	Douglas Miller	Retired Lawrence police officer
Treasurer:	Susan Miller	Home-maker

ATTACHMENT 11: CURRENT FINANCIAL STATEMENT

Funds allocated for the 2007-2008 grant year:		\$6,012.00
Expenses:		
Newsletter Costs (printing, addressing, postage):		
September - December (2 issues):	\$1,207.57	
February/March newsletter:	\$ 578.44 (projected)	
April/May newsletter:	\$ 578.44 (projected)	
Annual LAN Dues	\$ 25.00	
General Office Expenses	<u>\$ 82.55 (projected)</u>	
<i>Sub-Total</i>	<i>\$2,472.00</i>	
Coordinator’s Salary	\$3,540.00 (projected)	
TOTAL		\$6,012.00

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PROJECT BUDGET**

ATTACHMENT 12: PROPOSED BUDGET FOR OPERATING EXPENSES

Newsletter (4 issues per year) (Vendor: Minuteman Press)		
Printing costs (1050 copies)	\$820.00	
Addressing, taking to Post Office	\$740.00	
Postage Costs	<u>\$878.00</u>	
Total Newsletter Costs:		\$2,438.00
Postcard Mailings (2 per year) (Vendor: Minuteman Press)		
Printing Costs (2100 copies)	\$320.00	
Addressing, taking to Post Office	\$370.00	
Postage Costs	\$439.00	
Total Postcard Costs:		\$1,129.00
Annual LAN Dues:		\$ 25.00
Annual Lawrence <i>Journal World</i> Subscription		\$ 182.00
General Office Expenses (stamps, paper, printer toner, etc.)		\$ 200.00
Coordinator's Salary:		
29.5 hours per month at \$10.00/hr. for 12 months		\$3,540.00
<u>TOTAL:</u>		<u>\$7,514.00</u>