



NPRD Use ONLY

Application Submittal Date



Orange County Neighborhood Preservation & Revitalization Division Safe Neighborhood Project Data Form

This Project Data Form must be submitted prior to spending money on a project in your Safe Neighborhood. The purpose of this form is to help the project coordinator plan the project and document the process you have taken to implement the project.

Contact Information

Safe Neighborhood Organization Name: _____

Project Contact Person: _____

Mailing Address: _____

Street *City* *Zip Code*

Day Phone: _____ **Evening Phone:** _____

Other Phone: _____ **E-Mail Address:** _____

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**Alternate Contact Person:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Project Information**

**Projected start date of your project** \_\_\_\_\_

**Projected end date of your project** \_\_\_\_\_

**Project Location** \_\_\_\_\_

\_\_\_\_\_

**Project Partners** (list any other organization or group you will be working with on the project)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **Eligible Projects**

Please check the box that best describes the type of project you are planning:

- Community Landscaping – Subdivision entrances, neighborhood streets, community areas
- Neighborhood Signage
- Crime Prevention Through Environmental Design (CPTED) projects
- Mini-grant partnerships (small awards made to other groups in your Safe Neighborhood)
- Activities related to Safety or Crime Prevention Programs such as Neighborhood Watch, Citizens on Patrol (COPS), and Citizen Emergency Response Teams (CERT)
- Safe Neighborhood communications tools ( i.e. newsletter, postcards)
- Community Organizational Information
- Crime Prevention and Neighborhood Safety literature
- Youth activities with safety focus
- Leadership Training (locally-offered sessions only)
- Consultant Services
- Costs related to pursuit of 501(c)3 status (i.e. state fees, IRS filing fees, accounting fees)
- Community Gardens, Parks and Open Spaces
- Street lighting (installation, MSTU process)
- Traffic calming projects (w/ Public Works approval)

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Ineligible Projects

Please do not plan projects in the following categories. They cannot be considered for funding.

- Certain Roadway Improvements
- Sidewalks
- Utility Projects
- New Community Programs
- Hiring Personnel
- Purchasing Equipment
- Out of County Conferences
- Travel expenses
- Projects located on State or Federal roadways (i.e. signage, landscaping, etc.)
- Projects with recurring expenses (i.e., water, electricity, etc.)
- Food and Drinks

If you need more information regarding project eligibility and project planning, please refer to the Safe Neighborhood Leadership Handbook, page 11, Project Protocol and Eligibility.

Project Description

Project Overview: This summary should provide an overview of the entire project. What will the grant funds cover? Explain the need for the project and how it will improve the overall safety of the neighborhood.

Safe Neighborhood Benefit: Provide a brief summary of how the project will enhance the safety and quality of life in the community. Discuss how the project will promote fellowship and involve neighbors. How will it improve communication in the neighborhood?

Project Maintenance: If applicable, describe how the project will be maintained and by whom, after it is completed.

Project Budget Summary

The Budget Summary must include the costs of all materials and labor for your Safe Neighborhood project (include permits when applicable for approved physical enhancement projects). All related project costs must be included in the budget. It is important that your budget figures clearly relate to what is proposed in the project description. Please review the information below and use it to help you complete the Budget Summary Worksheet on the next page.

Project Costs:

- i) Provide costs for all related project components: materials (i.e. items needed to complete your project), labor, delivery fees, etc...
- ii) You must include three (3) professional quotes for each component of your project and you must use the lowest quote obtained as part of the Budget Summary. Make sure all quotes are comparable – each vendor must provide quotes for the same product, activity, and/or service.

Project Resources:

- iii) Safe Neighborhood Funds: The money allocated to the project from the Safe Neighborhoods Program.
- iv) Other Cash: Funding received from another source, such as donations from a local business or money collected from a fundraiser.
- v) In-kind Services: Monetary value placed on a donation/service that can be counted toward match (i.e. donated landscape material sold at retail for \$100.00). Do not include volunteer hours as a part of in-kind services.

Vendor Quotes:

- vi) Business: the name of the business that provided quotes for materials/services required to complete the project. (Please be aware that neither the contact person nor officers of the organization or affiliated organization may financially benefit from this grant.)
- vii) Vendor Quotes: the cost for materials/services provided by each one of the vendors working on the project. **These quotes must be signed and dated by the vendor representative in order to be valid.**

Project Budget Worksheet

A. PROJECT COSTS:

MATERIALS \$ _____
 LABOR \$ _____
 DELIVERY \$ _____
 EQUIPMENT RENTAL \$ _____
 PROFESSIONAL SERVICES \$ _____
 PERMITS/IMPACT FEES \$ _____

TOTAL PROJECT COST \$ _____

B. PROJECT RESOURCES:

SAFE NEIGHBORHOOD FUNDS \$ _____
 OTHER FUNDS \$ _____
 IN-KIND SERVICES \$ _____

GRANT AMOUNT REQUESTED \$ _____

TOTAL RESOURCES *(should match total project cost)* \$ _____

C. VENDOR QUOTES *(attach original quotes)*

BUSINESS NAME	QUOTE
	\$
	\$
	\$
	\$
	\$