

# Neighbor Up Grant Eligibility and Guidelines

The **Neighbor Up Grant Program** is designed to help neighbors better connect with each other by strengthening a sense of community and improving the quality of life in Ogden's neighborhoods. The goals of the Program are as follows:

1. Build sense of community.
2. Develop or renew neighborhood relationships.
3. Encourage interaction between generations and cultures.
4. Increase governance and organizational leadership of neighborhood organizations or associations.



Neighbor Up Grants are intended to facilitate bringing a small group of people together (50 or less). Citizens or neighborhood associations may apply for up to \$575 for activities such as block parties or picnics, special event kick-off celebrations, ice cream socials, neighborhood crime prevention or other safety-related activities, trainings or other functions or gatherings that build connections between neighbors. Grants are also available to fund supplies for neighborhood cleanup or beautification projects.

Grant funds may be used to offset costs associated with park rentals, permits, insurance, street closures, and other costs associated with events held on public property. However, sponsors are strongly encouraged to hold smaller events on private property to avoid these costs. The goals of the program, as stated above, are more likely to be achieved in smaller, more intimate gatherings.

To comply with State tax code/laws and to equitably supply grant funds city wide, only one (1) Neighbor Up Grant award per calendar year shall be issued to a specific neighborhood, sponsor, and/or co-sponsor.

Neighbor Up Grant applications may be submitted any time throughout the year (at least two months prior to event date), and will be awarded on activities that meet eligibility requirements on a first come, first served basis until the allocated funding is depleted.

## **COVID-19**

*The safety and well-being of Ogden City citizens is a top priority for the Ogden City Council. The Council strongly encourages recipients of the Neighbor Up Grant program to contact and abide by Weber/Morgan Health Department guidelines and implement the appropriate protocols to keeping your guests safe during your event. As an event organizer, you may be required to contact each attendee IF there is a COVID-19 outbreak during your event. Let's all do our part and stay responsible at all times. Ogden City and Ogden City Council is not liable for any conditions related to COVID-19 as a result of your event.*

## **Grant Guidelines & Eligibility Requirements**

1. **Eligibility.**

To be eligible for a Neighborhood Grant, the following criteria must be met:

1. Applicants must be Ogden residents and may be representatives of a formal neighborhood association, neighborhood or community group, or informally associated neighbors. Non-profit or Not-for-profit organizations, corporations, government agencies, or other formal organizations, except as otherwise provided, are not eligible.
2. At least two (2) unrelated people must sign and submit the application.
3. Applicants must complete a W-9 form prior to disbursement of funds.
4. Activities must be neighborhood-focused, initiated and supported by residents living in the neighborhood and have a well-developed plan.
5. Activities must benefit the neighborhood.
6. Activities must focus on one or more of the following areas:
  - i. Increase communication among neighbors.
  - ii. Enhance neighborhood pride and identity.
  - iii. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
  - iv. Create new and innovative ideas for neighborhood events.
  - v. Increase governance or organizational development of neighborhood associations.
7. Grant-supported events must be open to everyone who resides in the neighborhood or are guests of those residing in the neighborhood, without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law.
8. Smaller events (50 people or less) are encouraged. Events with attendance of 50 or more people may increase the cost of insurance for events held on public property. [\(See 7. Permits and 8. Event Insurance\)](#)

## 2. [Non-Eligible Activities.](#)

1. Fund raisers of any kind.
2. Political events.
3. Boutiques, craft fairs or other profit-motivated ventures.

## 3. [Location.](#)

Events must be held within Ogden City limits.

1. Events taking place on public property may require a Special Event Permit [\(See 7. Permits\)](#)
2. Events taking place on private property do not require a Special Event Permit

## 4. [No Admission Fees.](#)

Groups may not charge admission to grant-supported events.

## 5. [Eligible Expenses.](#)

The following types of expenses ARE eligible for prepayment or reimbursement with grant funds. Receipts are required for all reimbursements:

1. Food (must comply with Weber County Health Department Guidelines if taking place as part of a Special Event. [\(See 7. Permits\)](#))
2. Non-alcoholic beverages
3. Entertainment

4. Facility and equipment rentals (e.g., portable toilets, dumpsters or garbage cans, barricade)
  - Must provide a bid showing costs/or receipts
5. Park/Pavilion fees
  - Call the Parks Department to reserve and pay fees (801) 629-8284.
6. Hard cost of materials and supplies
7. Advertising
8. Permit fees
  - Weber Morgan Health Department - (801) 399-7160
    - Temporary Food Service Permit may apply if part of a Special Event ([See 7. Permits](#))
9. Special Event Insurance may be required if part of a Special Event ([see 8. Permits and 8. Event Insurance](#))
10. Ogden Police Department. Fees (due to road closures)

Final receipts must be submitted within **10 days** of the conclusion of the event. Failure to do so may result in collection action and/or ineligibility for future grants.

6. **Non-Eligible Expenses.** The following expenses ARE NOT eligible for prepayment or reimbursement with grant funds:

1. Salaries or stipends for members of the sponsoring group
2. Tobacco products
3. Alcoholic beverages
4. Travel expenses (e.g., lodging/hotel, private transportation including mileage, gas, insurance, or car rentals)
5. Routine operating expenses and ongoing programs or services
6. Supplies and materials that benefit an individual or homeowner verses a neighborhood
7. Political campaigns
8. Fund raising activities
9. Commercial activities (e.g., craft fairs, farmers markets)
10. Regular neighborhood association or homeowner meetings
11. Items not specified in the grant application

7. **Permits.**

**A Special Event Application MUST be completed for any event that is planned to take place on Ogden City property when the public is invited to attend or any event that involves blocking public street or sidewalks.**

**When a Special Event Permit is needed:**

- Any Event planned to take place on Ogden City property
  - Park
  - Ogden Amphitheater
  - Union Station
  - Public Street
  - Other City Venues or Spaces
- When the public is invited through public forums such as:
  - Facebook
  - Instagram

- Posters
- Advertisements

**Or**

- *Blocking any streets or sidewalks (Blocking of any public street will require Ogden City Police presence and related fees to be paid to the police department):*
  - Car show
  - Filming that blocks the road or affects traffic
  - Demonstration or Rally
  - Block Party that closes a section of a street

**When a Special Event Permit is NOT needed:**

- *Event at a private venue or residence*
  - Privately owned Reception Center
  - Front or Back yard area
- *Event is by invitation only with private guest list either at a private or public venue*
  - Wedding
  - Quinceanera
  - Birthday Party
  - Family Reunion
  - Private Block Party

**8. *Event Insurance. (See SPECIAL EVENT RISK CLASSIFICATION document)***

***Event Insurance MUST be obtained for any event that is planned to take place on Ogden City property when the public is invited to attend or any event that involves blocking public street or sidewalks.***

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\*Event insurance can be obtained through your personal home insurance, [www.eventhelper.com](http://www.eventhelper.com) or any insurance of your choice. Estimates depend on event risk.

\*More information provided in the SPECIAL EVENT RISK CLASSIFICATION.

\*If you have additional questions on Event Insurance, contact Ogden City Risk Management at (801) 629-8075.

\*For additional questions about Special Events contact Ashley Bockwoldt, 801-629-8548 or email [ashleyb@ogdencity.com](mailto:ashleyb@ogdencity.com).

**\*Bounce Houses are not permitted on any Ogden City property (public park, street, venue or space) either as part of a private or public event.**

**\*Noise Ordinance restrictions apply for all gatherings, either as part of a private or public event. (See Ogden Municipal Code 12-14-5: SOUND LEVEL LIMITATIONS).**

**\* We encourage use of back or front yards for parties rather than closing streets.**

## Evaluation Criteria

Grant applications will be evaluated on the criteria listed below:

1. Does the activity/event focus on one or more of the following five areas?
  - a. Increase communication among neighbors.
  - b. Enhance neighborhood pride and identity.
  - c. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
  - d. Create new and innovative ideas for neighborhood events.
  - e. Increase governance or organizational development of neighborhood association.
2. Does the activity/event meet the eligibility requirements outlined above?
3. Is the work plan well developed (clear tasks, adequate resources allocated, community or organization need addressed)?
4. If for neighborhood association training, how does training increase governance and organizational leadership of your association?

## Application Process

Applicants must submit a completed and signed Neighborhood Grant Application to be considered. Submitted applications will become the property of Ogden City and subject to public records access laws.

1. The City Council's Cultivating Neighborhood Workgroup will review each application. Funding decisions will be made on a first come, first served basis. Each applicant will be notified of the result of the evaluation of the proposal. The City may request additional information prior to making a decision. All decisions regarding eligibility or funding are final.
2. The Neighbor Up Grant is a partially reimbursable grant. Seventy-five percent (75%) of the grant will be paid within two weeks after the Request for Release of the Neighbor-Up Grant Funds and W-9 forms are submitted to the Council office. The final twenty-five percent (25%) of the funds will be paid when receipts are received no

*later than 10 days after the event conclusion. Upon review of eligible receipts, the City will reimburse the grantee. Failure to turn in receipts may result in collection action and/or ineligibility for future grants.*

- 3. Neighbor Up Grant Program funding will be determined by the City Council during the adoption of the budget each year. If Council approves the funding, eligible applicants may apply for up to two grants in a fiscal year not to exceed \$575 each, if the grants have different purposes. The City reserves the right to suspend or cancel the Neighborhood Grant Program at any time, at the City Council's discretion, whether or not all allocated funds have been awarded or dispensed.*
- 4. Neighborhood groups must complete their activities/events within eight months of receiving notification from the City of grant award. Activities may begin after grant approval and must be completed by June 15 of each fiscal year. A follow-up evaluation must be completed within 30 days of conclusion of the activity or event. This evaluation should provide photos and detail how the activity helped strengthen the neighborhood, how many people were impacted, new ways neighbors worked to create a more connected community, if objectives were met, and if the project was successful. The evaluation may also include a "lessons learned" section which will be used to improve future activities across the City.*
- 5. Grantees agree to allow photographs of the grant funded activity to be posted to the City's website or otherwise disseminated through the City's social media outlets.*

For more information, please contact the Ogden City Council Office, at (801) 629-8153 email [neighborup@ogdencity.com](mailto:neighborup@ogdencity.com), or visit [ogdencity.com/neighborup](http://ogdencity.com/neighborup).

**MORE INFORMATION:**  
**[ogdencity.com/neighborup](http://ogdencity.com/neighborup)**