

The Detroit Future City Field Guide to Working with Lots: Mini-Grant

The Detroit Future City Implementation Office (DFC), in partnership with The Fred A. and Barbara M. Erb Family Foundation (Erb Foundation), is pleased to announce a new and exciting project funding opportunity. This program will award grants up to \$5,000 to a maximum of 15 applicants in January 2016, to encourage use and implementation of the lot designs in the DFC Field Guide to Working with Lots (The Field Guide) this Spring.

Overview:

The *Detroit Future City Strategic Framework* articulates a shared vision for Detroit's future and recommends specific actions to reach that future. (See <http://detroitfuturecity.com/framework/>) The Strategic Framework is organized into five Planning Elements and a Civic Engagement chapter. These elements outline a detailed approach to address the realities and imperatives that will enable Detroit to move toward a more equitable, sustainable, and prosperous future. These five elements are:

- Economic Growth: An Equitable City
- Land Use: The Image of the City
- City Systems and Environment: A Sustainable City
- Neighborhoods: A City of Distinct and Regionally Competitive Neighborhoods
- Land and Buildings Assets: A Strategic Approach to Public Land Use

About the Field Guide to Working with Lots

The DFC Field Guide to Working with Lots is a component of DFC's priority to transform vacant land into an innovative open space network. It is a tool to connect Detroit residents, community groups, businesses, and institutions to resources and each other in order to learn, collaborate, and practice enhanced land stewardship in Detroit. This user-friendly tool was developed by DFC's Implementation Office and a range of partners to support participation in land transformation activities.

To obtain a copy of the Field Guide, which will assist you with completing the application, please visit the DFC Implementation Office, 2990 West Grand Boulevard, Suite 2, Detroit, 48202, or any Detroit Public Library branch across the city for reference. Field Guide resources also are available online (www.dfc-lots.com) and serve as a companion to the Field Guide manual.

About the Grant

The purpose of the Field Guide mini-grant program is to encourage Detroit residents, community groups, and businesses to utilize the Field Guide to plan and implement land stewardship activities in Detroit neighborhoods. Up to 15 grants will be awarded for a maximum amount of \$5,000 per applicant. Applications will be evaluated based on eligibility criteria listed on page 2, applicants' demonstration of impact in the community, and responses that work to fulfill the following expected outcomes for the Field Guide mini-grant.

Expected Outcomes:

1. To connect and engage Detroit residents around the use of the Field Guide as a resource for implementing land stewardship activities that will transform vacant land from a liability to an asset.
2. Escalate and encourage collaborations among individuals and groups to build capacity, stabilize neighborhoods, and improve the quality of life of Detroit residents.
3. Promote shared learning among grantees as an avenue for information exchange.

Grantees must be prepared to complete construction by June 2016. Grantees will be required to sign a grant agreement describing the terms of the grant and obligations as a grantee. Funds must be used for project cost and materials, fiduciary fees, hiring an independent contractor for the project, or other costs associated with implementing a lot design including refreshments and/or stipends for volunteers. There will be a mid-point check-in with DFC; a required grant report upon project conclusion; and information-sharing with DFC and other awardees before, during, and after the project concludes. Awardees will document project outcomes, including before-and-after photographs and lessons learned. As part of the grant agreement, the grantee must accept all responsibility for the project and release DFC and Erb Foundation from all liability associated with the construction, implementation, and maintenance of the project.

To be eligible for the Field Guide Mini-Grant, applicants must:

- Provide evidence that you own the land within the City of Detroit on which you will be implementing a lot design, or obtain signed permission from the owner to occupy and implement your proposed plans on the land;
- Demonstrate use of the Field Guide to describe their initial plans (www.dfc-lots.com and pages 6 – 29 of the Field Guide are recommended resources);
- Describe a plan and demonstrate capacity to execute your project, including second year growth season maintenance plans (the questions on pages 4-7 of this application will extract this information);
- Submit a photo of the lot in which a lot design will be constructed, in its current condition;
- Include an estimated project budget (template provided on page 8);
- Be an established 501c-3 (tax-exempt) organization or have a 501c-3 fiduciary*.

**If you are not able to acquire a fiduciary, but you can explain how you are an organized group, with the capacity to execute the implementation of a lot design and maintain it, then the review team will consider your application (see Question 4 in the 'Contact Information'). The review team may ask for supporting information could include a list elected board members, record meeting minutes, meeting attendance sheets, proof of a financial tracking system, and/or such additional information that DFC may request following receipt of your application. A limited number of individuals and organizations without a fiduciary will be selected.*

If awarded, you must also agree to:

- Sign a grant agreement
- Exchange information with other grantees;
- Participate in grantee convenings throughout the duration of the grant;
- Share the story of your project;
- Install temporary signage that recognizes the lot design as one from the Field Guide.

Deadline

Applications will be accepted from Monday, **November 23, 2015** until Monday, **December 21, 2015 at 12:00 pm.**

Timeline:

1	<i>Application Opens</i>	Monday, November 23, 2015
2	<i>Mini Grant Orientation Sessions</i>	December 1 & December 7, 2015
3	<i>Application Closes</i>	Monday, December 21 st , 2015 by noon
4	<i>Winners Announced</i>	Friday, January 29, 2016
5	<i>Winners Convene</i>	Wednesday, February 10, 2016
6	<i>Grant Awards Distributed</i>	March 2016
7	<i>Technical Assistance Provided</i>	February – April 2016
8	<i>Project Construction begins</i>	May 2016
9	<i>Projects Completed</i>	June 30, 2016
10	<i>Grantee Convening</i>	July 2016
11	<i>Grantee Reports Due</i>	July 2016

Please note: additional convenings may be added to the above schedule

Mini-Grant Orientation Sessions:

	Session No.	Date	Time
1	Session One	Tuesday, December 1, 2015	3:00 PM
2	Session Two	Monday, December 7, 2015	5:30 PM
3	Web Option	https://www.youtube.com/channel/UCoEflQ2Aq4Tiv7Dq2NMmv_Q	
<p><i>Mini-grant Orientation Sessions will be convened at the DFC Implementation Office, located at 2990 West Grand Boulevard, Suite 2, Detroit, 48202. To register for a session, please visit detroitfuturecity.com/events to register for Session One or Two.</i></p>			

Detroit Future City Field Guide to Working with Lots: Mini Grant Application and Proposal

1. Contact Information		
1. Applicant name/Organization name <i>(for an organization, please record name as it is registered with the state of Michigan)</i>		
2. Is this group an established 501c-3 organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. If you are not an established 501c-3 organization do you have a fiduciary that is a 501c-3 organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4. If you are not 501c-3 organization and have not identified a fiduciary, do you have documentation that illustrates you are an organized group as outlined on page 3? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. If you answered yes to question 4, please describe your group, and why a fiduciary was not identified and how your group has grown its capacity.		
Primary contact name and title/role		
Primary contact phone number		Primary contact e-mail address
Name and titles/roles of additional staff or volunteers involved with this application and/or project		
Street address		City Zip
Organization website <i>(optional)</i>		
Name of 501c-3 fiduciary organization, if applicant is not an established 501c-3 organization.		501c-3 Organization EIN number
Board Chair name		Board Chair contact information Phone Number: Email Address:
Signature of Applicant		Signature of Board Chair**

****By signing as the fiduciary, you are agreeing to accept the grant on behalf of the applicant if awarded a mini grant, which may include: attending an orientation session, signing a waiver and/or assuming monitoring various levels of the project.**

2. Project Information

Project name

Lot location - address and parcel ID
(parcel id can be located on most recent tax bill)

Council district
(if unknown, visit <http://www.detroitmi.gov/Neighborhoods>)

1. What's the story of your lot? Briefly describe your motivation to pursue this project. (125 words max)

2. What type of lot do you have? What details do you notice that may influence which lot design should be chosen for that lot? Use of the "Discover Your Lot" tool on dfc-lots.com is encouraged to help answer this question. (125 words max)

3. Which designs inspire you? Which lot design(s) do you think is a best fit for your project? Use of the "Discover Your Lot" tool and the "Lot Designs" on dfc-lots.com are needed to help answer this question. (125 words maximum)

4. **Have you already engaged community members and/or stakeholders in the process of your plan to implement a lot design? If so, how have you engaged them? If not, will you engage them going forward?** (125 word max)

5. **Please describe anything that already is in place (such as staffing, volunteers, matching or additional funding secured, scoping or pilot phase completed, permits secured, or other elements) to enable a lot design to be successfully implemented** (125 words maximum). *Note: Matching funds are not required to be eligible for this grant.*

6. **The lot designs affiliated with the Field Guide are intended to influence greater overall impact on the environment and community. Other than beautification, what are the expected outcomes/impacts on the physical environment? How does it meet a community need and who will benefit?** (125 words maximum)

7. Briefly describe what you feel to be your most significant strength and most significant challenge that you anticipate in implementation of this project. How will this mini-grant help you to address those challenges? (125 words maximum)

8. What is your maintenance plan for 24 months after project completion? (125 words maximum)

9. If awarded a Field Guide Mini-Grant, I will be willing to: (check all that apply)

- Participate in shared learning opportunities among other grantees as an avenue for information exchange
- Install/post provided signage to promote my implementation of the Field Guide
- Install my lot design by June 30, 2016
- Participate in grantee convenings throughout the duration of the grant

PROJECT BUDGET SHEET

Please list all expected project costs associated with implementing a lot design on your property. Allowable expenses include: project cost and materials, fiduciary fees, hiring an independent contractor, and other cost associated with implementing a lot design including food and/or stipends for volunteers.

	Steps	Cost	Quantity	Total
1.	Example: Garden Hose Extension	\$25	2	\$50
Total Anticipated Cost		\$		

By signing below, I acknowledge and understand that:

- Detroit Future City, in its sole and absolute discretion, reserves the right to (1) accept or reject any and/or all responses; (2) modify the requirements set forth in this Application; (3) request additional information and/or documentation from any Applicant; (4) modify, cancel or limit, at DFC's sole discretion, the program. By submitting this application, the applicant is confirming that DFC Field Guide to Working with Lots Mini-Grant Funds cannot and will not be used to conduct state or federal lobbying.
- The USA PATRIOT Act is an Act of Congress that was signed into law by President George W. Bush on October 26, 2001. Its title is a ten-letter backronym (USA PATRIOT) that stands for "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001". By submitting this application, the applicant is confirming that if awarded a mini grant, fund will not be used for activity that involves acts dangerous to human life and are a violation of the criminal laws of the United States or of any state, and appear to be intended: To intimidate or coerce a civilian population; To influence the policy of a government by intimidation or coercion, or; To affect the conduct of a government by mass destruction, assassination, or kidnapping, and; Occur primarily within the territorial jurisdiction of the United States."

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

Board Chair Signature: _____ **Date:** _____

Printed Name: _____

SUBMISSION INSTRUCTIONS

Please ensure that you have all of the following materials and attachments included in your submission:

- ✓ Signed DFC Field Guide to Working with Lots mini-grant application form (above)
- ✓ 501c-3's (or fiduciary's) board list
- ✓ 501c-3's (or fiduciary's) current fiscal year operating budget (includes revenue and expense line items)
- ✓ 501c-3's (or fiduciary's) IRS determination letter
- ✓ Dated photo of lot in its current conditions
- ✓ Proof of ownership (Paid tax receipt or a Letter of Support from Property Owner, if applicable)
- ✓ Project budget sheet

Applications for the Detroit Future City Field Guide to Working with Lots Mini-Grant will be available at detroitfuturecity.com/FieldGuide and in paper form at our office. The completed application and attachments can be submitted in one of the following ways:

Scanned and submitted

via email:

swilliams@detroitfuturecity.com

Via postal mail or in person:

Detroit Future City Implementation Office

2990 West Grand Blvd. Suite 2 Detroit MI 48202

Applications MUST be received by 12:00 p.m. on Monday, December 21, 2015.