The Neighborhood Project Matching Grant Program provides matching grants to neighborhood groups interested in building strong relationships around a community-driven beautification project. The program supports the City’s strategic focus on Community Pride and all projects related to the program must:

- result in an enhancement to the neighborhood’s identity
- enlist community participation and foster a sense of community pride
- be highly visible to the general public
- be a project that can be permitted by city regulations

Eligible projects include physical improvements such as landscaping, entryway signs, fencing, walkways, fountains and architectural, energy-saving lighting in a common area or neighborhood entryway. Reimbursement is available for the cost of pre-approved projects up to a maximum of $3,000 and must include matching or in-kind funds. Grants are open to neighborhood associations, voluntary or mandatory homeowner’s associations, civic groups or registered crime watch groups in the City of Largo. If the project requires a permit, a licensed contractor must be used. Projects previously completed outside of this grant are not eligible for reimbursement.

For more information visit Largo.com/CommunityGrant
GRANT PROCESS

1. PROJECT PRE-APPROVAL
   Applicant sends scope of project to Community Outreach for permitting pre-approval

2. GRANT APPLICATION PRE-APPROVAL
   Applicant is authorized to apply.

3. GRANT REVIEW
   Application is reviewed by 3-person staff committee including Community Outreach, Planning and a city appointee.

4. DECISION
   If approved, applicant has 180 days from award notification for project completion or 90 days for non-permitted projects. Applicant is responsible for completing permit process.

5. PROJECT COMPLETION
   Upon project completion, a requisition for purchase order is submitted by Community Outreach.

6. REIMBURSEMENT
   Community Outreach works with purchasing to get the reimbursement processed. Grantee must have a W-9 on file.

7. GRANT CLOSED
   Project is shared publicly.

8. APPLY AT LARGO.COM

9. QUESTIONS? EMAIL: CONNECT@LARGO.COM

Largo.com/CommunityGrant
City of Largo Neighborhood Project Matching Grant Program
Summary & FAQ's

Sometimes a little change makes a big difference. When your neighborhood needs a small project, consider applying for a neighborhood project matching grant.

The Neighborhood Project Matching Grant Program provides matching grants to neighborhood groups interested in building strong relationships around a community-driven beautification project and supports the City’s strategic focus on Community Pride. All projects must:

• result in an enhancement to the neighborhood’s identity
• enlist community participation and foster a sense of community pride
• be highly visible to the general public
• be a project that can be permitted by City regulations

The program requires a match for requested funds which can be met with cash, in-kind donations and/or volunteer hours. Grant applications are reviewed by a 3-person staff committee and are awarded based on how closely they align to the City’s strategic plan focus areas of Public Safety, Community Pride and Sustainability.

Eligible Projects and Applicants:

Eligible projects include physical improvements such as landscaping, entryway signs, fencing, walkways, fountains and architectural, energy-saving lighting in a common area or neighborhood entryway. Reimbursement is available for the cost of pre-approved projects up to a maximum of $3,000 and must include matching or in-kind funds. Grants are open to neighborhood associations, voluntary or mandatory homeowner’s associations, civic groups or registered crime watch groups in the City of Largo. If the project requires a permit, a licensed contractor must be used. Projects previously completed outside of this grant are not eligible for reimbursement.

Required Documents:

Grant application, support letter from community leader or association, budget form including quotes from two separate vendors.

Application Deadline:

There is no formal deadline. Applications are accepted year-round and awarded while grant funds remain. Please submit your application to City Hall, P.O. Box 296 NE, Attn: Community Outreach Coordinator, Largo, FL 33779.
FAQ’s:

Do I need to contact the Community Outreach Coordinator before I apply?
Yes, contacting the coordinator will provide guidance on project and applicant eligibility, as well as answer any questions the group may have regarding the process or fund availability. Please send the scope of the plan before applying. Applications that have not been cleared will not be reviewed.

What qualifies as matching or in-kind funds?
An in-kind match is the value of any cash, real property, equipment, goods, or services contributed towards the completion of the project. Volunteer hours are calculated at $25/hr towards the match.

Do we need to register with the City before we apply?
Yes, please register here.

How do we know if our group is registered with the City or update our group’s contact information?
Please email connect@largo.com to find out.

Within what timeframe are we expected to complete the work?
Groups have 180 days from the time permits are approved. Projects not requiring a permit have 90 days to complete the approved project.

Does my group receive the cash upfront?
No, the program is designed as a reimbursement. Once a project is completed, the submission of a final reimbursement form and paid invoices are required to process a reimbursement check, payable to the group. The vendor may also be paid directly. The group or individual receiving payment must provide a W-9 and register with the City of Largo.

Our group does not have a surplus in funds, how can we take advantage of this program?
Volunteer value is acceptable as in-kind towards the neighborhood’s match. Please contact the Community Outreach Coordinator for more information.

Liability: The City will assume no liability for the project or for any claims, demands, expenses, actions, or damages arising out of the project.

Equal Opportunity/Discrimination: The organization acknowledges that it does not and will not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap or marital status.
Neighborhood Project Matching Grant Application

Application
Neighborhood Organization: _____________________________
Project Title: _____________________________
Project Location: _____________________________
Owner of Property at Project Location: _____________________________
Name of Contact Person: _____________________________
Mailing Address: _____________________________
Phone: _____________________________
E-mail address: _____________________________
Amount requested: ______________

1. Project description, including timeline.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Who will be responsible for maintaining the project?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


3. Contractor quotes. Applications require two contractor quotes. The City strongly encourages the hiring of local contractors. Contractors performing work must have a current local business tax receipt issued by the City. Any structural improvements must be performed by a licensed contractor. List contractor names below and attach estimates and concept drawing, if applicable.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

4. If the grant is approved, which contractor will the organization hire?

PLEASE CHECK OFF EACH ITEM TO CONFIRM IT IS INCLUDED IN THE SUBMITTAL:

☐ All questions above are answered
☐ I have talked with the Community Outreach Coordinator
☐ “Before” photos of project area
☐ Project location map
☐ Budget form
☐ Two estimates from different vendors
☐ Vendor W-9 form (note: the name on this form will be the name on the check)

Liability: The City will assume no liability for the project or for any claims, demands, expenses, actions, or damages arising out of the project.

Equal Opportunity/Discrimination: The organization acknowledges that it does not and will not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap or marital status.

I certify that that this application is complete and all required documentation is provided.

______________________________________________  Name and Title

______________________________________________  Date

Please email, mail or submit your completed application to the City of Largo.

Mailing Address:
City of Largo
Attention: Brenda Clark, Community Outreach Coordinator
P.O. Box 296
Largo, FL 33779
Contact: (727)587-6740, Ext. 7630 or bclark@largo.com
Project Budget Sheet

The project budget should include materials requested, applicant match (including maintenance) and necessary permit costs. Two written vendor quotes for each proposed project must be provided. This form must be used for the request and all required documentation must be attached.

### A. Grant Request
**Description:**

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**A. Subtotal** $ _________

### B. Grant Match

- ___ volunteer hours @$25/hour $_________ Signature documentation required
- In-kind Services $_________ Contractor proposal required
- Permit fees: $_________
- Cash: $_________

**Subtotal** $_________ Needs to equal grant request

### C. Total Project Cost

A: ______________ + B: ____________  =  $_________

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