



Kayenta Community Business Beautification Grant Program FY 2023

Guidelines

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

POLICY:

1. The Kayenta Community Beautification Grant Program (“Program”) was established to provide financial support to local Businesses and organizations (i.e. churches, non-profit societies/organizations, community groups) to enhance the exterior appearance of businesses or properties within Kayenta.
2. Pursuant to a Beautification Grant Agreement (“Agreement”) between the Township and a grantee, the Township will provide advance funding for a beautification project. Upon completion of the project, the grantee shall submit a final report and accounting in accordance with the terms of the Agreement.
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 Community Development Department will review all Proposals for the Program and recommend funding of Proposals to Commissioners for approval. The Department reserves the right to assess the reasonableness of Proposals, including costs, and to determine which Proposals are eligible and should be funded 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.
6. Funds must be used for enhancement and cannot be used to fund projects that a business/organization would normally be expected to fund, *e.g.*, meeting zoning

requirements or paying day to day operating expenses. **Grant funds cannot be used for recurring operating expenses, including without limitation wages, utilities or rent.**

7. All Proposals must be completed by, on or before the deadline date and include all required supplementary documentation. The Development Department may request additional information in support of the Proposal.
8. Upon approval of a Proposal by the Commission and execution of the Agreement by the Township and grantee, grant funds will be disbursed to the grantee as a direct grant or reimbursement grant. Grantees will be required to submit a final report that shall include an allocation usage summary, photos of each completed portion of the approved project(s), all documentation and original receipts for project costs, and as otherwise set forth in the Agreement.
9. All grants are awarded in the sole discretion of the Kayenta Township and proposals may be rejected for any reason. The Department and Commissioners may impose any such conditions deemed appropriate for the granting of Township funds, which shall be incorporated into the Agreement.
10. All applicants submitting Proposals must be current on sales tax and lease payments. A valid lease must also be in effect.
11. EMPLOYMENT OF QUALIFIED NAVAJOS. Applicant shall give preference in employment and contracting to qualified Navajo individuals in accordance with the Navajo Preference in Employment Act ("NPEA"), 15 N.N.C. § 601 *et seq.*, and Navajo Business Opportunity Act ("NBOA"), 5 N.N.C. § 201 *et seq.*, in connection with all employment and contracting opportunities arising out of applicant activities under this Grant.

REFERENCE

- | | |
|--------------|--|
| Schedule "A" | Community Business Beautification Grant Application Form |
| Schedule "B" | Allocation Usage Summary |
| Schedule "C" | Contract of Grant Issued upon grant award notice |

SCHEDULE "A"



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 Wednesday, November 30, 2022**

Legal Name of Business/Organization FILL BELOW:		
Contact Person		
Address	State	Zip code
Daytime Phone	Fax	E-mail Address
Basic Description of Project FILL BELOW		
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	\$	
Are you requesting for a direct grant or reimbursement grant?		
Note: Donated labor, services, equipment and materials are not eligible under this grant		

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):

Review Team scoring

TOTAL PTS ____/10 ____

2. Ability to manage the project (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:

Review Team scoring

TOTAL PTS _____/10

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

Review Team scoring

TOTAL PTS /10

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)

Review Team scoring

TOTAL PTS /10

5. 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):

Review Team scoring

TOTAL PTS /10

TOTAL POINTS

 /50

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE APPLICANT ORGANIZATION/BUSINESS.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization/business.
- 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 Aug. 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.
- 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.
- Ethics in Contracting of the Kayenta Township Commission Procurement Policy and Procedures Manual is adhered to.
- I will attempt and if able, secure services from Navajo Preference listed businesses.

Signature:

Print Name:

Title:

Work Phone:

Home Phone:

Date:



Kayenta Community Beautification Grant Allocation Usage Summary

Name of Business: _____

Contact Person: _____

Phone Number: _____ e-mail: _____

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 Community 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, 2023.

Please Submit to:

Kayenta Township
Community Development Department
Attn: Geraldine Laughter
PO Box 1490
Kayenta, AZ 86033