



# Building Livable Communities Grant Program

Donna Drewes, PP  
Community Planner  
Municipal Land Use Center at  
The College of New Jersey

# Building Livable Communities Grant Program

- Grant Project Areas
    - Land Use and Transportation
    - Sustainable Communities
  - Grant Program Overview
    - Eligibility Requirements
    - Funding Availability
    - Grant Match Requirements
    - Payment of Grant Funds
    - Application Procedure & Deadlines
    - Grant Categories
    - Writing Your Grant!!!!– We are here to help!
- Questions

# Building Livable Communities Grant Program

## **Grant Project Areas:**

- Land Use and Transportation
- Sustainable Communities

*A project may only be submitted for one category.*

# Building Livable Communities Grant Program

## Category 1: Integrated Land Use and Transportation

*Eligible projects: Develop and/or  
implement any of the following:*

- **Site-specific redevelopment plans**
- **Transit-oriented development plans**
- **Pedestrian/bicycle routes**

# Building Livable Communities Grant Program

- **Safe routes to school programs**
- **Town center or Transfer of Development Rights plans**
- **Downtown Main Street revitalization plans**
- **Public outreach or educational campaigns to build consensus for land use practices that reduce reliance on cars**

# Building Livable Communities Grant Program

## Category 2: Strategies for Sustainable Communities

*Eligible projects: Develop and/or  
implement any of the following:*

- **Community Sustainability Plan**
- **Environmental Purchasing Programs**
- **Energy Efficiency and Clean Energy Programs**

# Building Livable Communities Grant Program

- **Green Building and Site Design Principles**
- **Resource Management**
- **Recycling and Reuse Programs**
- **Community Fabric**
- **Sustainable and Healthy Food Systems**
- **Develop Advanced Communication & Production Systems**

# Building Livable Communities Grant Program

- Projects should be submitted under one category
- Communities may submit and or participate in more than one grant application



# Building Livable Communities Grant Program

## Grant Program Overview

- Eligibility Requirements
- Funding Availability
- Grant Match Requirements
- Payment of Grant Funds
- Application Procedure & Deadlines

# Building Livable Communities Grant Program

- **Eligibility Requirements**

- Municipal Government entities from Hunterdon, Mercer, Middlesex, Monmouth & Somerset Counties
- Nonprofit organizations may partner with municipal governments to collaboratively submit grants
- Collaborative proposals strongly encouraged

# Building Livable Communities Grant Program

## Available Funding

- \$300,000 in funding will be awarded
- Maximum grant for **one municipal government - \$40,000**
- Collaborative proposals by **2 or more municipalities eligible for \$45,000 each**

# Building Livable Communities Grant Program

## **Matching Requirements**

- Mandatory 25% match of the requested grant funding level
- In-kind and/or financial support

**Municipalities requesting \$40,000 grant funding would be required to provide a \$10,000 match for a total project cost of \$50,000.**

# Building Livable Communities Grant Program

- What are In-Kind Contributions?
  - Value of volunteer time (volunteers \$17/hr)
  - Municipal staff and professionals working on the project
  - Covering the costs of materials, supplies, printing, postage by municipal entity or project partners
  - Public or private monetary contributions;

*The source of all matching funds must be identified.  
Federal funds may not be used as a match source  
in this grant program.*

# Building Livable Communities Grant Program

## **Reimbursement of Grant Funds:**

- 6 month project anniversary - 25% of project grant costs
- 18 month project anniversary - 25% of project grant costs
- Completion of project and submission of all project deliverables and final report - 50% of project costs

# Building Livable Communities Grant Program

## Grant Submission Deadline

- **Grants Postmarked by February 24, 2006**
- **All grants postmarked after February 24<sup>th</sup> will be returned unopened**
- **10 copies**

# Building Livable Communities Grant Program

## Application Procedure:

- **Application Information Sheet- SIGNED BY THE MAYOR**
- **Planning Board resolution** of support for the project and consent to participate
- **Project Partners- Letters** explaining their role and involvement in the project (also the cost/value of their support to use in the budget)



# Building Livable Communities Grant Program

## Grant Narrative:

- 6 pages maximum text narrative
- Application Information Sheet, Project Budget, Project Work Plan Table are not included in the 6 page limit
- One inch margins- 12 point font

# Building Livable Communities Grant Program

## Grant Narrative

- Title
- Statement of Need
  - Describe the specific issue that the proposal will address.
  - Explain why it is important.
  - What prior attempts have been made to address, reduce or solve the problem?
  - What resources exist to address the problem?
  - Describe the impact that the project will have on the municipality/ies.
  - What will the consequences be if the need or problem is not addressed?

# Building Livable Communities Grant Program

- Project Goals and Objectives
- Methods and Tasks-
  - In a narrative format, describe the proposed methodology for undertaking the project, including all necessary tasks to achieve the program objectives; how the program activities and tasks will be carried out, when and by whom. The role of municipal agencies, project partners and consultants, and anticipated sources of data and project information should be clearly identified. All projects must include a public outreach component.
- Project Work Plan
  - The Project Work Plan should list the project tasks necessary to achieve the project objectives in chronological order, identify the party responsible for completing the task and indicate the time frame needed to complete the tasks. Please use the *Project Work Plan* table format found in **Appendix B**

# Building Livable Communities Grant Program

- **Evaluation**
  - Describe the strategy of monitoring and evaluating the program results, including how success will be defined and measured.
- **Long Term Implementation**
  - Describe the long term strategy for implementing the project after the end of the grant period.
- **Project Partners**
  - Identify and describe the role of all participating municipal agencies and collaborating partners (county & state agencies and nonprofit groups).
  - **Letters of support from collaborating partners detailing their participation and role in the project are required as part of the application package.**

# Building Livable Communities Grant Program

- Deliverables and Outcomes:
  - Describe the project's expected deliverables and products. Please note that the deliverables must include a final report articulating what was accomplished during the grant period, and an assessment of the project's relative success, using the applicant's monitoring and evaluation process.

# Building Livable Communities Grant Program

- **Project Budgets**

- Budget requests must conform to budget categories that identify direct project expenses.
- Funding may be used for the project salary costs for planning, design and engineering professionals hired as employees or consultants/subcontractors.
- Please note that funds **CANNOT** be used for general administrative overhead, purchase of land, capital construction costs or indirect costs of any kind.

# Building Livable Communities Grant Program

- **Project Evaluation Criteria:**
  - **Implementation Feasibility**
  - **Knowledge Transfer**
  - **Prior Record of Performance**
  - **Multi-jurisdictional Projects.**
  - **Degree** to which project is expected to build capacity
  - **Degree** to which project budget effectively uses grant funds and leverages matching in-kind and other funding resources.



# Building Livable Communities Grant Program

- Questions