



**City Council**  
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Ken Zalewski, President Pro Tem  
Jim Gulli  
Kim Ashe-McPherson  
Sue Steele  
Anasha Cummings  
Eileen McDermott

## **2021 Troy City Council Neighborhood Improvement Program Application and Guidelines**

The Troy City Council is pleased to offer Neighborhood Improvement Program (NIP) funding for 2021 to assist Troy residents in making Troy a better place to live, work, and play. Proposed projects should enhance public spaces through painting, public art, signage, maintenance of parks and trails, plantings, or other improvements. Projects must be carried out by volunteers, helping to develop community relationships.

**The next deadline for NIP Project Application submission is  
4:30 pm, Monday, April 12, 2021.**

An NIP Subcommittee made up of three City Council members will evaluate the applications and make recommendations to the City Council. Funds will be distributed equally across the city to the extent possible based on an evaluation of the proposed projects. The City Council will review and expects to approve funding on May 6, 2021.

Applications will be evaluated on the following:

- **Neighborhood Impact:** The proposal should describe the direct and indirect positive impacts on the neighborhood and the city as a whole, and should include a maintenance plan to ensure the project is preserved in the future.
- **Public Visibility:** Projects should be in public spaces and thoroughways with high pedestrian, bike, or vehicle traffic, such as city gateways, parks and park entrances, streets and intersections, or other public meeting spaces.
- **Number of Volunteers:** There must be a minimum of three people involved in each project. There should be a project coordinator established and other key roles defined.
- **Community Partnerships:** Neighborhood groups are encouraged to collaborate with another organization, school, or business through financial sponsorship, technical support, or volunteer efforts.
- **COVID-19 Safety Plan:** Note that by accepting funds from the City of Troy, you agree to ensure that volunteers wear face masks and follow social distancing rules, provide masks and sanitizer as needed, and record contact information from all those who participate in the event contact tracing later becomes necessary.

## 2021 Troy City Council Neighborhood Improvement Program Requirements

**A. ELIGIBILITY:** Awards will be given to a neighborhood group, not-for-profit, or community organization within the city of Troy. Church groups are not eligible under the principle of separation of church and state. The project must be within the city limits of Troy. The following items are not eligible for funding:

- stipends, honoraria, or other payments to individuals, including payment for services rendered;
- structural improvements to commercial buildings or residences;
- savings accounts or investment for future projects;
- scholarships for education or social programs;
- food and drink for personal consumption;
- purchase or rental of tools or equipment.

**B. BUDGET, VENDORS, AND PAYMENTS:** Your application must include a detailed and itemized budget showing the specific items to be purchased and the vendor(s) to be used. We understand that it is time-consuming for volunteers to prepare itemized budgets but there is not enough funding to go around, so it is critical that we get precise requests. The City of Troy is a tax-exempt entity so do not include taxes in your budget. The maximum award per project is \$1000 for the 2021 calendar year.

Materials and supplies should be purchased from local businesses in Troy or Rensselaer County to the greatest extent possible. Online vendors will not be approved. Big chain stores like Lowes and Home Depot will not accept payment by check, which is our only means of making payment. The City Clerk can provide you with a list of local stores that others have worked with or you are welcome to work with any store that will submit the necessary paperwork to the City of Troy and accept payment by check. Direct payments or reimbursements to individuals will not be approved. Reimbursement to registered 501(c)(3) organizations is allowed but projects that are already completed at the time of application will not be considered (contact the City Clerk to set up payment).

If your project is approved, the City Clerk will provide a purchase order for each vendor in the amount specified in the budget. It can take up to two weeks of receipt of a signed agreement to process purchase orders, so please factor this in when planning the project schedule. Any changes to your budget must be approved in advance and in writing; please submit all requests to the City Clerk. Payments for NIP projects will be made by check directly to the contractor/vendor after an itemized invoice or receipt is submitted to the City Clerk. All payments are subject to post audit by the City of Troy. You will be responsible for any authorized expenditures. All projects must be finished by December 1, 2021, with vendor payment made by December 15, 2021.

**C. DOCUMENTATION:** Proposals must be accompanied by supporting photos and/or video of the project site with a visual sketch or rendering of the project. All projects must be documented with before and after images.

**D. FINAL REPORT:** Awardees must submit a final report by December 31, 2021. The final report must include a brief summary of the project, before/after photos or a digital video of the completed project, and the project registration waiver. Any changes to the project must be approved in advance and in writing; please submit all requests to the City Clerk.

Any individuals or organizations which fail to comply with the above requirements will be ineligible for future NIP funding.

All inquiries should be sent in writing to [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov). Email your completed application to [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov) or mail or deliver to the City Clerk's Office, 433 River Street, Suite 5001, Troy, NY 12180.

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## 2021 Neighborhood Improvement Program Funding Application

Name of organization, neighborhood association, or group:	
Name of contact person*:	
Mailing address of contact person:	
Phone number:	Email address:

**\*The contact person is the individual who will be directly administering the project, and must be able available to answer any questions or concerns.**

Please attach the following items to your application:

1. A brief description of the project, including a description of the neighborhood in which it is located. How will this project benefit the neighborhood?
2. Is this a new or continuing project? For continuing projects, describe previous funding (dates, amounts, and sources).
3. How do you plan to maintain the site after completion of this project? What are the future goals for the site?
4. A map showing the exact location at which project will be carried out, photos of the site, and any other necessary plans or diagrams.
5. Written consent from the property owner. If the property owner is the City of Troy, please include a statement of consent from the Deputy Mayor or other City representative.
6. Timeline for the entire project.
7. Itemized budget including specific expenditures and the vendor to be used. Do not include taxes. (See Item B, page 2 and page 5.)
8. Who will carry out the project? How many volunteers will assist? (Provide a list of names of residents who have volunteered at this point.) Are there other partner organizations or businesses involved? All participants will be required to sign a waiver.

Email your completed application to [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov) or mail to the City Clerk's Office, 433 River Street, Suite 5001, Troy, NY 12180, by 4:30 pm, Monday, April 12, 2021. All inquiries should be sent in writing to [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov).

**Itemized Budget**

Copy this page for each additional vendor to be used.

<b>Vendor Name:</b>				
<b>Vendor Address:</b>				
<b>Item Name/Description</b>	<b>Cost per unit</b>	<b># of units</b>	<b>Total</b>	
			<b>Tax*</b>	<b>0.00</b>
<b>VENDOR TOTAL</b>				

\*The City of Troy is tax-exempt.