



## **Kayenta Community Beautification Grant**

**What: Pre-Application Conference**

**When: Wednesday, November 16, 2016  
9am-11am**

**Where: Kayenta Townhall**

**For more information on the Kayenta Community  
Beautification Grant, please visit:**

**[www.kayentatownship-nsn.gov](http://www.kayentatownship-nsn.gov)**

## COMMUNITY BEAUTIFICATION GRANT

## APPLICATION PROCESS

## GRANT GUIDELINES

The Community Beautification Grant was established to offer local businesses and organizations additional financial support to make permanent landscaping enhancements. Preference will be given to applications that beautify the landscape of the property.

The objectives of this program are:

- To assist businesses or organizations to make permanent landscaping enhancement to their property.
- To assist businesses and organizations (churches, non-profit societies, community groups) to contribute to the beautification of Kayenta.
- To enhance the quality of life and well-being for the residents of Kayenta by increasing the aesthetic appeal of streets and neighborhoods.

Kayenta Township allocates funds for two or more grants totaling \$100,000.00



1. Application for funding, using the standard application form, will be accepted each spring.
2. The Kayenta Grant Review Team will review all applications and make recommendations to Township Commissioners regarding the allocation of funds.
3. Approved projects must be completed and final reporting submitted by August 31 annually (unless an extension is granted).
4. The grant application must include:
  - project description/details of the applicant's ability to manage the project.
  - Project cost and funding including quotes.
  - A list detailing any other approved grant funding. This is a cost reimbursement Grant and a one-time Grant.

- Funds must be used for enhancement (i.e. cannot be used to fund projects that a business/organization would normally be expected to provide). Zoning requirements or by day-to-day expenses are not eligible.
- Grant Funds cannot be used for recurring operating expenses (such as wages, utilities or rent).
- Structural upgrades must comply with all relevant codes.
- Grant funds will be distributed once the project is complete and a final inspection by the Community Development Department has been finalized. Applicants will also be required to submit a final report including an allocation usage summary and photos of each completed portion of the approved project(s).

## GRANT CRITERIA

Allocation decisions will be based on responses to these items:

- A detailed project description, and an explanation of how the project will contribute to the enhancement of our community.
- An explanation of how the project will be sustained
- Evidence of the organization's contribution and assistance to the project (i.e. financial donations, funding, etc.)



**What are some examples of acceptable projects by the program?**

- Landscaping work, including the planting of trees and, shrubs.
- Reconditioning or construction of fences.
- Installation of planters, benches, and waste receptacles.

If you would like to discuss your proposal before submitting your application, feel free to contact the Community Development Department at 928.697.8451

**According to my development permit, I have to pave my driveway. Would this program pay for that expense?**

Application for projects that are conditions of development permits (such as paving landscaping of boulevards, tree planting, etc.) is not eligible for funding by this program.

**How do I apply?**

Application forms can be picked up at the Community Development Department at the Township Administration Office or download from:  
[www.kayentatownship-nsn.gov](http://www.kayentatownship-nsn.gov)

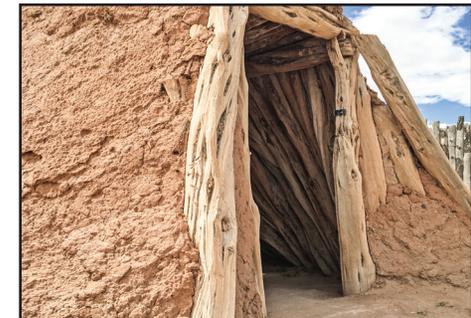
**The application must be submitted by 4:00 pm on Friday, December 16, 2016, to be considered for funding this year.**

**KAYENTA TOWNSHIP  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

P.O Box 1490  
Kayenta, Arizona 86033  
Phone: 928.697. 8451  
Fax: 928.697.8461

HOURS OF OPERATION  
Monday to Friday  
8:00 am - 5:00 pm

[www.kayentatownship-nsn.gov](http://www.kayentatownship-nsn.gov)





## Kayenta Community Business Beautification Grant Program

### **Guidelines**

To establish terms of reference for the community Business Beautification Grant Program

#### POLICY:

1. The Kayenta Community Beautification Grant Program was established to provide financial support to local Businesses and organizations (i.e. churches, non-profit societies, community groups) to enhance the exterior appearance of businesses or properties within Kayenta.
2. This is a cost reimbursement grant as evidence through return of original receipts.
3. The Program's objectives are:
  - To assist businesses and organizations to make permanent upgrades to their property
  - To assist local businesses and organizations to contribute to the beautification of Kayenta.
  - To enhance the quality of life and well-being for the residents of Kayenta by increasing the aesthetic appeal of streets and neighborhoods.
4. The Planning and Development Department will review all applications to the Community Business Beautification Grant Program and recommend allocations to Commissioners for approval. The Department reserves the right to assess the reasonableness of costs and which costs are eligible under the terms of the program.
5. In considering an application, the Department will have general regard for, but not be bound by the following considerations:
  - A detailed project description and an explanation of how the project will contribute to the enhancement of our community.
  - An explanation of how the project will be sustained.
  - Evidence of the organization's contribution and assistance to the project (i.e. business contribution, volunteer commitment).
  - The applicant's ability to manage the project.
  - Projects sustainability
6. Funds must be used for enhancement and cannot be used to fund projects that a business/organization would normally be expected to provide. For example, to meet requirements (Zoning ordinances or day to day operating expenses). Grant funds cannot be used for recurring operating expenses (such as wages, utilities or rent).

7. All submissions must be completed in writing by on or before the deadline date and include all required supplementary documentation. The Development Department may request additional information in support of the project.
8. Grant funds will be reimbursed once the project is completed and a final inspections will be scheduled within two weeks of the Department being notified of project completion. Applicants will also be required to submit a final report including: an allocation usage summary, and photos of each completed portion of the approved project(s), all documentation and original receipts for project costs.
9. All grants are at the discretion of Commissioners, and may be refused for any reason. The department and commissioners may also impose conditions it thinks appropriate with the granting of funds.
10. All applicants must be current on sales tax and lease payments. A valid lease must also be in effect.

#### REFERENCE

Schedule "A"	Community Business Beautification Grant Application Form
Schedule "B"	Allocation Usage Summary
Schedule "C"	Contract of Grant



Kayenta Community Beautification Grant Application

\*\*Please read the Kayenta Community Business Beautification Brochure before completing this application\*\*

COMPLETED APPLICATIONS MUST BE RECEIVED BY KAYENTA TOWNSHIP BY  
4:00PM ON FRIDAY, DECEMBER 16, 2016

Legal Name of Business/Organization		
Contact Person		
Address	State	Zipcode
Daytime Phone	Fax	E-mail Address
Basic Description of Project		
Total Project Cost (please attach a detailed breakdown of cost estimates)		Estimated Project Start Day
Proposed Method of Funding:		
Request of Grant Funding	\$	
Business Financial Contribution/Cash	\$	
Other grant funding	\$	
Total Project Funding	\$	
Note: Donated labor, services, equipment and materials are not eligible under this grant		

TOTAL PTS \_\_\_\_\_/5

Please complete the following and attach necessary supporting documentation. Be sure to include all of the information required by the Business Beautification Brochure.

1. Project Description/Details (Detailed description of the project, expected outcomes, and how it meets the project criteria, as outlined in the Community Beautification Brochure):

TOTAL PTS       /20

2. Ability to manage (detailed description of your ability to complete the project successfully, ability to raise funds in addition to those requested from this grant, and a list of previous management of projects or activities) 500 words maximum:

TOTAL PTS       /20      

3. How will you continue to maintain project upon completion?

TOTAL PTS       /20

4. Project cost and funding (Details regarding proposed expenditures for your project must be attached. Along with the proposed expenditures, applicants must provide a complete breakdown of all project costs. These costs must be itemized and a minimum of one business quote for each item must be submitted with the application. Wherever possible, successful applicants are encouraged to purchase products and materials locally. **All costs listed must be directly related to the project for which funding is being applied. )**

Expense Description	Proposed cost	Eligible (office only)

TOTAL PTS \_\_\_\_\_/20

4. Other Grant Funding (A list detailing type of grant/source and amount of all other grants funding which has been applied for or approved for this project):

TOTAL PTS \_\_\_\_\_/10

<b>I DECLARE THAT:</b>	
<ul style="list-style-type: none"> <li>• <b>I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE APPLICANT ORGANIZATION/BUSINESS.</b></li> <li>• The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization/business.</li> <li>• An allocation usage summary detailing the projects completed using the grant funding (complete with attached photographs of each project) shall be provided no later than Oct. 31 of the grant year. Any grant monies awarded shall be used solely for the purpose stated within this application and according to the program parameters.</li> <li>• As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted by the Kayenta Township.</li> </ul>	
<b>Signature:</b>	
<b>Print Name:</b>	
<b>Title:</b>	
<b>Work Phone:</b>	<b>Home Phone:</b>
<b>Date:</b>	

TOTAL PTS \_\_\_\_\_/5\_\_\_\_\_



Kayenta Community Beautification Grant Allocation Usage Summary

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Amount of Funding Received: \_\_\_\_\_

Date project was completed: \_\_\_\_\_

What projects were completed using grant funds? **Photos of the completed projects must be included**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did the Kayenta Community Beautification Grant Program assist with the Project? Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspections by the Development Department must be scheduled by the applicant and completed prior to funds being released. Inspections can be scheduled by contacting the Development Department at (928) 697-8451.

NOTE: The final report is due upon the completion of the project for which the Business Beautification Grant Funding was received and no later than August 31 of the funding year the grant was issued.

Please Submit to:

Kayenta Township  
Development Department  
PO Box 1490  
Kayenta, AZ 86033

Schedule "B"