

Nighborhood and Community Enhancement Program Application

The Neighborhood and Community Enhancement Program is intended to involve Portage residents who are encouraged to submit ideas for projects that will improve the community and/or neighborhoods by submitting ideas for public space projects. Funding for this pilot program will be provided through the annual Capital Improvement Program (CIP). CIP funded projects must be located on public property or on private property with an appropriate easement provided to the city and have a minimum cost of \$10,000.

Preference will be given to projects that (attached is a complete list of criteria used to evaluate each project):

- Enhance neighborhood/community appearance
- Enhance neighborhood health and safety
- Promote a greater sense of community
- Address a known neighborhood deficiency
- Complement other neighborhood improvements
- Promote social interaction
- Positively impact a significant number of residents
- Have longevity greater than 10 years

Examples of projects may include: Sidewalk or trail enhancements, street trees, street lighting, gateway signage or landscaping, improvements that promote places to gather, community gardens, community art projects, or other similar improvements.

Applicant Name:
Applicant Group, Organization or Potential Nonprofit Partner:
Contact Street Address:
Contact Phone Number:
Contact Email Address:

Please complete the following sections. You may attach a separate written description with any additional information, if desired.

Project Description and Location. If applicable, attach a location map¹, photographs, rendering or sketches of the proposed project.

¹ Location maps/aerial photographs can be obtained by visiting the City of Portage website at www.portagemi.gov

(OVER)

Describe how the project addresses the evaluation criteria:

Provide a list of construction materials, if applicable:

Describe any materials and/or in kind services that will be donated.

What is the estimated cost of the project? Be as detailed as possible and attach price quotes for materials and/or services.

If you have questions concerning the Neighborhood and Community Enhancement Program or need assistance completing the application form, please contact the Department of Community Development at (269) 329-4477.

Neighborhood and Community Enhancement Program Evaluation Criteria

Criteria	Points ¹	Comments
1. Does the project enhance neighborhood/community appearance?		
2. Does the project enhance neighborhood health and safety?		
3. Does the project promote a greater sense of community?		
4. Does the project address a known neighborhood or community deficiency?		
5. Is the project located in a designated Community Development Block Grant Program (CDBG) low/moderate income neighborhood?		
6. Does the project promote social interaction?		
7. Does the project positively impact a significant number of residents?		
8. Is the longevity of the project greater than 10 years?		
9. Does the project compliment, but not duplicate, other public or private neighborhood improvements?		
10. Is the project well planned, include an itemized list of expenditures (material and labor costs) and ready for implementation?		
11. Was the project submitted by a neighborhood association or other citizen group that will be engaged in project implementation?		
12. If there are ongoing operation and maintenance costs (actual expenses and/or in-kind contributions), is the applicant able to commit the resources for this purpose?		
13. If the project cost exceeds the budget, can the project still be implemented at a reduced scale?		

¹ Up to 5 points will be awarded for criteria 1-7 and up to 3 points for criteria 8-13

Point system is used as a guide and the city reserves the right to select the project which is most consistent with the intent of the Program

