

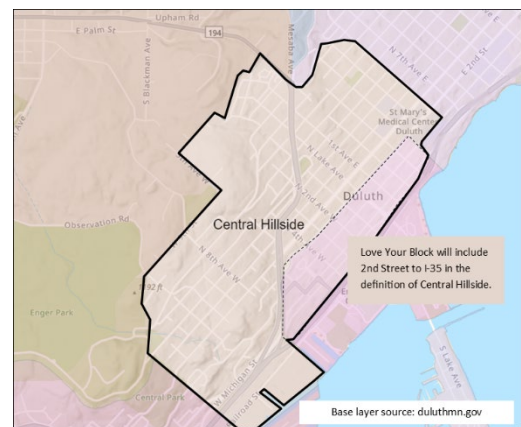
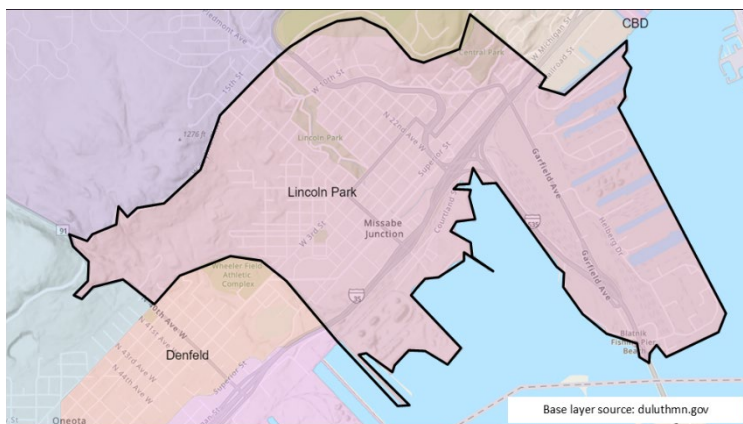
## 2022 Love Your Block Duluth Mini-Grant Information and Application

The City of Duluth received a Cities of Service Love Your Block grant to build relationships between residents and the city to improve neighborhoods. The aim is to foster collaborative caretaking of public spaces and of our neighbors.

In 2022, mini-grants of up to \$1,500 are available for resident-led volunteer efforts. The proposed projects must contribute to eliminating blight, building neighbor relationships, and improving the health and safety of people and environment in Lincoln Park and/or Central Hillside.

***What is blight?*** A blighted space is something that has not been cared for and is no longer benefiting the community. This can look like a dumping ground for litter or waste, a building that is in poor condition, a vacant and/or overgrown lot, or a public space that is in disrepair.

Love Your Block project that address blight could look like, but are not limited, to neighborhood clean ups (e.g. trash pick-up, trimming overgrown plants), installing public art, gathering to meet neighbors and brainstorm projects, creating solutions to reduce abandoned waste (e.g. couches in vacant lots and greenspaces), or repurposing vacant lots as active community spaces. Approximately 8-10 mini-grants will be awarded in 2022.



**May 2022:** Information Sessions - View schedule at [duluthmn.gov/love-your-block](https://duluthmn.gov/love-your-block)

**ROUND 1 GRANTS:** Due June 3; Awards Announced June 15

**ROUND 2 GRANTS:** Due July 1; Awards Announced July 15

**ROUND 3 GRANTS:** Due August 1, 2022; Awards Announced August 12

**September 23, 2022:** All 2022 Projects Completed

## Grant Eligibility & Guidelines:

- The project leader and grant applicant must be a resident or property owner in Lincoln Park or Central Hillside (including the Downtown Business District from 2nd Street to I-35)
- Proposed project must be located within Lincoln Park or Central Hillside (including the Downtown Business District from 2nd Street to I-35)
- Love Your Block believes in the creativity and collaboration of Duluth residents. These funds support a range of activities as long as they are 1) volunteer led and 2) bring neighbors together to reduce blight.

We encourage neighbors to work together to identify solutions. These projects could look like, but are not limited to, neighborhood clean ups (e.g. trash pick-up, trimming overgrown plants), installing public art, celebrating a project completion, creating a system for reducing abandoned waste (e.g. couches in vacant lots and greenspaces), or repurposing vacant lots as active community spaces.

- Up to \$1,500 in mini-grant funds may be requested to support the project
- Funds will be provided via check to the approved project leader after completing a W-9 form with the City of Duluth. Alternatively, the Love Your Block team can purchase needed supplies or services directly prior to the start of the project.
- Project partners or donors such as businesses, non-profit organizations or agencies are encouraged
- Applications require a project leader who can attend the mandatory training/orientation
- Project leaders must recruit at least two neighbor volunteers to assist with the project.
- All funded projects will also receive volunteer recruitment and logistics support from the Love Your Block team. All project sites will receive a Love Your Block clean-up kit for a day of litter pick-up, water, snacks, and bus passes as needed.
- Project leaders must submit before/during/after photos, participant numbers, and short summary of highlights and lessons learned from the project.

**Submit your completed application before funds run out!** Documentation can be submitted via email to [serickson@duluthmn.gov](mailto:serickson@duluthmn.gov) or by delivery to the Life Safety Office by 4 p.m. on June 3, July 1, or August 1. Paper copies of applications are available for pick-up at:

<b>Life Safety</b>	<b>Damiano Center</b>	<b>Ecolibrium3</b>	<b>Community Action Duluth</b>
615 West First Street Duluth, MN 55802	206 W 4th St Duluth, MN 55806	2014 W 3rd St Duluth, MN 5506	2424 W 5th St #102 Duluth, MN 55806

If you have any questions, need assistance, or require accommodations please contact:

**Sarah Erickson**  
Love Your Block Fellow  
City of Duluth - Life Safety  
[serickson@duluthmn.gov](mailto:serickson@duluthmn.gov)  
218-348-2165

**Annika Frazer**  
Love Your Block VISTA  
City of Duluth - Life Safety  
[afrazer@duluthmn.gov](mailto:afrazer@duluthmn.gov)  
218-390-5415

## MINNESOTA DATA PRACTICES ACT—TENNESSEN WARNING

The City of Duluth is asking that you provide information on the Love Your Block Duluth Mini-Grants Neighborhood Improvement Project Program application form to determine your eligibility and suitability for a grant award.

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13), the City of Duluth is required to inform you of your rights regarding private data collected from you. We will use your private data only when it is required for the administration and management of the program. Persons or agencies with whom this information may be shared include:

- City of Duluth employees and other persons involved in program administration.
- Auditors who perform required audits of this program.
- Authorized personnel from the other local, state, and federal agencies providing funding assistance for your grant.
- Those persons who you authorize to see it.
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

The City of Duluth cannot release private data to anyone else or use the private data in any way unless you give the City of Duluth permission by completing a consent form. Please note, however, that data must be released if required by court order. Supplying the information on the application is voluntary. However, a refusal to supply the information requested will mean you will not be considered for the program.

### Love Your Block Duluth - Mini-Grant Application - 2022

#### 1. Project Leader (Required)

Name:

Phone number:

Email address:

Tell us about you (check all that apply):

Resident

Homeowner

Renter

Business owner

Employee of neighborhood business or organization

Volunteer with neighborhood business or organization

Note: Grant applications will be reviewed without personal information or identifiers.

## 2. Project Description

The proposed project must contribute to eliminating blight, building neighbor relationships, and improving the health and safety of people in Lincoln Park and/or Central Hillside. All projects must be open to the public and led by volunteers. Grant funds may not be used for: purchase of alcohol, private events, street repairs, or any illegal activity. Love Your Block will provide all project sites with a litter clean-up kit and will require general site clean-up before, during or after the funded project.

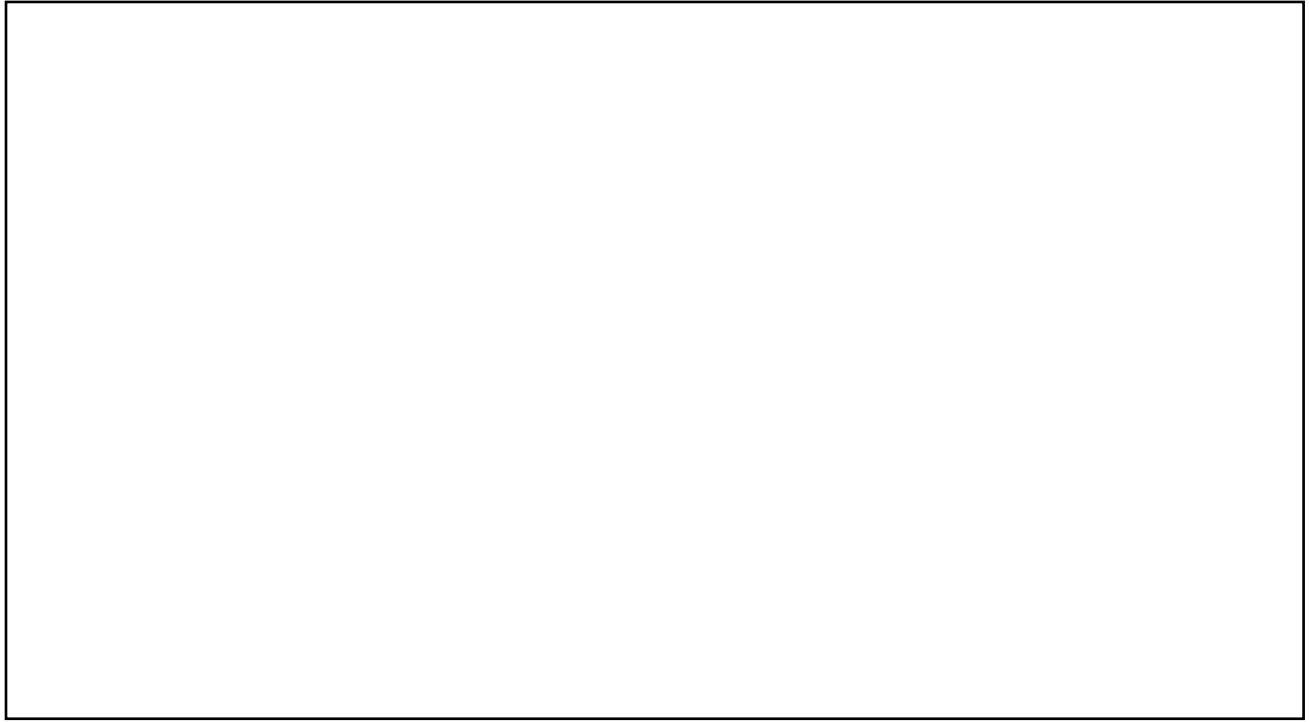
**Describe the proposed project.** Where is the project site located? How will you know the project is complete? How will you measure success?

**Project site is:**

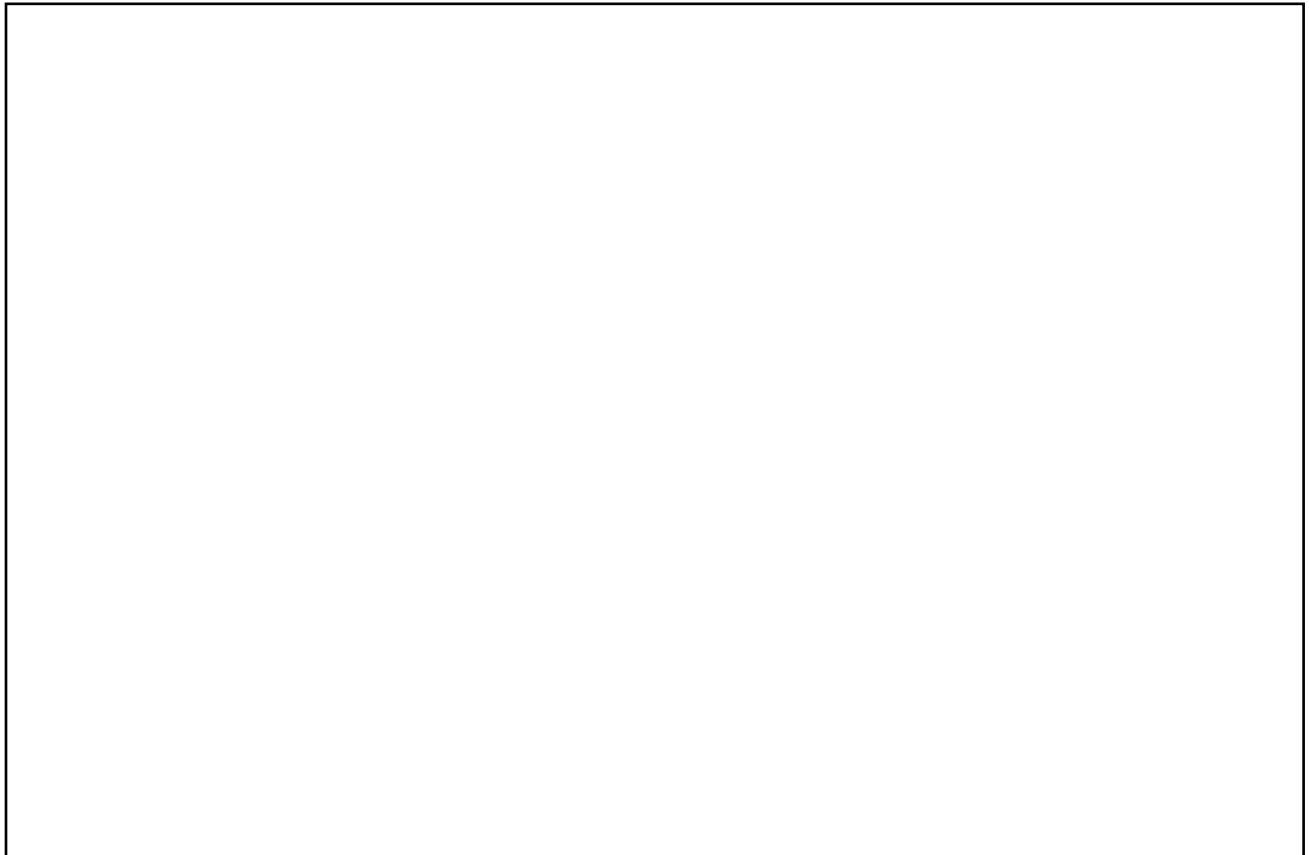
- Public Property
- Private Property
- Do not know

If private property - please include written permission from the property owner with your application. If city park property - additional documentation may be required such as a [project proposal request form](#).

**Human and Blight Impact:** Please describe the need or inspiration for this project. How does this project address blight? How will the project improve your neighborhood? Who will benefit from this project and how?



**Environmental Impact:** Describe any environmental benefits from the project (e.g. slowing or holding water run-off, planting native plants, creating shade, and/or pest control, etc.).



**Timeline:** Projects must begin on or after June 15th, 2022 and be completed by Sept. 23, 2022.

This project will be completed in one day.

The proposed date, if known, is:

This project will be completed over a series of days.

The proposed dates, if known, are:

**3. Budget**

Projects may request up to \$1,500 in funding from Love Your Block Duluth. Additional funds and support from partners or businesses are encouraged.

Amount requested:

Please provide a list of all planned expenses for the project:

Use the space below to describe any details about the budget that require explanation:

#### **4. Volunteers and Support**

The Love Your Block project leader is responsible for recruiting at least two volunteers to assist with the project. Please list those individuals below. Residents of the neighborhood are strongly encouraged to participate as volunteers. The LYB team can also help recruit volunteers to support the project as needed. Volunteers will be asked to sign a liability waiver to participate. Project leaders are encouraged to identify project tasks that people of diverse ages and abilities can participate in. This could include children helping with litter pick-up, people lifting and hauling, people sitting and painting, people organizing food, people taking pictures or people keeping supplies tidy and accounted for.

Name	Phone/Email	Connection to neighborhood and/or project?	Interested in volunteering on other LYB projects?

Please describe additional supplies, skills, equipment, tools, or people required to complete the project.

Do you need support from LYB staff to recruit additional volunteers for your project?  Yes  No

## **5. Preparing for Success**

**Photos:** We want to celebrate your success! Each LYB project leader must submit before, during, and after photos of the project - or plan with LYB staff to capture these images. Images may be used in reports, on City of Duluth media channels, or by program funder, Cities of Service.

**Measurement:** Project leaders are also responsible for documenting and sharing the measurements of success with LYB staff (e.g. pounds of garbage removed, people attending).

I agree to provide images and measurements of success to LYB staff as described above.

**Planning:** Project leaders will be asked to arrange an in-person or virtual check-in with LYB staff prior to the start of their project. This ensures that the project plan is clear, volunteers are on-board, and supplies or support are in place to support the work.

I agree to meet with LYB staff at least two weeks before the start of the project.

**Maintenance:** Project leaders will work with LYB staff to identify a maintenance plan as needed for the project work completed. Are there gardens that now need to be weeded? A mural to be repainted eventually? A neighborhood phone tree to keep up to date?

I agree to work with LYB staff to identify a maintenance plan and support needed to maintain the project.

I have a maintenance plan already in place. It is described below:

Email completed form and any attachments to Sarah Erickson, [serickson@duluthmn.gov](mailto:serickson@duluthmn.gov)



**6. Space for Additional Information**

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## 7. Application Scoring Rubric

All applications will be reviewed by a committee of neighborhood residents and stakeholders. Award decisions will be announced 1-2 weeks after the application submission deadlines. The following tool will be used to score the applications out of a total of 19 available points.

Category	0 Points	1 Point	2 Points	3 Points
<b>Project Description and Timeline</b>	Project description is vague or beyond the scope of this program (e.g. demolish house or add playground equipment).	Description of project includes big picture idea of work to be done without clear details or timeline for completion.	Description of project includes most but not all of the project details, timeline, budget, and plan to recruit volunteers.	Description of project includes a clear vision, detailed timeline and budget for completion, and a strong organization of a current volunteer network
<b>Human and Blight Impact</b>	The project does not involve neighborhood residents or build relationships with city staff. Project does not improve the look or function of the neighborhood.	Project builds relationships between neighbors but does not improve the look or function of the neighborhood.	The project builds human relationships (between neighbors and with city staff) and makes some improvement on the look and function of the neighborhood.	The project builds and strengthens human relationships and identifies clear benefits to people through improvements in the look and function of the neighborhood.
<b>Environmental Impact</b>	Project will introduce invasive species, increase impervious (hard) surfaces, or cause harm to wildlife.	Project will have a neutral impact on the environment (native plants and animals; flow of water).	Project increases the amount of habitat for wildlife (e.g. pollinator garden) and/or slows movement of water through the neighborhood. Project may also reduce negative impact to wildlife (e.g. trash out of reach of wildlife).	Projects increase wildlife habitat and/or slow movement of water. Project plan encourages neighborhood participation in environmentally friendly solutions and activities.
<b>Budget</b>	The project budget is not included or is inappropriate for work described	The overall project budget is appropriate in scope but lacks	The project budget is appropriate for the scope of the project and includes details of expenses.	The project budget is appropriate for the scope, includes expense details and demonstrates

	(e.g. \$5 for installing a community garden)	details on expenses.		creative use of partnership or leveraging of other resources (e.g. business sponsorship or donated materials).
<b>Volunteers</b>	Volunteers are not identified as part of the project.	Required volunteers are listed but there is no description of how volunteers will be engaged in the project.	Volunteers are listed, description of volunteer roles included but not diverse enough to allow a range of ages or abilities to participate.	Volunteers are listed and the volunteer roles are diverse and clearly described.  BONUS POINT (+1): Project leaders have recruited more than 5 people from within the neighborhood to assist with the project.
<b>Project Leader Agreements</b>	A second project leader is missing from application or one or more of the agreements is not completed.	Two project leaders are listed on the application. One or more of the agreements is not completed.	Two project leaders are listed on the application. All agreements have been completed in the application.	Project leaders listed, agreements are completed, a maintenance plan is described in the application.
<b>SUB-TOTALS</b>				

**TOTAL APPLICATION SCORE:**