

City of Tulsa

Love Your Block Mini-Grant Guidelines

Presented by the Office of the Mayor in conjunction with the Working in Neighborhoods Department and Cities of Service as part of the Serve Tulsans Initiative

Overview

Love Your Block (LYB) is a competitive mini-grant program that engages residents in revitalizing their neighborhood, one block at a time. The mini-grants will be awarded to qualified applicants to purchase supplies needed for completion of approved projects. Neighborhood organizations are encouraged to identify blight and develop volunteer fueled solutions. Registered neighborhood organizations in the City of Tulsa are invited to apply for a grant of up to \$1,000 to support a revitalization project. This work is made possible in partnership with [Cities of Service](#).

Qualified Applicants

Only registered neighborhood organizations in the City of Tulsa can apply for a Love Your Block mini-grant. Other groups and agencies are encouraged to partner with registered groups to complete an application.

Application

Applications must be completed in FULL and received no later than 4:00 pm on Friday, December 15, 2017. The application and supporting documents can be submitted by one of the following methods:

- Email:

neighborhood@cityoftulsa.org

Subject Line: LYB Application

All documents attached must be in PDF format

- Mail or Delivery (postmarked prior to December 15, 2017):

ATTN: Joel Hensley
LYB Application
175 E 2nd St, Suite 580
Tulsa, OK 74103

Application Checklist:

- Complete application in FULL
- Before pictures of project site (digital copies preferred)
- Letters of support from community partners and/or local businesses
- Letter of permission from property owner (if applicable)
- Neighborhood Blight Form (online or paper)

Conditions of a Love Your Block mini-grant:

- Propose a project that reduces the impact of blight
- Recruit 5 or more neighborhood volunteers
- Obtain letters of support from community partners and/or local businesses
- Identify blighted properties in your neighborhood
- Letter of permission from property owner (if applicable)
- Propose a project that does not require more than \$1,000 in grant funding
- Complete project by June 1, 2018
- Provide before and after photos of the project site
- Provide success measures at end of project

Obligations of mini-grant recipients

- Attend a mini-grant orientation meeting
- Attend a mini-grant planning meeting
- Provide before and after photos of the project site
- Report agreed-upon project metrics throughout and at end of project
- Provide receipts of purchases made for the project
- Attend a project conclusion meeting

City of Tulsa staff will work with grantees during the orientation and planning meetings to refine project details.

Important Dates

LYB Application Workshop	November 7, 2017
Application Due Date	December 15, 2017
Mini-Grant Award Announcement	January 22, 2018
Mini-Grant Mandatory Orientation	February 6, 2018
Mini-Grant Mandatory Consultations	February 12 – 16, 2018
Project Start Date	March 1, 2018
Project Completion Date	June 1, 2018
Mandatory Conclusion Meeting	June 4–7, 2018
LYB Celebration Lunch	June 26, 2018

Examples of Projects:

Litter and Graffiti Removal

Tree Planting

Public Art/Mural

Neighborhood Entryway

Public Space Activation

Neighborhood Clean Up

Mini-Grant funds can ONLY be used to purchase materials related to implementing and carrying out a LYB project.

Questions

For any questions, technical assistance, or to receive additional information related to Love Your Block, please contact City of Tulsa Neighborhood Liaisons; Joel Hensley and Alisia Myers.

Email: neighborhood@cityoftulsa.org

Phone: 918-596-1292

Love Your Block Support Letter Example

(on company/organization letter head)

(date)

City of Tulsa
Love Your Block Program
175 E 2nd St
Tulsa, OK 74103

Dear Sir or Madam,

I am writing this letter on behalf of *(company/organization)* to show my support for *(neighborhood group)* and their Love Your Block project. I believe this project will greatly benefit the neighborhood and community. As a *(company/organization)* we understand the benefit of community partnerships and it is our desire to see *(neighborhood group)* achieve their goals. In an effort to support *(neighborhood group)* implement their Love Your Block project *(company/organization)* will provide *(type of support)*. We are eager to see this project take shape and happy that our contribution is helping make a difference in this neighborhood.

Sincerely,

(manager/representative), (title)

(company/organization)

(address if not in letterhead)

Love Your Block Simple Support Letter

(on company/organization letter head)

Date:

Company/Organization Name:

Company/Organization Representative:

Type of Support:

Neighborhood Group:

Neighborhood Representative:

Company/Organization Representative Signature:

Neighborhood Representative Signature:

(address if not in letterhead)

LETTER OF AUTHORIZATION BY OWNER TO USE PROPERTY

THIS LETTER MUST BE KEPT ON RECORD BY THE NEIGHBORHOOD ORGANIZATION, ITS MEMBERS OR AGENTS FROM NOW INTO THE FUTURE AND MUST BE PRODUCED UPON REQUEST TO CITY OF TULSA AUTHORITIES

I, the undersigned, authorize _____, its members, or agents to use my property at _____ in the City of Tulsa, Oklahoma for the purpose of implementing and maintaining a Love Your Block project, for the term of _____ years beginning _____ and ending _____.

This agreement may be renewed with the approval of both the property owner and the neighborhood organization at the end of the agreement period. All questions, concerns, and comments about the Love Your Block project have been addressed during discussions with representatives from the neighborhood organization.

The neighborhood organization agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the neighborhood organization, and from any and all actions or causes of action arising from the neighborhood organization's occupation or use of the property.

As the property owner, I agree to notify the neighborhood organization of any change in land ownership, development, or use 60 days prior to the change in status.

Name of Neighborhood Organization _____

Name of Neighborhood Representative (print) _____

Address _____

Phone number _____

Name of Property Owner (print) _____

Address _____

Phone number _____

Signature of Property Owner

Date

Signature of Neighborhood Representative

Date

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE ____ DAY OF _____, 20____

_____ Notary Public