



Restore My Block Challenge Grant Team Application Process

Thank you for your interest in Restore SGF's Restore My Block Challenge Grant Program (the "RMB Program"). Restore SGF is excited to work with you to improve Springfield's historic neighborhoods. Our purpose is to unite neighbors to build community, build neighborhood identity, and improve the physical appearance of Springfield neighborhoods.

APPLICATION INSTRUCTIONS

1. Contact Restore SGF at info@restoresgf.com or 417-986-6970 to discuss your team's eligibility. If your group is eligible, Restore SGF staff will help your team create an online Team Dropbox where you can submit your application materials.
2. Complete all information entirely and accurately on this application form. If any information is incomplete, Restore SGF staff will request clarification or additional information, as applicable, from the designated team contact or a participating team member.
3. Each participating homeowner must complete and submit, with this application, a separate Scope of Work form for eligible improvements to be completed. Restore SGF staff will follow up with the designated team contact or applicable team member(s) as needed to clarify each Scope of Work.
4. Provide "before" pictures of the areas where work is to be completed, for each Scope of Work. Digital pictures are preferred but printed pictures will also be accepted.
5. Include a map noting where each property is located and evidencing the proximity requirements of the RMB Program. Only one map is required per eligible team. Restore SGF can help provide a printed map for this purpose upon a team's request.
6. The designated team contact must return this application and all supporting documentation to Restore SGF to your team Dropbox or to info@restoresgf.com. Digital applications are preferred but paper applications will be accepted and should be delivered (by appointment only) to Restore SGF's office at 1409 W. Sunshine St., Springfield MO, 65807.

Application Period opens on March 20th and all complete applications submitted or postmarked in March will be reviewed by April 15th. Subsequent applications can be submitted on a monthly rolling basis through September 30th. A complete application received by electronic means or postmarked on or before the last business day of each month will be considered. Applications will be reviewed promptly. Restore SGF plans to review applications received any time in the prior month during the first two weeks of the following month.

Grant Awards Announced on a rolling basis. Notifications for the team will be provided directly to the main contact via email or telephone, and letters of approval will go out to all team members via email and/ or USPS mail at the address provided in each team member's application.

Project Completion Deadline: Ninety (90) days from the approval date or the date outlined in the individual applicant's respective Scope of Work form, as each may be amended and approved by Restore SGF, or such longer period as approved by Restore SGF at the time of application approval.

Questions: Brendan Griesemer, Executive Director, info@restoresgf.com or 417-986-6970.



HOW DOES THE RESTORE MY BLOCK CHALLENGE GRANT WORK?

The Restore My Block Challenge Grant (the "RMB Program") works to strengthen specified Springfield neighborhoods by encouraging groups of neighbors to work together on exterior improvements to their properties.

Participating homeowners in the RMB Program are eligible for matching funds. A dollar-for-dollar match, up to the Maximum Match Amount (see below), will be provided to eligible homeowners as incentive to complete various, eligible exterior improvements to their properties. The match amount will depend on the number of neighbors who participate in the challenge. In no way are any amounts to be made available under this RMB Program a loan, a grant, or any other such forgivable loan, or other extension of credit by Restore SGF, and should at no time be held out as such.

Subject to compliance with RMB Program requirements, the maximum amount of match (the "Maximum Match Amount") that each homeowner is eligible for with respect to any one project depends on the number of neighbors who participate and is summarized in the table below:

Number of Neighbors	Maximum Match Amount
5-9	\$1000 per residential property or 50% of eligible project costs, whichever is less
10+	\$2500 per residential property or 50% of eligible project costs, whichever is less

Important Note: Notwithstanding anything herein to the contrary, Restore SGF shall have no obligation to reimburse a participating homeowner's eligible expenses. Restore SGF's obligation to reimburse is subject to ongoing funding of the RMB Program and receipt of funds from City of Springfield and Restore SGF partners. Restore SGF shall only use funds permitted for disbursement under the RMB Program. Restore SGF has the right to suspend the RMB Program and reimbursement obligations thereunder, including with respect to approved applications, if Restore SGF no longer has funding sufficient to operate the RMB Program. Restore SGF will notify applicants and participating homeowners promptly upon any suspension of the RMB Program.



ELIGIBLE IMPROVEMENTS AND EXPENSES

Eligible Improvements

Exterior improvements visible from the street may be eligible for matching funds through the Restore My Block Challenge Grant. All improvements must support the mission and goals of Restore SGF and, in general, improve the curb appeal of the properties within the specific neighborhood. Larger, especially structural improvements, must also meet specified design standards, as may be adopted by Restore SGF from time to time. All participants shall comply with all applicable City of Springfield codes and secure any applicable building permits.

- Porch and soffit repair
- Porch construction
- Porch painting
- Paint for siding and trim
- Exterior lights
- Flower boxes
- Front doors
- Front windows
- House numbers
- Sidewalk and driveway repairs
- Front yard landscaping
- Mailboxes and house plaques/signs
- Shutters
- Junk and debris removal and disposal
- Fence Removal *Please note: New or replacement must be a decorative yard fence.*

This is not a complete list. Other improvements and repairs may be eligible, as determined by Restore SGF staff, in its sole discretion.

Eligible Expenses

Expenses eligible for reimbursement under the RMB Program include the actual amount expended by the participating homeowner for the eligible improvements constructed in accordance with RMB Program requirements, as documented through receipts and paid invoices. This includes all hard costs for supplies and materials. It also includes labor expenses for hired contractors. It does not include the cost of the work performed by the participating homeowner or any occupant of the property to be improved by the homeowner, including such person's labor costs. Donated labor or supplies are not eligible for reimbursement.

PROJECT ELIGIBILITY, SELECTION, AND REIMBURSEMENT

Project Eligibility

- At least five neighbors in the selected neighborhood must apply as a team to Restore SGF using Restore SGF's application. Each team must complete an application, and then attach a Scope of Work form for each homeowner/team member.
- The team must meet at least two times to discuss and prepare its application and individual Scope of Work forms; Restore SGF staff must attend one of those meetings. These meetings are required before submission of the team's applications and Restore SGF staff's consideration of the team's applications. They aim to demonstrate the team's collaboration and commitment to improve the neighborhood.
- Properties must be within a selected neighborhood actively served by Restore SGF.
- Each team member applicant must be the owner of record for the property as shown on the [Greene County Assessor's website](#). Contract for deed properties are not allowed.



PROJECT ELIGIBILITY, SELECTION, AND REIMBURSEMENT, continued

- Property taxes must be current or suspended for each of the participating properties.
- Each participating property must be a residential property and classified as such on the Greene County Assessor's website.
- Each participating property must be near another participating property, defined as visible from your front door.
- The improvements to be made by each participating property owner must be eligible improvements and, if applicable, meet Restore SGF standards.
- A complete application must be submitted and approved by Restore SGF prior to improvements being made. Costs expended by a team member before the team's application is approved by Restore SGF are not eligible for reimbursement.
- Homeowners may participate up to three times in a five-year period.

Application Review Guidelines

Applications will first be reviewed for completeness and only evaluated once these guidelines have been met:

- Number of participating homeowners to determine eligibility for the RMB Program and maximum match amount.
- Proximity of the properties to be improved by the participating team members.
- Impact the improvements will have on the curb appeal of the participating properties in the selected neighborhood.
- Teamwork between members of the team and their projects. Are they working together to complete the application and proposal for improvements, and will they work together to complete the projects? Will they be able to build momentum from this and encourage larger projects or more neighbors to participate in the RMB Program? Have they included plans for a group celebration when projects are complete?
- Do the improvements support the mission and goals of Restore SGF? Do the improvements meet the eligible improvements guidelines?
- Does the team have a plan to sustain momentum from this team project? A strong application will detail future plans for how neighbors will work together to improve their neighborhood -- not only physically, but socially as well.
- Will the team's project serve as a catalyst for future projects and build community relationships?
- The funds available to Restore SGF for this project and other projects under consideration. Restore SGF reserves the right to fund one project over another, in its sole discretion, with priority given to those projects with greater impact and alignment with RMB Program requirements and goals, as determined by Restore SGF staff, in its sole discretion, or those projects that can be funded with the funds then available to Restore SGF, or both.
- Whether the applicant has participated in the RMB Program previously. While a prior participant is not prohibited from applying in connection with a new project, preference will be given to new participants.



Application Review Guidelines, *continued*

Applications that don't meet these guidelines will be rejected and returned to the designated team contact. The team will be given the opportunity to answer questions and revise its application. Restore SGF's approval of an application does not guarantee reimbursement. Such reimbursement is subject to further compliance with RMB Program requirements.

Applications may be reviewed on a first-come, first-served basis.

In consideration of applications, and other RMB Program submissions, Restore SGF will not discriminate on the basis of race, color, creed, sexual orientation, gender identity, religion, national origin, disability, ancestry, sex, age, or familial status, or another protected class as identified under applicable law.

Reimbursement Process for Applications that are Accepted

- Upon completion, each participating homeowner will fill out a reimbursement request form provided by Restore SGF.
- The participating homeowner requesting reimbursement will submit that form to Restore SGF, along with all paid receipts and invoices for eligible improvements and expenses.
- The participating homeowner requesting reimbursement will also submit "after" pictures of the completed work for which reimbursement is sought.
- Paperwork will be reviewed by Restore SGF staff.
- Participating homeowners will be notified by Restore SGF staff if there are any questions regarding the request for reimbursement or if additional information is necessary for Restore SGF staff's review of the work or supporting documentation.
- Eligible expenses will be calculated based on documentation submitted and are otherwise subject to the maximum match amount and compliance with RMB Program requirements.
- Upon Restore SGF's approval of a reimbursement request, in whole or in part, a check will be issued to the participating homeowner at the address on file.

Until Restore SGF staff determines an eligible homeowner and their improvement(s) fully comply(ies) with all requirements of the RMB Program, and Restore SGF provides a check for the applicable eligible match amounts to the participating homeowner, no participating homeowner is entitled to any RMB Program funds, whatsoever.



Restore My Block - Team Application

Designated Team Contact Person	
Name	
Address	
Phone	
Email	

How many neighbors (or "team members") have agreed to participate on your team? _____

Has your team held at least one initial planning meeting? _____

Have any of your team members contacted Restore SGF regarding this project? If yes, please list and explain:

What dates are your team members available to meet with the Restore SGF staff?

Answer the following six questions as a team and be as detailed as possible. Digital or typed applications are encouraged but paper and handwritten applications are accepted. Please attach additional sheets if needed.

1. Does anyone in your team have any contractor skills (carpentry, painting, landscaping, etc.) to assist others with planning or completing their projects? If so, please describe who and what kind. Include their contact information.



2. Please list any other contributions that members of the team may be able to provide to each other, and which member can provide them. (Examples: access to equipment, access to discount materials, etc.)

3. How will your team plan to celebrate, or build on, improvements made through your team project and sustain your momentum into the future? Do you have plans for events, projects, meetings, or other activities that will strengthen communications within your team, build a sense of shared identity, and/or beautify your neighborhood? In other words, explain how you will build pride in your neighborhood, inspire others to invest, and carry momentum forward in future years.



4. Please list all neighbors who were present at your planning meeting and who plan to participate on the team.

Name	Property Address	Phone	Email

5. Please list any neighbors that weren't at your planning meeting, but plan to participate on the team.

Name	Property Address	Phone	Email

6. Please attach a completed Scope of Work form for each individual team member.