



IGNITE

**Innovation Grants for Neighborhood
Inspiration, Transformation and Enhancement**



2023



IGNITE

Welcome to the City of South Bend IGNITE Grant! South Bend is proud of its historic and vibrant neighborhoods and the connections that they offer for residents. To support that vibrancy and connection, the City of South Bend's Department of Community Investment and Engagement and Economic Empowerment (E3) team is offering grants of up to \$10,000 to neighborhood associations to create and expand ways to engage, connect, and grow. The funds provide for small neighborhood-based projects with community-wide benefit.



Grant requires applicants to involve as many residents as possible and it is important to start that community involvement early, including with the application process! The E3 team is here to for support and encouragement, but we cannot coordinate neighborhood residents or do the work of the project itself. These grants are for neighborhood associations to take ownership of their communities in order to build a better future for all.

Please find key information points below. Applicants must review all materials carefully before beginning as there are items that require outreach and planning. Chief among those is making sure your neighborhood association has developed a team (including possible partnerships), gotten feedback from neighborhood residents about your project, and put a budget together. To help you plan, we've also created a checklist for the grant and a list of sample projects.

We could not be more excited to work with you on your project! Thank you for helping make South Bend a better place for residents to live, grow, and thrive.

WHAT IS THE IGNITE GRANT?



The goal of the Neighborhood IGNITE Grant program is to improve South Bend neighborhoods through innovative projects that spark community engagement and development and are led by neighborhood residents themselves. The City of South Bend is offering grants of up to \$10,000 to support projects that fall into the following general categories:

Beautification

wildflower gardens, tree planting

Public Art

murals, sculptures, street painting, signal box wraps

Food Security/Access

community garden

Public Safety

sidewalk connections, lighting, informal signage

Health & Wellness

walking paths, outdoor exercise equipment, compost, bike racks, bike repair station

Public Space Enhancement

picnic areas, seating, shared spaces, large capacity grills, park benches

Neighborhood Signage

neighborhood identification signs, information

Capacity Building and Training

Neighbor Works training, strategic plans, technical assistance

Other

We are open to other creative project ideas generated by neighborhoods!

The following expenses will not be considered for funding:

- Expenses incurred prior to application date
- Tree removal or pruning or general maintenance (including watering), unless part of a larger beautification project
- Events, activities, programs, and services usually included in the organization's regular budget; unless the new funding is for significant improvements
- Operating expenses, including salaries and stipends
- Expenses that can be covered through the City of South Bend's Neighborhood Toolkit



WHO CAN APPLY?

Who? The program is administered by the City of South Bend's Engagement and Economic Empowerment (E3) team. The grant program is exclusively for neighborhood associations and the residents within the neighborhood. A neighborhood association must identify neighborhood boundaries and develop a committee of at least 5 neighborhood residents. To learn more about organizing your neighborhood, see our Neighborhood Toolkit.



WHERE CAN I HOST A PROJECT?

Where? The project must be carried out within the declared boundaries of the neighborhood. Applicants are welcome and encouraged to partner with local organizations and businesses but the project itself must be for the residents of the applying neighborhood association and provide a clear community benefit.



HOW DOES THE FUNDING WORK?

How? As these grants offer funding up to \$10,000, the applying neighborhood must have a tax identification number and a bank account, which requires that the association is at least recognized as a nonprofit by the State of Indiana. Organizations do not have to have 501c3 certification. Depending on the project, the City may pay vendors or suppliers directly.



WHY IS THIS BEING OFFERED?

Why? South Bend has a rich and proud history of neighborhoods. Investments in our neighborhoods and neighborhood associations are one of the best ways to facilitate community connection and provide the opportunity for residents to organize and advocate for themselves. The importance of local action is critical, and we want local action and we want to do everything we can to make South Bend neighborhoods places for every resident to live, grow, and thrive.

Informational Meeting and Open House

An official informational meeting will take place June 14th via Zoom. If a neighborhood representative cannot attend this meeting, a Zoom recording will be made available. After this informational meeting, it is advised to attend the Open House June 20th at the Technology Resource Center (TRC) at 1165 Franklin Street

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Informal Meeting with E3 Team

A neighborhood representative will be required to contact a member of the Engagement and Economic Empowerment team to discuss the proposed idea(s) and the application process. The E3 team wants to ensure that neighborhoods understand the process and the requirements of the grant. If the project requires approval from other departments of the City of South Bend, neighborhood representatives may be required to speak with other city representatives to get approval of the project as part of the application process.

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Grant Approval Process

The Neighborhood IGNITE Grant will be reviewed and approved by the Engagement and Economic Empowerment team as well as representatives from other City departments and the Neighborhood Consortium

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REQUIREMENTS

- The neighborhood association has successfully participated in quarterly Neighborhoods Consortium meetings
- Must have a primary and secondary contact
- Must have at least 5 residents who regularly participate in meetings and can provide contact information
- Must have an IGNITE Grant project committee in place
- Must be able to identify neighborhood boundaries
- Must meet with the Grant Administrator prior to grant application

RATING CRITERIA



Neighborhood Involvement

20 points

The neighborhood association has involved neighborhood residents in the planning and future implementation of the project, e.g., meetings regarding the project and promotion in newsletters, flyers, petitions, etc.

Provides Neighborhood Benefit

20 points

The proposed project provides benefit to the whole neighborhood by improving the health, safety, or quality of life of residents; benefiting a significant number of residents; reducing potential property damage; or providing a facility commonly found in other neighborhoods.

Feasibility

15 points

The neighborhood association has considered design and environmental concerns, especially whether the project can be completed within one calendar year.

Longevity

15 points

The neighborhood association has identified any long-term maintenance responsibilities and has considered the project's consistency with the neighborhood's own plan and/or **plans and policies** put forth by the City of South Bend.

Partnerships and Collaborations

10 points

The neighborhood association has involved partners or other City departments with experience in completing similar projects. If partners are not involved in this project, the neighborhood association has explained why.

Equity

20 points

Priority will be given to applications from neighborhood associations that have not received a Neighborhood IGNITE Grant within the past few years and that have demonstrated the most significant need for their neighborhood.



FREQUENTLY ASKED QUESTIONS

Where should I begin if I want to organize and mobilize my neighborhood to submit a grant application this year?

Start out by reviewing our [Neighborhood Toolkit](#) (coming soon!) that offers tips for neighborhood groups looking to form. The Engagement and Economic Empowerment Team can also be a great resource to you! We can support you by printing materials to promote a neighborhood meeting, facilitating a conversation with your neighbors to determine the best improvement project and more!

Can one neighborhood apply for multiple projects?

Neighborhoods that apply can only request up to \$10,000 total. Neighborhood groups are highly encouraged to reach consensus on a single project. If you apply for multiple projects, note that the review group may choose to fund one project while denying funding to another, so prioritizing them in your application is very important.

If the neighborhood contributes funds toward the project, will those dollars be considered part of the \$10,000 cap or would it be able to expand the project beyond \$10,000?

Donated dollars would allow the total project cost to go beyond \$10,000. Proof of your donations or pledges should be submitted with your application.

If we received funding in 2022 through this program, can we apply again in 2023?

Yes, all neighborhoods are eligible to apply again in 2023. However, priority may be given for neighborhoods that have not yet received a grant. Neighborhoods that received funding in the past are encouraged to propose a project that is different than the project previously funded. For example, if you did a park project in 2022, we would encourage you to apply for something other than a park improvement in 2023.

Will the funds go towards completing full projects only or could partial funding be awarded?

The review committee will determine this based on the demand and size of projects that are submitted. If there is a need to do partial funding, the review committee will contact the applicant(s) before the final recommendation is submitted for approval. We want as many high-quality applications to succeed as the budget allows.

Can projects be done on private or vacant spaces within the city?



A goal of the program is to fund neighborhood-based projects that provide community-wide benefit. While we prefer to see projects completed in public, city-owned spaces, we are open to exploring projects on private property on a case-by-case basis. Any project completed on private property may require the neighborhood to pay 51% of the total project costs. The match may be waived if the project is adjacent to a public amenity or feature or is accessible to the public (neighborhood signage on private property as an example). Additionally, permission from the owner and a detailed maintenance plan will need to be submitted with your application to ensure that the neighborhood can manage any upkeep successfully.

Where can we find plans and/or codes to make sure we are staying compliant with the city?

Helpful resources may plans and policies put forth by the City of South Bend, or simply send us an email to discuss at eee@southbendin.gov!

What City approvals should I anticipate?

Projects that occur in the public right of way, including most signage, banners and signal box wraps, will need encroachment approval from the Board of Public Works. Additionally, most projects that occur on public parks will need approval from the Board of Parks Commissioners. The E3 team will help neighborhoods work through the process.

Who can do work in the public right of way?

In almost all cases, work done in the public right of way, including signage, banners and signal box wraps MUST be done by a licensed contractor.



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SAMPLE PROJECTS & COSTS

Below are a few sample projects with associated real-world pricing. These samples are by no means comprehensive, but can help neighborhood associations get some ideas and a feel for how much various project types cost. All projects will be discussed prior to application submission with the Engagement and Economic Empowerment team and associated City departments, such as Venues Parks and Arts or Public Works. In some cases, items must be purchased from specific vendors.



Memorial Benches
Color: Location Specific
Wabash Valley: Courtyard 6'
Cost: \$3,000
Installation: \$900



Bike Repair Station
Color: Location Specific
Brand: Dero
Cost \$1,200
Installation: \$900



Tree Planting
2"-4" caliper.
Cost: \$250.00 (Installation included)



Public Art
Various local artists
\$5,000-\$7,500

CHECKLIST AND CALENDAR

IGNITE TIMELINE

Notice to the Public	May
Neighborhood IGNITE Grant Information Sessions	June 14, Zoom, 12:30pm
Informational Open House	June 20, 7 PM at the TRC
Planning Meetings with Engagement and Economic Empowerment Team (E3)	June-August <small>(contact eee@southbendin.gov)</small>
2023 Application Deadline	August 15
Notice of Grant Awards	November 6
Grant Projects Completed	November 6, 2024



CHECKLIST FOR SUBMISSION

1. Attend Zoom information session, recording of session and/or open house
2. Meet with E3 team to discuss ideas
3. Application
 - Contact Information
 - Project Summary
 - Budget Form
 - Attachments (optional, but likely)
4. Legal agreement (if awarded)