2026 Neighborhood Improvement Grant Guidelines

- A grant award may be paid directly to contractors, vendors, and/or suppliers for goods and/or services; reimbursed to the association; or a combination of the two.
- The City of Fort Wayne, as a governmental entity, is exempt from the payment of all taxes. Accordingly, all invoices issued by contractors, vendors, and suppliers for the project must show tax exemption for direct payment. A tax-exempt certificate is available from the grant administrator.
- For any contractor, supplier, or individual to be paid either directly or through reimbursement by the City of Fort Wayne, a completed W-9 must be provided by that company, organization, or individual. A blank W-9 form is available from the grant administrator or on the application website.
- All invoices to be paid directly by the City shall be issued to:

  City of Fort Wayne- Community Development Division
  Attn: Holly Muñoz, Improvement Grant Administrator
  200 Berry St Suite 320
  Fort Wayne, IN 46807
- Please inform selected contractors, vendors, and/or suppliers that the City can neither pay "deposits" in advance nor remit payment upon completion of work without receipt of an appropriate, completed invoice. Any request for an exception to the invoice requirements must be requested, reviewed, and approved by the grant administrator.
- Payment of invoices by mail may take up to 30 days to receive.
- A completed Budget must be provided with the application. Every listed Budget item must be supported by three (3) quotes, bids, expense lists, online shopping cart screenshots, or other proof of cost comparisons from contractors, vendors, and/or suppliers. The Budget must include the lowest, most responsive bid of the three (3) cost comparisons received for each project item. Associations awarded grants must reconfirm the quotes provided in their Budgets prior to execution of the Grant Agreement, and no later than May 8th, 2026.
- A maximum of four (4) contractors/vendors, four (4) suppliers, and any additional necessary permit fees may be used by the association.
- A project Scope of Work/ Timeline must be included in the application which provides a detailed description of the project and the dates by which each project phase will be completed and show substantial completion by September 11th, 2026.
- Legal ownership of the property on which the project will be located must be confirmed and permission obtained prior to planning the project. Maintenance agreements for the project location will be required with consideration to the property owner and the association, being subject to the City's approval.
- The association, together with its contractor(s)/vendor(s), is responsible for obtaining any additional permits or approvals from other entities (Traffic Engineering, Building Department, Department of Planning Services, Right of Way, Parks, NIPSCO, Indiana Michigan Power, etc.).
  - Streetlight signs/ banners or other Traffic Engineering related projects:
    - Compile a list of the streetlight's closest intersection/address (your vendor will need this) AND the streetlight numbers (needed for Traffic Engineering Approval). To contact Traffic Engineering, Bruce Rasor at (260) 427-2784 or Bruce.Rasor@cityofortwayen.org
  - Art-based projects:
    - Any public art installation, please review the Public Arts Commission guidelines and apply here: Application
    - Cross Walks: complete the Painted Pavement Program: Application
    - Vinyl traffic wraps: complete the Cabinet Artwork program Application
  - Entrance Sign installations, get a Right of Way (ROW) encroachment agreement- or ask your vendor to obtain an encroachment agreement on your behalf. In addition to the encroachment agreement, vendors need to obtain Department of Planning Services (DPS) sign permits and possible additional approvals.
  - Park related improvement projects: Contact Chad Shaw at Chad.Shaw@cityoffortwayne.org or call 260-427-6000

- Improvements to any local Park-owned areas, you must submit a letter from the Parks Department showing their support for the project improvement.
- Street Trees, as a part of the Citizen Match Street Tree program, please complete the corresponding application, and provide proof of application submission.

Citizen Match Tree Planting Program - Fort Wayne Parks and Recreation

- The Association is prohibited from beginning any grant-sponsored elements of the project prior to execution of the Grant Agreement by the City and the Association, with both parties being in possession of signed copies of the Grant Agreement. Projects commenced prior to, may become ineligible for funding**.**
- The Association must submit regularly updated, brief progress reports on the project and maintain reasonable communication.
- Upon completion of the project, the grant administrator will complete a final onsite inspection. The Association will provide City with project completion documentation; including evidence of paid invoices, receipts, reimbursement forms, and/or any outstanding forms necessary to process payment.

Program Timeline

Grant Workshops

- **Tue 1/13 at Dupont Library 6- 7pm**
- **Sat 1/17 at Hessen Cassel Library 10a- 11am**
- **Sat 1/17 at Main Library 1- 2pm**
- **Thur 1/22 at Georgetown Library 5- 6pm**

Grant Applications Open

- **Tue 1/20 at 8am**

Grant Applications Deadline

- **Fri 3/13 at 5pm**

Grant Awards Announcement

- **Mon 4/13 (approx.)**

Grant Agreement Deadline

- **Fri 5/8 at 5pm**

50% Project Report Deadline

- **Fri 9/11 at 5pm**

Project Completion Deadline

- **Fri 11/13 at 5pm**

Program Survey Report Deadline

- **Fri 12/11 at 5pm**

You will need to complete your Budget and Scope of Work/ Timeline to submit within the application, along with your evidence of expenses (quotes, bids, etc.) The deadline to apply is 5pm March 13th, 2026. If selected, these completed forms will be used to execute the grant agreement with the City of Fort Wayne. If you need assistance, please reach out to the grant administrator.

Grant Administrator: Holly Muñoz holly.munoz@cityoffortwayne.org 260-427-2856

2026 Neighborhood Improvement Grant Budget

(Exhibit B of Application)

Neighborhood Association: _____

Grant Funds Requested: $_____

Contractor/ Vendor:

Company: _____ $_____

Contractor/ Vendor:

Company: _____ $_____

Contractor/ Vendor:

Company: _____ $_____

Contractor/ Vendor:

Company: _____ $_____

Project Supplies:

Company: _____ $_____

Project Supplies:

Company: _____ $_____

Project Supplies:

Company: _____ $_____

Project Supplies:

Company: _____ $_____

Project Permits: _____ $_____

TOTAL Project Cost: $_____

2026 Neighborhood Improvement Grant Scope of Work/ Timeline

(Exhibit C of Application)

Project Scope/ Timeline:

Project Start Date:

Project Completion Date:

Project Location:

Project Volunteers: #

Project Description:
Describe activities and schedule for performance of activities by all Project participants. (project lead, volunteers, contractors, etc.) Describe how the pre-Project, Project, and post-Project activities will occur. Consider possible setbacks or hurdles and the need for permitting or property permissions. What is the desired Project outcome?