



# CITY OF PITTSBURGH

“America’s Most Livable City”

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*Office of Mayor Luke Ravenstahl*

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May 16, 2011

Dear Neighbors,

I am pleased to announce the first-ever Love Your Block grant award program in the City of Pittsburgh.

Love Your Block is a new program created to revitalize our City – block by block. Here's how it works: Nonprofit organizations from across Pittsburgh are invited to propose projects to transform their blocks with a \$500 grant and the support of key City Departments. Up to ten projects will be selected, after which City agencies will engage with awarded group members and listen to their block improvement requests. They will then proceed to carry out the requested services, as feasible. With grant money, the selected groups purchase equipment and supplies, engage their neighbors, and roll up their sleeves to carry out their own brand of block beautification and repair.

Please take a few minutes and look over the Love Your Block grant application. Additional information about the program is also available at [servepgh.pittsburghpa.gov](http://servepgh.pittsburghpa.gov). I hope that you choose to take advantage of this exciting opportunity!

Sincerely,

Luke Ravenstahl  
Mayor, City of Pittsburgh

512 CITY-COUNTY BUILDING 414 GRANT STREET PITTSBURGH, PENNSYLVANIA 15219

Phone: 412-255-2626 ■ Fax 412-255-8602

[www.pghgov.com](http://www.pghgov.com)



## City of Pittsburgh Love Your Block Grant Application

### Selection Criteria

Each group must have a detailed and realistic action plan for engaging residents to carry out a physical transformation of the public spaces on their block. Specifically, each group must:

- Be a qualified nonprofit organization. For purposes of this Love Your Block Program, a nonprofit organization shall be defined as a corporation, group, or association that exists for charitable and/or public purposes without a profit motive or shareholders.

Any organization that wishes to submit a proposal, but that is not a nonprofit organization as defined above, may propose to use another organization that meets this definition as its fiscal agent. In such cases, both the organization proposing the activity and the organization acting as fiscal agent must jointly submit the application, or the application will be rejected.

- Demonstrate the ability to mobilize a minimum of 20 neighborhood volunteers to take part in the revitalization of their block.
- Include one or more block beautification event(s) in its/their action plan to occur between September 1 and October 31, 2011.
- Send two main contacts to a grant orientation workshop where they will meet with representatives from the Mayor's Office and select City agencies
- Please respond to all questions in the following three sections, following the same order as this application. Date the application and title it "2011 Love Your Block Awards." Please attach separate pages for your responses below, and number paragraphs accordingly.
- The following projects will be prioritized: blocks within a 500 ft radius of a school (this should be noted in the grant application); projects that address one or more vacant lots (or are designated Green Up sites); and projects that benefit a business district. However, all projects meeting the above selection criteria will be considered.

- After project completion, grantees will be asked to submit photos of the block that was revitalized, and a written report that includes the number of blocks (or other geographic unit, i.e. lots or neighborhoods) revitalized, AND at least two of the following: square feet of graffiti removed, pounds of litter collected, number of trees planted, number of green spaces or community gardens created. Other questions will include but may not be limited to:
  - Specific communities impacted or engaged through initiative, if any (e.g. veterans, seniors, youth)
  - Number of citizens who participated in the transformation of the space
  - Number of physical resources created (benches, picnic tables, plant/flower boxes), if any
  - Any anecdotal information you can share about the use of the space following the transformation (OPTIONAL)

### **Section 1: General Information**

1. What is your group's name? (If you are not a qualified nonprofit organization, what is the name of the group serving as a fiscal agent? Please remember that your fiscal agent must submit a letter of support specifying their commitment to serve in this capacity with your application.)
2. List two contacts for your group, along with their phone number and email.
3. What is your group's mailing address?
4. If your group has a web site, what is the URL?
5. When was your group formed (month/year)? If your group is new, is this the first project it is undertaking?
6. What neighborhood does your group work in?
7. Briefly describe your group's purpose, history, and accomplishments.

### **Section 2: Project Description**

1. Please describe your block in detail. Please include an estimate of the block's demographics.
2. What are some of the specific concerns you have about its physical appearance? Mandatory: Include photographs of the present state of the site/block.

3. How would you like to improve its physical appearance?
4. Please include a detailed action plan that indicates the various steps your group will take to carry out the block improvement project. Please refer to the template below, complete on a separate sheet of paper, and attach it to your application. (Note: Project participants will be required to sign releases/waivers of liability when performing projects on City property and/or performing projects on private property using City-awarded grant funds. Written permission of property owners will be required for projects on private property.)

<b>Action</b>	<b>Person or people responsible for carrying out the action</b>	<b>Date(s) the action(s) will take place</b>	<b>Intended outcome(s)</b>
<i>For example:</i> Distribute fliers to all neighbors announcing the event and upcoming planning meeting	John Smith Linda Jones	Jan 21-22 Feb 1-2 Feb 7-8	Raise awareness about upcoming event; recruit new resident volunteers to attend planning meeting and take part in the event

5. What materials will you need? Please provide a budget that includes all planned expenses related to the project. *Love Your Block* grants are in the form of \$500 Home Depot<sup>i</sup> gift cards and do not cover personnel or ongoing costs. (Please note that each project/grantee is eligible for one \$500 Home Depot gift card. An authorized agent of any selected group will be required to sign a mini-grant agreement prior to receipt of gift card.) The City reserves the right to require lease, rather than purchase, of certain equipment.

Costs included in this budget should only consist of one-time expenses related to the project and/or items such as equipment or supplies. Please refer to the template below, complete on a separate sheet of paper, and attach it to your application.

<b>Item</b>	<b>Description of Use</b>	<b>Cost</b>
<i>For example:</i> Paint	To paint the walls surrounding the community garden	\$50.00
	<b>TOTAL</b>	\$50.00

6. How will you reach out to your neighbors to encourage participation? How will you involve them? How many neighborhood participants do you anticipate becoming involved?
7. Will you work with local businesses and other community-based organizations? If so, in what capacity?
8. How do you plan on sustaining the changes your project will create? (i.e., for a block clean-up, what is your plan for keeping the block clean?)

**Important Note on City Services – Please read carefully:**

*As part of this grant, each group can receive support from various City departments. Below is a list of City services that are available through this program. Grantees will be able to learn more about these services at the Grantee Orientation.*

- *Provide trash collection services and litter clean-up supplies (bags and gloves) for the block project*
- *Clean City-owned vacant lot(s)*
- *Remove undesired, City-owned trees from tree pits & prune overgrown, City-owned trees*
- *Graffiti removal on City property*
- *Repair damaged/missing street signage*
- *Board up vacant, City-owned building(s)*
- *Fill pothole(s)*
- *Survey block for new tree planting opportunities on City-owned property or in the public right-of-way*
- *Prioritize demolition(s)*
- *Investigate building code violation(s)*
- *Provide information about grant and loan programs available to Pittsburgh homeowners*
- *Provide information about community greening resources and other resources available for business districts*

*Please note that requests for service are not guaranteed. City departments will review requests and will fulfill as feasible.*

**Section 3: Block Event Dates**

Please select dates and times for one or more block beautification event(s) **and** a rain date **between September 1 and October 31, 2011.**

**Love Your Block applications are due and must be received no later than 5:00 PM on June 15, 2011. Please mail completed application to:**

Office of Mayor Luke Ravenstahl  
c/o Love Your Block  
512 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

### **Important Dates**

#### **June 15, 2011**

Mid-July 2011

August 1, 2011

September – October 2011

#### **Application Deadline**

Grantees Announced

Mandatory Grantee Orientation

Love Your Block Project Implementation

### **Questions?**

If you have any questions about this application or the *Love Your Block* grant award program in general, do not hesitate to call 412-255-4765 or email [servepgh@city.pittsburgh.pa.us](mailto:servepgh@city.pittsburgh.pa.us).

Learn more about *Love Your Block* grant award program online at: [servepgh.pittsburghpa.gov](http://servepgh.pittsburghpa.gov).

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<sup>i</sup> The City of Pittsburgh is grateful to the Home Depot Foundation for its investment in Love Your Block and its national commitment to vibrant and sustainable communities.