

**CITY OF McALLEN – PLANNING DEPARTMENT**

**NEIGHBORHOOD MATCHING  
GRANT PROGRAM**

**I. WHAT IS THE NEIGHBORHOOD MATCHING GRANT PROGRAM?**

The Neighborhood Matching Grant Program helps neighborhoods fund various improvement projects by providing a dollar for dollar match to locally raised funds from a minimum of \$500 to a maximum of \$5,000. The program gives neighborhood-based organizations an incentive to raise funds, and cultivate the spirit of volunteerism and community support needed to complete a project. The program is designed to help neighborhood-based groups learn the art of planning, funding, and completing a project towards the improvement of their own and the rest of the City of McAllen resident’s quality of life.

Proposed projects must:

- improve/beautify a city neighborhood through a physical improvement
- involve neighborhood residents
- have long-standing benefits
- be located in public right-of-way of City of McAllen collector or arterial roadways and
- have the necessary permits before starting the improvements

**II. WHO CAN PARTICIPATE IN THE PROGRAM?**

Your organization is eligible to participate in the program if it meets the following criteria:

- it is a neighborhood or homeowners association
- it represents a specific geographic area and not the entire city and
- it is located within the McAllen city limits

Individuals, community development corporations, educational institutions, political organizations, religious organizations, and social service organizations **are not eligible** to apply. Parent-Teacher Associations (PTAs) are eligible to apply as long as the project is not on McAllen Independent School District property. Eligible organizations do not have to incorporate to take advantage of matching grants but will need to open a checking

account under the organization's name. Neighborhood or homeowner's associations must have a minimum of 50 percent of the subdivision lots with occupied residences at the time of application.

### **III. HOW DOES THE MATCH WORK?**

The Neighborhood Matching Grant Program operates under a reimbursement system only. Funds will not be awarded until the project is approved and completed. The grant money represents a partnership between the City and an organization which must raise funds before any City reimbursements will be disbursed. The City will reimburse the organization 50% (from a minimum of \$500 to a maximum of \$5,000) of the total project expenditures. Funding under this program will be available to an organization once per fiscal year. In-kind contributions **are not allowed** to meet the local match requirements.

### **IV. WHAT TYPE OF PROJECTS CAN BE FUNDED AND WHAT ARE THE BASIC REQUIREMENTS?**

The program helps pay for physical improvements that provide tangible benefits to the community. The program will **not** pay for on-going operation or maintenance, such as upkeep of subdivision wall or fences, landscaping, repairs to monument identification signs, and irrigation systems. LED signs and additions such as banners, posters, decorations, and signs on light poles and street lights are not eligible. As part of the application process, the organization applying for the grant must identify how the organization will fund and maintain the project in the future without assistance from the city. **Projects already completed or underway are not eligible for grant funding.**

All physical improvement projects on public right-of-way require a permit from the City of McAllen Engineering Department. If the project is located along state right-of-way, a permit from the Texas Department of Transportation will be required instead. Depending on the project, there may be additional requirements. Listed below are some eligible projects and the basic requirements for each. **It is your responsibility to obtain all necessary permits and meet the requirements for your particular project.**

**Irrigation systems for approved landscaping projects**

- Requires the system to be an automatic drip irrigation system

**Landscaping in public right-of-way**

- Landscaping along drain ditch for beautification and safety concerns permitted
- Requires an automatic drip irrigation system
- Irrigation system requires a plumbing permit and must be installed by a licensed irrigator

**New subdivision boundary fences and walls**

- New wood fences are eligible for funding but must be stained and painted
- Replacement of wooden fences to masonry walls is eligible for funding
- Decorative wrought iron or vinyl boundary fences are eligible for funding

**Community gardens**

- Requires permission from the property owner

**Neighborhood/subdivision identification signs (on private property or association-owned property)**

- Requires permission from property owner
- Sign permit required from the McAllen Building Permits and Inspections Department

**Neighborhood/subdivision identification signs (on public right-of-way or esplanade)**

- Requires a license agreement approved by the City Commission if applicable
- Sign permit required from the McAllen Building Permits and Inspections Department

**Lights in public right-of-way**

- Must obtain quote from AEP or Magic Valley Electric Company

## **V. HOW TO APPLY**

The attached application must be filled-out with information about the organization and a project description.

## **VI. WHEN MAY PROJECTS BE STARTED AND WHAT IS THE PROJECT COMPLETION DATE?**

In order to take advantage of this program, a project may be started only **AFTER** the application has been approved by the City Manager or his/her designee. A completed application with a minimum of three quotes from companies or contractors will be required for its approval. **The project must be completed by the following September 1 after the award of the grant.**

## **VII. HOW ARE FUNDS DISBURSED TO GRANTEES?**

The organization's grant application must be approved by the City Manager or his/her designee. An approved application serves as a notice to the organization to proceed with the project. Once the project is completed, the applicant must notify the city's neighborhood planner and submit proof of completion with receipt/invoice. Once the required documentation is submitted, the planner will conduct an inspection to verify the work has been completed. After verification takes place the matching grant reimbursement to the organization will be processed.

Reimbursements in full amount of the approved matching funds will be made within 30 calendar days of inspection and final approval. **No reimbursements for eligible expenses will be made if such expenses occur before an application is approved by the City Manager or his/her designee.**

## **VIII. WHO DO WE CONTACT FOR MORE INFORMATION?**

Please call the neighborhood planner at (956) 681-1250.

# City of McAllen – Planning Department

## Neighborhood Matching Grant Program Application

Please print or type. Please answer each question briefly. You may use one additional 8 1/2" by 11" sheet to complete your answers. Be sure to number the question/answer on the extra sheet. If the question does not apply to your project, put NA (not applicable).

### Part I

#### *General Information*

Name of organization:

---

Describe the general location of your organization and attach a 8 1/2" by 11" boundary map

---

Council District in which your organization is located: \_\_\_\_\_

Application Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Title of project: \_\_\_\_\_

Local match that will have to be raised or has been raised by your organization:

\$ \_\_\_\_\_

City match requested: \$ \_\_\_\_\_

Total project cost: \$ \_\_\_\_\_

***Qualifying Information for Organization***

1. Please list the organization's current officers, name and title.

---

---

---

---

---

---

---

---

---

---

2. List any of the organization's committees and chairpersons.

---

---

---

---

---

---

---

---

---

---

**Part II**

***Qualifying Information for Projects***

1. Briefly describe the project and attach plans or schematic designs if applicable:

---

---

---

---

---

2. Briefly describe the benefits of the project to the community:

---

---

---

---

---

3. What is the physical address or location of the project (attach a location map):

---







## **PART III**

### ***Certification by Organization***

By signing this application, I/we certify that the information contained in this application is true and correct to the best of my/our knowledge. I/we also agree to comply with the requirements of the Neighborhood Matching Grant Program and to allow the temporary placement of a sign promoting the Program.

President/ Board Chair

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION CHECKLIST**

**(Listed items required in order for application to be considered complete)**

- Completed application \_\_\_\_\_
- Minutes of approval to submit application \_\_\_\_\_
- Boundary map of organization \_\_\_\_\_
- Location map of project \_\_\_\_\_
- Written authorization of property owner (if applicable) \_\_\_\_\_
- Three quotes \_\_\_\_\_
- Plans or schematic designs \_\_\_\_\_