



## 2024 GRANT PROGRAM GUIDE

MARCH 1, 2024

### Our Purpose and Mission

- To preserve and enhance the architectural, historic, cultural heritage and natural resources of Oak Cliff through direct action and public education.
- To support the neighborhoods of Heritage Oak Cliff with assistance, grants, training, and to serve as an umbrella organization unifying the neighborhoods.
- To promote communication and cooperation between organizations and community groups to increase their effectiveness in addressing issues concerning Oak Cliff.
- To promote Oak Cliff to the wider community as an exceptional place to live.

**Website:** [heritageoakcliff.org](https://heritageoakcliff.org)

### Grant Program Timeline:

- 3-23 10:00 am: Grant Workshop
- 3-25 Start submitting grants.
- **5-5 9:00 PM Grant application submission deadline**
- 5-11 through 5-18: Application review and award decisions
- 6-20 General membership meeting and Grant Award Ceremony

**Grant Submission: Email PDF by 9:00PM on 05/5/2024 to:** [vpgrants@heritageoakcliff.org](mailto:vpgrants@heritageoakcliff.org)

**Grant Committee Members:** Cynthia Michaels (chair), J. D. Jasso, Angie Mobley,  
and Trudy Newton

### Contact Information

Cynthia Michaels	VP Grants	<a href="mailto:vpgrants@heritageoakcliff.org">vpgrants@heritageoakcliff.org</a> (214)213-8937
J D Jasso	NR, El Tivoli Place NA	<a href="mailto:jjasso3@earthlink.net">jjasso3@earthlink.net</a>
Angie Mobley	NR, West Kessler NA	<a href="mailto:amobley35@gmail.com">amobley35@gmail.com</a>
Trudy Newton	NR, Stevens Park Village NA	<a href="mailto:vpmembership@heritageoakcliff.org">vpmembership@heritageoakcliff.org</a>

## Grant Types

### Neighborhood Improvement Grant

This grant is for tangible projects that result in visible improvements to the neighborhood or improvements to the administration of the neighborhood association.

Examples of Projects:

- Beautification projects
- Neighborhood entry signage
- Sidewalk improvement
- Sign toppers
- Curb address painting
- Murals
- Website improvements
- Meeting signage
- Flyers and other communications

The Neighborhood Improvement grant has a two (2) year term and may be awarded for up to 60% of the total project cost.

The neighborhood association must be financially able to pay the 40% cost of the project at the time of the submission of the grant.

### Community Development Grant

This grant is for projects and events that promote resident engagement with their neighborhood association and encourage the building of a strong neighbor community.

Examples of Projects:

- National Night Out events
- Mardi Gras floats
- Social gatherings
- Volunteer functions
- Volunteer refreshments
- Projects for neighborhood schools (i.e. - school supply drives, food drives, Teacher appreciation/recognition.)

This grant has a one (1) year term. A neighborhood can have more than one Community Development project. **Total** amount awarded cannot exceed 60% of \$800.

The neighborhood association must be financially able to pay the 40% cost of the project at the time of the submission of the grant.

## Grant Terms and Conditions

- The 2024 grant application requires **three** signatures, **two of which** must be different HOC Members. Those signing the application must be current individual members of Heritage Oak Cliff in good standing at the time of submission of the grant. The organization's President and the grant writer must sign the application. The third required signature is the HOC Neighborhood Representative or the Alternate HOC Neighborhood Representative. **All people signing the grant application must be members of HOC.**
- All HOC neighborhood members in good standing with Heritage Oak Cliff are eligible to apply for Neighborhood Improvement or Community Development grants. A neighborhood is in good standing if at the time of submission they have paid the HOC neighborhood membership dues and have regularly attended board meetings. A neighborhood will be **ineligible** to apply for a grant if the representative for their neighborhood misses **six** board meetings during the period covering the twelve months prior to the due date of the grant application. A neighborhood may commit to 5 volunteer hours in lieu of paying a neighborhood membership. **All 5 volunteer hours must be completed prior to submission of the grant application. Failure to complete the 5 volunteer hours will result in the neighborhood being ineligible to apply for a grant.**
- All grant applications are reviewed and evaluated by the Grant Committee. Applications approved and amounts awarded are at the sole discretion of the Grant Committee of Heritage Oak Cliff. Decisions of the Grant Committee are final.
- **Projects may be only partially funded.**
- Grant committee members who reside in a neighborhood submitting a grant application will be recused from decisions regarding their neighborhood's application(s).
- All projects and events must comply with applicable laws, regulations and codes.
- No grant will be awarded for the sole benefit of any one individual or of any private or commercial interest.
- Applications for Neighborhood Improvement grants must include **two (2) bids** unless the project meets one of the following criterion. Whenever possible, utilizing Oak Cliff vendors is preferred.
  - The project is a repeat project utilizing previous vendor(s). The expenses are reasonable. The vendor is described in the application, and there is an explanation why it is necessary or appropriate this vendor is utilized again. Saying repeat project is insufficient. The reason must be clearly stated in the application.
  - The project will utilize City funding, such as sidewalk projects.
  - The project is a Community Development project, which requires only **one** bid.
- Neighborhoods should ensure that their budgets and reimbursement requests do not include taxes or tips. Heritage Oak Cliff **does not reimburse taxes or tips.**
- Neighborhoods and individuals signing the application must be in good standing at the time of submission. In addition, incomplete or late applications will be disqualified and not considered for funding.

### Grant Terms and Conditions - Continued

- A neighborhood may “bundle” several smaller neighborhood improvement projects into a single application. Documentation must include clearly itemized estimates for each project or element. Applicants must include at least **two bids** for the project(s). Do **NOT** average the bids together when stating the request of the grant amount. Do **NOT** include **taxes or tips**. **Sections B and C** must be completed for **each separate project**.
- If the neighborhood **does not** have 501(c)(3) status then a statement must be attached to the application that states the organization does not contribute to political candidates.
- The neighborhood must recognize Heritage Oak Cliff for funding the majority of the grant project. This may be done through a plaque, article in the neighborhood newsletter, emails sent to the neighborhood, or by various other means.
- Pictures need to be taken documenting the project. Before and after pictures are great. Work in progress pictures are great. Pictures of the completed project are required.

**The Grant Committee wants to fund your grant request. You must, however, follow the guidelines and meet all the grant requirements. You are encouraged to include any plans, drawings, or photos that explain your project with your application. Please contact us if you need additional information or have any questions.**



## 2024 GRANT APPLICATION

### Section A: Organization Information

Name \_\_\_\_\_ # homes in NA? \_\_\_\_\_

Does your organization have 501(c) (3) status? \_\_\_\_\_  
(If "no", attach a statement that the organization does not contribute to political candidates)

Organization EIN: \_\_\_\_\_

Contact Name / Grant Writer: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**A. 1** Briefly describe your organization. [Limit 100 words]

**A. 2** Describe the activities of your organization. [Limit 100 words]

## 2023 GRANT APPLICATION

### Section A: Organization Information

Name Wynnewood North Neighborhood Assoc If NA, how many homes? 287

Does your organization have 501(c) (3) status? Yes  
(If "no", attach a statement that the organization does not contribute to political candidates)

Organization EIN: 03-0524555

Contact Name / Grant Writer: Cynthia Michaels

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

519 Woolsey Dr., Dallas, Texas 75224

Contact Phone: 214-213-8937

Contact Email: clmichaels@sbcglobal.net

**A. 1** Briefly describe your organization. [Limit 100 words]

Wynnewood North is a neighborhood bounded by Vernon, Zang Blvd., Heyser Dr., Pratt, N. Manus Dr. It has distinctive, physical characteristics such as: two triangle green spaces where flowers/trees grow, a lake, green belt/creek/park areas that surround the neighborhood on three-sides, gently hilly topography, beautiful large trees, and large lushly landscaped yards. We are a true neighborhood with neighbors who genuinely care/serve one another. We know each one another and lookout for each other. We search for the owner of loose pets and return them to their owner. We watch each other's homes/pets if anyone is out of town. We hide packages left on porches by various delivery companies. A place we all call home and create memories.

**A. 2** Describe the activities of your organization. [Limit 100 words]

Volunteers in Patrol (VIP) are residents who play a very active role in combating crime in our neighborhood. In 2022 199 patrols conducted. Annual events: (1) Spring Fling and Easter Egg Hunt (2) Happy Hours (in homes and at local businesses) (3) Monthly Yard of the Month recognition (4) Neighborhood Garage Sales (5) July 4th Parade and Brunch (6) Christmas Holiday Party (7) Holiday Caroling (8) Halloween Parade and gift bags/candy for neighborhood children (9) Halloween Yard Decoration Contest (10) Holiday Lights Competition (11) Spring and Fall Wanders (Fund raisers similar to Progressive Dinners.) (12) It's My Park Day/Neighborhood Clean-Up (13) National Night Out (NNO).

## Section B: Project Information

Org: \_\_\_\_\_ Project Name \_\_\_\_\_

Type of Grant Requested:

☐ Neighborhood Improvement ☐ Community Development

### B. 1 Project Objectives [Limit 250 Words]

Describe your project end results and how the project will impact the community. For a Community Development Grant, explain how members of the neighborhood can participate in the project and how the project will build community.

## Section B: Project Information

Org: Wynnewood North NA Project Name Maintenance of 2 Triangles

Type of Grant Requested:

☒ Neighborhood Improvement ☐ Community Development

### B. 1 Project Objectives [Limit 250 Words]

Describe your project end results and how the project will impact the community. For a Community Building Grant, explain how members of the neighborhood can participate in the project and how the project will build community.

The end results of the project will help off set the costs of the maintenance of the two triangles as well as help pay for the costs of water/electrical usage.

Professionals will mow edge/weed the triangles on a regular basis. The triangles will be watered on a regular basis. The triangles will be watered on a regular basis. A sprinkler system is installed and working properly. Fertilizer/weed killer will be applied when necessary. Mulch will be added as needed. The Beautification Director will monitor the triangles and will request the professional company to mow/edge/weed as needed. The Beautification Director will monitor the need for water and will set the sprinkler system accordingly. The well kept colorful triangles add beauty to Wynnewood North. They are appealing to the eye. A bench is in each triangle offering a place of rest for walkers and residents looking for tranquility. A Little Library (registered) is in one triangle (Monseen). Neighbors are encouraged to go and sit and read for a spell. The beautiful triangles show pride in WWN and add value to the neighborhood.

B. 2 Project Plan

Org: \_\_\_\_\_ Project \_\_\_\_\_

List the high-level tasks or milestones to complete your project and include estimated completion dates. Note key stakeholders/participants for each task. If a grant is requested for a beautification project, please attach a description of the maintenance plan. Some projects will have fewer tasks, others will have more. You may attach additional tasks, diagrams or other explanations as needed. See the following example for a butterfly garden project.

Butterfly Garden Project

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Completion (MM/YY)
1	Planning completed	NA, City	
2	Garden design completed	NA	
3	Beautification agreement approved	NA, City	
4	Materials purchased	NA	
5	Garden bed prepared	NA, Vendor	
6	Garden planted	NA	
7	Maintenance plan implemented	NA	
8	Garden dedication/opening completed	NA, HOC, City	

Complete the following table for your project.

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Estimated Completion (MM/YY)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

B. 2 Project Plan

Org: Wynnewood North NA Project Maintenance of 2 Triangles

List the high-level tasks or milestones to complete your project and include estimated completion dates. Note key stakeholders/participants for each task. If a grant is requested for a beautification project, please attach a description of the maintenance plan. Some projects will have fewer tasks, others will have more. You may attach additional tasks, diagrams or other explanations as needed. See the following example for a butterfly garden project.

Butterfly Garden Project

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Completion (MM/YY)
1	Planning completed	NA, City	
2	Garden design completed	NA	
3	Beautification agreement approved	NA, City	
4	Materials purchased	NA	
5	Garden bed prepared	NA, Vendor	
6	Garden planted	NA	
7	Maintenance plan implemented	NA	
8	Garden dedication/opening completed	NA, HOC, City	

Complete the following table for your project.

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Estimated Completion (MM/YY)
1	Mow/edge/weed as needed	Vendor	weekly/biweekly
2	Pay electric and water bill	Wynnewood North NA	monthly
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



**Section C: Finances (For Projects Other than Sidewalk Repair)**

Org: \_\_\_\_\_ Project: \_\_\_\_\_

Financial clarity is paramount. Please list below the vendors and amounts of two (2) estimates / bids for the project(s). Documentation of each estimate / bid must be attached to this application. Oak Cliff Vendors are preferred. Community Development Grants only require one (1) bid. Bids are not required in the following circumstances:

- Repeat projects utilizing previous vendors so long as the expenses are reasonable, the **vendor is described below and there is an explanation why it is necessary or appropriate that this vendor is utilized again.**
- Projects utilizing City funding.

If you are not submitting bid documentation, please explain which exception applies to your project.

**C. 1 Budget** (attach more sheets if necessary)

	Bid 1 Item Description (Required or state exception)	Amount
1		
2		
3		
4		
5		
Bid 1 Total Project Cost		

	Bid 2 Item Description (Required or state exception)	Amount
1		
2		
3		
4		
5		
Bid 2 Total Project Cost		

At the time of submission, does the neighborhood association have the funds to pay the 40% cost of the project? YES ☐ NO ☐

**C. 2 Funding**

Grant amount requested:

**Section C: Finances (For Projects Other than Sidewalk Repair)**Org: Wynnewood North NA Project: Maintenance of 2 Triangles

Financial clarity is paramount. Please list below the vendors and amounts of two (2) estimates / bids for the project(s). Documentation of each estimate / bid must be attached to this application. Oak Cliff Vendors are preferred. Community Development Grants only require one (1) bid. Bids are not required in the following circumstances:

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- Projects utilizing City funding.

If you are not submitting bid documentation, please explain which exception applies to your project.

**C. 1 Budget** (attach more sheets if necessary)

	Bid 1 Item Description (Required or state exception)	Amount
1	No bid attached. See attached letter	Actual costs
2	Water bill (4/2022-12/2022 and 1/2023-3/2023)	732
3	Electric bill (4/2022-12/2022 and 1/2023-3/2023)	445
4	Mow/edge/weed/put down mulch/sprinkler repair	1441
5	Project costs for 1 month from actual costs	218
Bid 1 Total Project Cost		\$2618

	Bid 2 Item Description (Required or state exception)	Amount
1		
2		
3		
4		
5		
Bid 2 Total Project Cost		

**C. 2 Funding**

Grant amount requested:	\$1571
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Grants are awarded for a maximum 60% of Total Project Cost. Do NOT include tax or tips. A neighborhood may receive only up to \$500 in Community Development Grants in any one year. Repeat Sections B & C if you are submitting more than one project for consideration.



## Section B: Project Information

Org: \_\_\_\_\_ Project Name \_\_\_\_\_

Type of Grant Requested:

\_\_\_\_ Neighborhood Improvement \_\_\_\_ Community Development

### B. 1 Project Objectives [Limit 250 Words]

Describe your project end results and how the project will impact the community. For a Community Development Grant, explain how members of the neighborhood can participate in the project and how the project will build community.

## Section B: Project Information

Org: Brettonwoods NA Project Name National Night Out

Type of Grant Requested:

\_\_\_\_ Neighborhood Improvement ☒ Community Development

### B. 1 Project Objectives [Limit 250 Words]

Describe your project end results and how the project will impact the community. For a Community Building Grant, explain how members of the neighborhood can participate in the project and how the project will build community.

A favorite because it not only promotes safety but is our annual BIG neighborhood social event - for the 12th year! We kept going SAFELY even through the pandemic in 2020. We love bringing out the bounce house as a "kid magnet" since new families have moved into the area. In our B'woods tradition, the neighborhood group will provide hot dogs and all the fixin's. Neighbors are encouraged to bring sides and salads and dessert - we invite DPD and DFD and encourage all to come out via hand delivered flyers in BOTH Spanish and English delivered by neighborhood volunteers and several postings on Nextdoor and Brettonwoods Facebook page. Also looking at creating a large selfie frame (think weddings) that says Brettonwoods NNO and encouraging posting on social media post event.

B. 2 Project Plan

Org: \_\_\_\_\_ Project \_\_\_\_\_

List the high-level tasks or milestones to complete your project and include estimated completion dates. Note key stakeholders/participants for each task. If a grant is requested for a beautification project, please attach a description of the maintenance plan. Some projects will have fewer tasks, others will have more. You may attach additional tasks, diagrams or other explanations as needed. See the following example for a butterfly garden project.

Butterfly Garden Project

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Completion (MM/YY)
1	Planning completed	NA, City	
2	Garden design completed	NA	
3	Beautification agreement approved	NA, City	
4	Materials purchased	NA	
5	Garden bed prepared	NA, Vendor	
6	Garden planted	NA	
7	Maintenance plan implemented	NA	
8	Garden dedication/opening completed	NA, HOC, City	

Complete the following table for your project.

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Estimated Completion (MM/YY)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

B. 2 Project Plan

Org: Brettonwoods NA Project National Night Out

List the high-level tasks or milestones to complete your project and include estimated completion dates. Note key stakeholders/participants for each task. If a grant is requested for a beautification project, please attach a description of the maintenance plan. Some projects will have fewer tasks, others will have more. You may attach additional tasks, diagrams or other explanations as needed. See the following example for a butterfly garden project.

Butterfly Garden Project

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Completion (MM/YY)
1	Planning completed	NA, City	
2	Garden design completed	NA	
3	Beautification agreement approved	NA, City	
4	Materials purchased	NA	
5	Garden bed prepared	NA, Vendor	
6	Garden planted	NA	
7	Maintenance plan implemented	NA	
8	Garden dedication/opening completed	NA, HOC, City	

Complete the following table for your project.

#	Task/Milestone Description	Stakeholders (NA, City, Vendor, Other)	Estimated Completion (MM/YY)
1	Planning completed	BNA	07/23
2	Bounce House Booked	BNA	08/23
3	Artwork for flyer complete	BNA	09/23
4	Distribution completed	BNA	09/23
5	Promote on FB and ND	BNA	10/23
6	Purchase food, prizes and plates	BNA	10/23
7	Make Selfie Frame	BNA	10/23
8	Send Pics and Receipts to HOC Grants	BNA	10/23
9			
10			
11			



**Section C: Finances (For Projects Other than Sidewalk Repair)**

Org: \_\_\_\_\_ Project: \_\_\_\_\_

Financial clarity is paramount. Please list below the vendors and amounts of two (2) estimates / bids for the project(s). Documentation of each estimate / bid must be attached to this application. Oak Cliff Vendors are preferred. Community Development Grants only require one (1) bid. Bids are not required in the following circumstances:

- Repeat projects utilizing previous vendors so long as the expenses are reasonable, the **vendor is described below and there is an explanation why it is necessary or appropriate that this vendor is utilized again.**
- Projects utilizing City funding.

If you are not submitting bid documentation, please explain which exception applies to your project.

**C. 1 Budget** (attach more sheets if necessary)

	Bid 1 Item Description (Required or state exception)	Amount
1		
2		
3		
4		
5		
Bid 1 Total Project Cost		

	Bid 2 Item Description (Required or state exception)	Amount
1		
2		
3		
4		
5		
Bid 2 Total Project Cost		

At the time of submission, does the neighborhood association have the funds to pay the 40% cost of the project? YES ☐ NO ☐

**C. 2 Funding**

Grant amount requested: \_\_\_\_\_

Grants are awarded for a maximum 60% of Total Project Cost. Do NOT include tax or tips. A neighborhood may receive only up to 60% of \$800 in Community Development Grants in any

**Section C: Finances (For Projects Other than Sidewalk Repair)**Org: Brettonwoods NA Project: National Night Out

Financial clarity is paramount. Please list below the vendors and amounts of two (2) estimates / bids for the project(s). Documentation of each estimate / bid must be attached to this application. Oak Cliff Vendors are preferred. Community Development Grants only require one (1) bid. Bids are not required in the following circumstances:

- Repeat projects utilizing previous vendors so long as the expenses are reasonable, the **vendor is described below and there is an explanation why it is necessary or appropriate that this vendor is utilized again.**
- Projects utilizing City funding.

If you are not submitting bid documentation, please explain which exception applies to your project.

**C. 1 Budget** (attach more sheets if necessary)

	Bid 1 Item Description (Required or state exception)	Amount
1	Bounce House/slide combo, generator p/u & delivery	275.00
2	(Pinata City used last year and local & reasonable)	
3	Flyer Paper	35.00
4	Hot dogs and trimmings, water, plates and cups	190.00
5	Prizes and Props	100.00
Bid 1 Total Project Cost		600.00

	Bid 2 Item Description (Required or state exception)	Amount
1	multi year community building grant	
2		
3		
4		
5		
Bid 2 Total Project Cost		

**C. 2 Funding**

Grant amount requested: \_\_\_\_\_

360.00



**Section C: Finances (For Sidewalk Repair / Replacement Projects)**

Org: \_\_\_\_\_ Project: \_\_\_\_\_

- Grants are awarded for sidewalk repair projects utilizing the City of Dallas Sidewalk Cost Sharing Program. The City program requires the use of contractors engaged by the city and that all rules of the program are followed.
- Through the program, the City absorbs a portion of the repair cost: 50% for front sidewalks and 75% for side sidewalks.
- The balance to be paid to the City for the repair cost is the "Project Balance".
- Grants money may be awarded for up to 60% of the Project Balance (the "Grant Percentage Awarded"). The remaining 40% of the Project Balance may be split between the neighborhood association and the property owner as the neighborhood association chooses, so long as the neighborhood association pays some portion of the remaining Project Balance.
- The Grant Percentage Awarded will be used for all repairs, up to the dollar amount of the grant.

**C. 1 Sidewalk Calculations**

Front and Side Sidewalk Example

Description	Percent	Front Sidewalk	Side Sidewalk
Total Project Cost	100%	\$1000	\$1000
City Share	50% or 75%	\$500	\$750
Project Balance	50% or 25%	\$500	\$250
Grant Percentage Requested	60%	\$300	\$150
Amount to be paid by the association and property owner.	40%	\$200	\$100

Sidewalk project calculations

Description	Project 1	Project 2	Project 3
Type (Side or Front)			
Total Project Cost			
City Share			
Project Balance			
Grant Percentage Requested			
Amount to be paid by the association and property owner.			

**C. 2 Project funding**

Total amount of grant requested for all sidewalk projects: \_\_\_\_\_

*Repeat Sections B & C if you submit more than three sidewalk projects for consideration.***Section C: Finances (For Sidewalk Repair / Replacement Projects)**

Org: \_\_\_\_\_ Project: \_\_\_\_\_

- Grants are awarded for sidewalk repair projects utilizing the City of Dallas Sidewalk Cost Sharing Program. The City program requires the use of contractors engaged by the city and that all rules of the program are followed.
- Through the program, the City absorbs a portion of the repair cost: 50% for front sidewalks and 75% for side sidewalks.
- The balance to be paid to the City for the repair cost is the "Project Balance".
- Grants money may be awarded for up to 60% of the Project Balance (the "Grant Percentage Awarded"). The remaining 40% of the Project Balance may be split between the neighborhood association and the property owner as the neighborhood association chooses, so long as the neighborhood association pays some portion of the remaining Project Balance.
- The Grant Percentage Awarded will be used for all repairs, up to the dollar amount of the grant.

**C. 1 Sidewalk Calculations**

Front and Side Sidewalk Example

Description	Percent	Front Sidewalk	Side Sidewalk
Total Project Cost	100%	\$1000	\$1000
City Share	50% or 75%	\$500	\$750
Project Balance	50% or 25%	\$500	\$250
Grant Percentage Requested	60%	\$300	\$150
Amount to be paid by the association and property owner.	40%	\$200	\$100

Sidewalk project calculations

Description	Project 1	Project 2	Project 3
Type (Side or Front)			
Total Project Cost			
City Share			
Project Balance			
Grant Percentage Requested			
Amount to be paid by the association and property owner.			

**C. 2 Project funding**

Total amount of grant requested for all sidewalk projects: \_\_\_\_\_

*Repeat Sections B & C if you submit more than three sidewalk projects for consideration.*

## Grant Submittal Checklist

Check the box when item is complete. All boxes must be checked.

#	Tasks	✓
1.	Submit one (1) electronic copy to: <a href="mailto:vpgrants@heritageoakcliff.org">vpgrants@heritageoakcliff.org</a> .  NOTE: Make sure the application is ready to submit before signing! <b>Once you sign, you will not be able to edit the document.</b>	<input type="checkbox"/>
2.	The grant amount requested does not exceed the maximum amount of 60% of the project.	<input type="checkbox"/>
3.	Required bids are included in the electronic submission. A Community Development grant requires one (1) bid. A Neighborhood Improvement grant requires two (2) bids, unless it meets one of the exceptions: -Repeat projects where there is an <b>explanation why it is necessary to use this vendor.</b> -Projects utilizing City Funding.	<input type="checkbox"/>
4.	If two bids are not required, explanation has been provided in the application or explanation sheet is attached. <b>"Repeat project"</b> is not an explanation.	<input type="checkbox"/>
5.	Sections B and C have been completed for each project.	<input type="checkbox"/>
6.	If a project is a beautification project, such as a park improvement, a plan to maintain the improvement has been attached to each copy of the application.	<input type="checkbox"/>
7.	If the project involves City Property, the City Beautification Agreement must be completed, approved and submitted with the Grant Application.	<input type="checkbox"/>
8.	A project is eligible if it meets the criteria as described in the application. Please see grant program guide for details. Any questions about eligibility, please contact a Grant Committee member well in advance of the deadline.	<input type="checkbox"/>
9.	Pictures must be taken prior to the project being started. Pictures must be taken showing the completed project.	<input type="checkbox"/>
10.	Ensure your HOC neighborhood membership is in good standing at time of the submission. <b>Dues paid/volunteer hours completed/Board meetings attended.</b>	<input type="checkbox"/>
11.	A <b>political statement</b> is attached if the neighborhood does <b>not</b> have 501(3)(c) status.	<input type="checkbox"/>

## Grant Submittal Checklist

Check the box when item is complete. All boxes must be checked.

#	Tasks	✓
1.	Submit one (1) electronic copy to: <a href="mailto:vpgrants@heritageoakcliff.org">vpgrants@heritageoakcliff.org</a> .  NOTE: Make sure the application is ready to submit before signing! <b>Once you sign, you will not be able to edit the document.</b>	<input checked="" type="checkbox"/>
2.	The grant amount requested does not exceed the maximum amount of 60% of the project.	<input checked="" type="checkbox"/>
3.	Required bids are included in the electronic submission. A Community Development grant requires one (1) bid. A Neighborhood Improvement grant requires two (2) bids, unless it meets one of the exceptions: -Repeat projects where there is an <b>explanation why it is necessary to use this vendor.</b> -Projects utilizing City Funding.	<input checked="" type="checkbox"/>
4.	If two bids are not required, explanation has been provided in the application or explanation sheet is attached. <b>"Repeat project"</b> is not an explanation.	<input checked="" type="checkbox"/>
5.	Sections B and C have been completed for each project.	<input checked="" type="checkbox"/>
6.	If a project is a beautification project, such as a park improvement, a plan to maintain the improvement has been attached to each copy of the application.	<input checked="" type="checkbox"/>
7.	The project is an eligible project as described in the application criteria. Please see grant guide for details. If there is any question about eligibility, please contact a Grant Committee member well in advance of the deadline.	<input checked="" type="checkbox"/>
8.	Ensure your HOC neighborhood membership is in good standing at time of the submission. <b>Dues paid/volunteer hours completed/Board meetings attended.</b>	<input checked="" type="checkbox"/>
9.	A political statement is attached if the neighborhood does not have 501(3)(c) status.	<input type="checkbox"/>
10.	Those signing the application <b>must be current individual members of Heritage Oak Cliff at the time of submission.</b>	<input checked="" type="checkbox"/>
11.	At least <b>two</b> different signatures are required on the grant application.	<input checked="" type="checkbox"/>

NOTE: Make sure the application is ready to submit before signing!  
Once you sign the document, you will not be able to edit the document.

*Denise Requardt* 4/28/23  
 Neighborhood's President's Signature Date

*Cynthia Michaels* 04/28/2023  
 Grant Preparer's Signature Date

*Cynthia Michaels* 04/28/2023  
 Neighborhood's Representative's or Alternate's Signature Date

Printed name of President: Denise Requardt  
 Printed name of Grant Preparer: Cynthia Michaels  
 Printed name of Neighborhood Representative or Alternate: Cynthia Michaels

PLEASE NOTE THE FOLLOWING:

- (1) MAKE SURE THE APPLICATION IS COMPLETE BEFORE SIGNING!
- (2) AT LEAST TWO DIFFERENT SIGNATURES ARE REQUIRED ON THE GRANT APPLICATION!
- (3) THOSE SIGNING THE APPLICATION MUST BE CURRENT INDIVIDUAL MEMBERS OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.
- (4) THE NEIGHBORHOOD MUST BE A CURRENT MEMBER OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Preparer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Neighborhood's Representative's or Alternate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of President:

\_\_\_\_\_  
Printed name of Grant Preparer:

\_\_\_\_\_  
Printed name of Neighborhood Representative or Alternate:

\_\_\_\_\_

Once a signature is inserted and the document is saved you can then email the document to the other people that need to sign it. All they need to do is go to the “pen” in the tool bar and obtain their signature. Then insert it on the appropriate line. Then save the document. You can then send the document to a third person if a different person still needs to sign the document.

You do not need to do anything else but go to the “pen” and configure your signature and then place the signature in the appropriate line.

**MAKE SURE ALL OF THE DOCUMENT IS FILLED OUT COMPLETELY AND CORRECTLY BECAUSE YOU WILL NOT BE ABLE TO EDIT THE DOCUMENT AFTER ONE SIGNATURE HAS BEEN INSERTED.**





**PLEASE NOTE THE FOLLOWING:**

- (1) MAKE SURE THE APPLICATION IS COMPLETE BEFORE SIGNING!**
- (2) AT LEAST TWO DIFFERENT SIGNATURES ARE REQUIRED ON THE GRANT APPLICATION!**
- (3) THOSE SIGNING THE APPLICATION MUST BE CURRENT INDIVIDUAL MEMBERS OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.**
- (4) THE NEIGHBORHOOD MUST BE A CURRENT MEMBER OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.**

President's Signature

Date

Grant Preparer's Signature

Date

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Fill & Sign

Sign

Close

**INDIVIDUAL MEMBERS OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.**

**(4) THE NEIGHBORHOOD MUST BE A CURRENT MEMBER OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.**

President's Signature

Date

Grant Preparer's Signature

Date

Neighborhood's Representative's or Alternate's Signature

Date

Printed name of President:

 Sign

Close

Cynthia Michaels

—

Add Initials 

ATION MUST BE CURRENT  
PAGE OAK CLIFF AT THE TIME

**(4) THE NEIGHBORHOOD MUST BE A CURRENT MEMBER OF HERITAGE OAK CLIFF AT THE TIME OF SUBMISSION.**

President's Signature

Date \_\_\_\_\_

Grant Preparer's Signature

Date \_\_\_\_\_





# STEVENS PARK VILLAGE

Sidewalk  
Improvement





# BRETTONWOODS

National Night Out







# WYNNEWOOD NORTH

Welcome Tote Bags





# WYNNEWOOD NORTH

Monssen Triangle



Woolsey Triangle



# EL TIVOLI PLACE

Curb Numbers



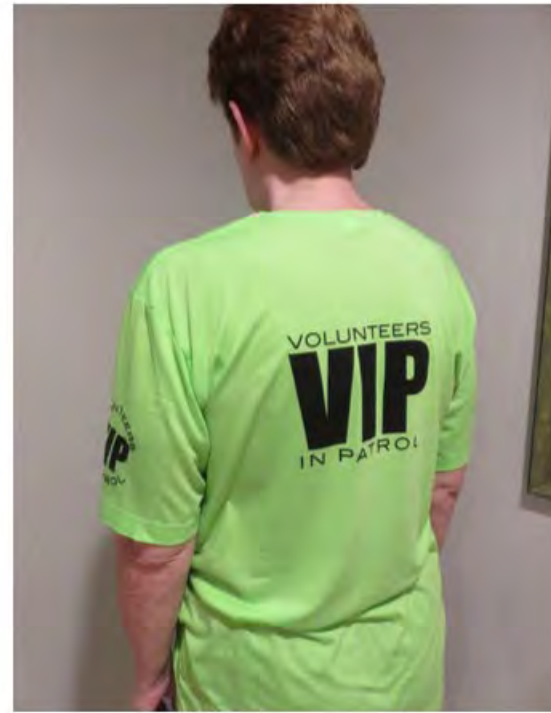
# WEST KESSLER

Dog Waste Stations



# WYNNEWOOD NORTH

VIP T-Shirts





# EL TIVOLI

Halloween Party 2021



# North Cliff – T-shirt and sign





# Wynnewood North – Reforestation Project





# WYNNEWOOD HILLS

Entrance Sign



# WEST KESSLER

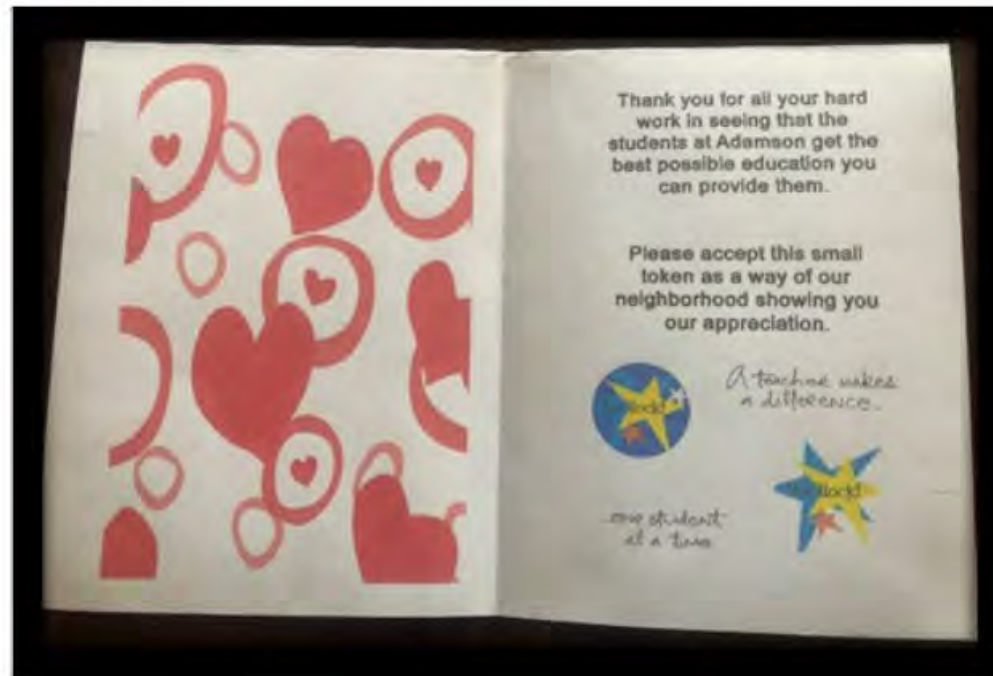
Feeding Oak Cliff – Green Bags

During 2021, **2,000** pounds of food and **500** articles of clothing were donated to Mission Oak Cliff



# WYNNEWOOD NORTH

Teacher appreciation  
Adamson High School





# KIMBALL SQUARE

Sign Toppers



# WEST KESSLER



Mardi Gras Float