



**THE NEWPORT NEWS GREEN FOUNDATION
NEIGHBORHOOD ENTRANCEWAY GRANT PROGRAM**

Thank you for your interest in the Neighborhood Entranceway Grant Program. Please fill out the attached application completely and return it to the Newport News Green Foundation at the address below along with required attachments. Please use the checklist on page 5 to ensure that you have included all required elements. Incomplete applications will not be considered. Applications are accepted on a rolling basis until funds for the fiscal year are depleted and take 4 to 8 weeks to process.

If you have questions or need assistance filling out the application, please contact us. The vendor contact list below is included to assist you in getting required elements for the application. You are not required to use any of the vendors listed.

Applications can be mailed to:

The Newport News Green Foundation
PO Box 120475
Newport News, VA 23606

Or emailed to:

Info@nngreen.com

Suggested Vendors for New Sign Installation and/or Sign Repair		
The Sign Shop	757-873-1157	info@signshop-va.com
The Brick Doctor	757-812-2319	vabrickdoctor@gmail.com
Signs by Tomorrow	757-873-5777	newportnews@signsbytomorrow.com
Scotty's Signs	757-245-7129	info@scottysigns.com
James River Signs	757-598-4036	info@jamesriversigns.com

Suggested Vendors for Landscape Installation	
Commonwealth Landworks	757-534-9093
Anderson's	757-599-3510 (ext 323)
Bloom Lawn and Landscape	(757) 759-5747
McDonald Garden Center	757-722-3125 (ext 312)

For questions regarding the Neighborhood Enhancement Program, assistance in completing this form or gathering the necessary information, please call (757) 597-2842 or email info@nngreen.com

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Applicant Information

Name of Neighborhood or Subdivision _____

Approximate Neighborhood Boundaries (*e.g. East of Warwick Blvd. from Apple Street to Pear Lane*): _____

Name of Applicant/Project Organizer _____

Address _____

Main Phone _____ Alternate Phone _____

E-mail Address _____

If applying on behalf of a Neighborhood or Homeowners Association, please complete the following:

Name of the Association: _____

Your title within the Association: _____

Management Company: _____

Management Company Contact Name: _____

Phone: _____ Email: _____

Have at least 25 people or 15 percent of the neighborhood signed onto the project?

Yes No

If no, briefly explain what reasons were given as to why neighborhood residents are not willing to support the effort. _____

If applying on behalf of an Association and you have attached covenants or an attorney's letter, please check here:

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Budget Worksheet

Please use this worksheet to provide a summary of your budget. Please attach professional estimates to this application. (Remember that estimates must include listing of all materials and labor).

Example:

Item	Amount
A. <u>Sign Shop (sign installation)</u>	<u>\$1500.00</u>
B. <u>Anderson's (landscaping)</u>	<u>\$1000.00</u>
Total:	<u>\$2500.00</u>

Item	Amount
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
Total:	_____

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Signature of Applicant

By signing, I agree to the following:

- I verify that all of the information included in or attached to this form is accurate and is the result of a collaborative effort of those persons whose names are included in the attached project signature support form or of our association board.
- I understand that I am responsible for the project from conception to completion and that the role of the Newport News Green Foundation is to provide monetary support and advice only.
- I understand that funds will be awarded one-time for the improvements requested in this application. And, therefore, I, or my successors, are responsible for the on-going, long term maintenance of the project and that the Newport News Green Foundation assumes no responsibility to maintain updates.
- I understand that the Newport News Green Foundation will provide a copy of my application and supporting documents to the City of Newport News in order to confirm compliance with any applicable laws, rules, regulations and/or ordinances.
- I confirm that the location of the sign is commonly owned neighborhood property, on a public right of way, and/or on a city easement.
- If our estimates exceed the grant amount, I confirm that I understand the neighborhood will have to cover the additional amount. I have included our plans to collect these funds in the application above and confirm that I have the authority to make such statements/decisions on behalf of my neighbors.
- I understand that grants are distributed on a rolling basis until funds are depleted in the fiscal year, that applications take 4 to 6 weeks to process, and that submission of an application does not guarantee a grant award.
- I am requesting a (check one) prepayment reimbursement and understand the terms of payment.

Full Name (printed)

Signature

Date

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Grant Application Checklist

Please use this checklist as a guide to ensure that you have included all required elements with your application.

- ___ All application answers have been filled out.
- ___ Project support form with signatures of neighbors OR, if an association, covenants and/or attorney's letter attached.
- ___ Professional rendering of project (which should include sign design, location, dimensions of proposed sign, a drawing readable to scale, colors and description of the sign materials & method of illumination, if applicable) attached. Landscape plans should include a listing of plants.
- ___ Cost estimates attached.
- ___ Budget Worksheet completed and attached.