



NEIGHBORHOOD INTEGRITY MATCHING GRANT

Guidelines

AT A GLANCE

For Whom: Home Owners Associations (Voluntary or Mandatory)

For What: Neighborhood beautification/enhancement projects on public property or public interest.

For What: To build community as you beautify your neighborhood. Projects, challenges, successes—these bring neighbors together, weaving the social fabric necessary to create and sustain self-sufficient, thriving neighborhoods.

Application deadline is April 1st. Carefully review the guidelines below and contact the Department of Development Services to get started!

DESCRIPTION

The Town Council allocates the Neighborhood Integrity Matching Grant (NIMG) funds for Little Elm neighborhood groups to improve the physical features of their neighborhoods. Projects must provide a public benefit which promotes stronger, safer, and healthier communities. These guidelines present the eligibility requirements, funding match contribution, overview of the application process, and other rules governing the grant.

The Development Services Department is available to offer assistance through every step of the process. Contact us by phone at 214-975-0456 or at permits@littleelm.org.

NEIGHBORHOOD ELIGIBILITY

As the NIMG is an investment by the Town of Little Elm, only applications from homeowner and neighborhood associations (voluntary and mandatory) that have been in operation or registered for at least one year will be considered. Newly-formed associations that have participated in neighborhood capacity activities through the Development Services Department are eligible to apply within six months. **Not organized or registered?** Contact us to learn how to get started.

Individual residents, nonprofits or businesses are not eligible to receive funding. Associations, as the primary applicant, may collaborate with other associations, businesses, and nonprofits. City staff and departments can also partner with associations as co-applicants.

Age of the neighborhood and number of residential units impacted are factors in determining which projects to award matching funds, but all associations are encouraged to apply, or to work with staff to prepare for application.

PROJECT ELIGIBILITY

Physical improvements or additions to the neighborhood, located within Town limits on public property or the public right-of-way, that provide a wide public benefit are eligible through the NIMG. Generally, projects cannot involve private property; however, residents are encouraged to work with Town staff to assist with solutions that may involve private property. Other factors that affect project eligibility include:

Maintenance projects

Funds that would typically appear in the operating budget of a neighborhood association or individual homeowner's operating budget are not eligible for NIMG funding. This includes grounds keeping, common area and equipment upkeep, and the tools and equipment required for maintaining neighborhood features. Project must not require ongoing maintenance from the Town of Little Elm.

Inadequate public benefit or neighborhood support

Applications that benefit only a small portion of the residents of a neighborhood or do not demonstrate widespread support among the neighborhood's residents are not eligible for NIMG funding.

Conflicts with the Town of Little Elm

Proposals must comply with applicable Town of Little Elm codes and policies, and applicable federal, state, and local laws. Projects cannot create a public safety hazard or conflict with existing or approved municipal projects.

Not intended to be exhaustive, the following provides examples of project eligibility:

Eligible	Not Eligible
Sign Toppers	Sidewalk Construction/Repairs
Entry Features (new construction)	Lighting Upgrades
Perimeter Fencing (including irrigation)	Repairs or Maintenance of Existing Structures or Facilities
Picnic tables, benches or pavilions	Projects Incurring Costs Before Grant is Approved
Neighborhood Park Improvements	
Safety Upgrades (lighting, cameras, etc.)	
Neighborhood Art Installation	
Landscape Upgrades (including irrigation)	

APPLICATION PROCESS

Application Deadlines

NIMG applications are accepted once per year. To be considered for award, applications must be submitted by April 1st to be considered. Application packets are available from the Town of Little Elm website, or can be obtained at the Development Services Department.

The NIMG application packets have all the requirements fully explained. All applicants are highly encouraged to contact the Town for assistance during any part of the application process.

Application requirements include:

- Contact names for the applicants, project, and association
- Project purpose, description, and benefits
- Project implementation, funding and maintenance plan
- Supporting documentation (photographs, maps, identified donations, estimates)

Letter of Intent

The Letter of Intent, also available on the Town’s website, is a document that assists residents with identifying obstacles or potential issues with their NIMG application. It is encouraged for projects requiring any type of construction, but is required for projects of \$25,000 or more. Letters of Intent are due two months before full NIMG applications (February 1st).

Application Review

Applications will be read and evaluated by an internal review board consisting of members from various city departments to ensure that the minimum criteria are met. Any group that does not meet the funding criteria will be notified. Applications approved by the review board will be presented to the Town Council for approval.

Eligible NIMG applications will be rated using the following criteria:

Criteria	Explanation of Criteria
Neighborhood Status/ Maturity	The condition and age of the neighborhood demonstrates a need for intervention. The applying association also has the capacity to execute the project and conduct necessary maintenance.
Public Benefit	Project helps improve the quality of life in the neighborhood and/or aesthetics of the area, while also providing widespread public benefit.
Project Feasibility	The project is cost effective, achievable, realistic, sufficiently funded, no ongoing maintenance required from the Town of Little Elm.
Community Involvement	Demonstrated and proposed participation by residents in the planning, execution and long-term maintenance of proposed project.
Project Impact	What is the impact this project will have both short term and long term? Does it align with your neighborhood goals? How will implementation or completion of the project impact the environment or surrounding area?
Match	Match is realistic and appropriate to the project. Letters of intent are provided for in-kind donations or cash.

MATCH REQUIREMENTS & FUNDING RESTRICTIONS

Applicants are eligible to receive the grant with no cap. All projects will be matched up to a 50% rate of the project cost. An association may not apply for additional funding if a previous grant project has not been completed.

Disbursement of Funds

An applicant may not begin to incur costs to be paid by the NIMG before signing a funding agreement with the Town of Little Elm. The applicant or Town will act as the General Contractor for most approved projects. It is the discretion of the Town when the funds will be allocated for the project.

Applicant must expend required match as indicated in the proposal prior to the expenditure of Town funds and must formally submit a request in writing to the Town with all supporting documents.

Cancellation of Projects

Failure to meet the terms of the Funding Agreement may result in the cancellation of the project and a one-year application restriction. Applicants must begin implementation within 12 months of Town Council approval to avoid termination of the project. Requests for time extensions must be submitted to the Town in writing.

**For further assistance contact the Development Services
Department permits@littleelm.org or 214-975-0456.**