

Organizing & Implementing a Project

SELECT A PROJECT

Brainstorm ideas with your neighbors, establish a planning committee, and determine what you want to accomplish.

PICK A DATE AND SET A TIMELINE

For a one-day event, schedule on a weekend when most neighbors will be available. Be sure to schedule at least four weeks in advance, plan a rain date, and communicate this information to your neighbors. Sketch out a timeline for completion, keeping in mind that projects must be complete by Oct. 31.

IDENTIFY A SITE

Create a map of the streets/locations related to your project. If needed, identify a convenient site for placement of items like a large dumpster or piles or rock on private property.

DETERMINE SUPPLIES AND TOOLS NEEDED

Evaluate the tools and supplies you already have, and reach out to resources for the things you will need. For one-day projects, you may want to plan for water or other refreshments for volunteers. Some area businesses may be willing to donate.

IDENTIFY PARTNERS AND ORGANIZE VOLUNTEERS

Reach out to neighbors and ask them to participate in your project. Determine which neighbors might need special assistance. Residents and business owners are encouraged to work together. Groups in a single area are encouraged to collaborate when it makes sense or explore ways to leverage the funds with other similar community programs and resources.

NEED ADDITIONAL HELP?

Your neighborhood liaison at 303.739.7280 might be able to connect you with local community organizations (Boy Scouts, Girl Scouts, churches, etc.) that can assist you in making this a community effort.

CELEBRATE YOUR SUCCESS

Plan a neighborhood party to celebrate your project's completion, and feel free to invite your council members and other community leaders. Take photos and post them on social media, or write a story and submit it to YourHub.com. Publicity is a great way to demonstrate to neighboring areas how beautification projects can show pride for a neighborhood.

Important Dates

- **Jan. 30** – Required pre-application meeting at Aurora Municipal Center
- **Feb. 28** – Deadline to meet with a neighborhood liaison to discuss project
- **March 30** – Applications due at 4:30 p.m.
- **May 1** – Winners selected and funding available after agreement is signed
- **Oct. 31** – Projects must be completed

Have questions?

Visit AuroraGov.org/KeepAuroraClean, stop by the city's Neighborhood Services Department, call 303.739.7280, or email mcannon@auroragov.org.

Need To Know What Ward You Live In?

Visit AuroraGov.org and search for Property Information.



Worth Discovering
auroragov.org

CITY OF AURORA
Neighborhood Services Department
15151 E. Alameda Parkway, Fourth Floor
Aurora, CO 80012
303.739.7280
AuroraGov.org

Spruce up your Neighborhood



City of Aurora 2018
**Neighborhood Beautification
Grant Program**



It's Your Neighborhood

Take action to improve the appearance of your surroundings with help from the city of Aurora's Neighborhood Beautification Grant Program.

\$60,000 in funds available for 2018

\$10,000 available for each six council wards

\$5,000 maximum for each project

Application deadline for this program is 4:30 p.m., March 30, 2018.

What Qualifies?

The project must meet the following requirements to be eligible for funds:

- Located on property within Aurora city limits.
- Cannot be for individual private residential property, but can be on city right of way.
- Provide an identifiable benefit or positive impact to the neighborhood, such as a new, ongoing or phased beautification project that brings neighbors together.
- Have a specific timeline, clearly defined steps and outcomes, and a breakdown of costs. Applications that contain project parameters and associated funding requests demonstrating a well-researched proposal-and a high-visibility project including substantial volunteer labor-will be given top priority.
- Include the active involvement of at least three households in the neighborhood, who must sign up as project coordinators.
- Not intended for political or religious organizations, and cannot be political or religious in nature, including but not limited to the support of a proposed initiative, ballot measure or candidate.
- Any landscape project involving living plant material requires irrigation.



Community-building means working together with others for a common benefit or improvement



Northwest Aurora Neighborhood Organization cleans up 35 tons of trash at its cleanup day

Need Some Ideas?

Some examples of projects that might be eligible for funding include:

- Neighborhood identification signage
- Neighborhood and alley cleanup and maintenance
- Trash and debris pickup along fence lines, major thoroughfares and common areas
- Volunteer projects that adopt a street or bus stop and help maintain it as a cleaner and more environmentally pleasant place



Volunteers replace old mulch with rocks on the perimeter of Mission Viejo

Application Process

1. Download an application at AuroraGov.org/KeepAuroraClean.
2. Think about potential project (see "Organizing & Implementing a Project" for details).
3. Attend the pre-application meeting at 6:30 p.m. **Jan. 30** at Aurora Municipal Center to learn more about the application process and talk with various city departments about potential project considerations, such as permits, lane closures and any associated fees. At least one member of each applicant group must be present. (RSVP to 303.739.7280)
4. Meet with a neighborhood liaison by **Feb. 28** to review project guidelines and ideas.
5. Submit your application by **March 30** (must be received by this date) to the Neighborhood Services Department at mcannon@auroragov.org or at the Aurora Municipal Center, Attn: Neighborhood Services, 15151 E. Alameda Parkway, Aurora, CO 80012.
6. A selection committee of Neighborhood Services staff will review and select applications by late spring. Depending on the nature of the application, a meeting with Neighborhood Services may be necessary to resolve questions.
7. If the amount of money requested in a single ward exceeds \$10,000 for all applications submitted, the best qualified applicants will be selected from the entire pool of submissions for that ward.
8. The selection committee has the right to decline an application that does not meet the stated intent and criteria of program, which is a competitive process.
9. Once funds are approved, the project must be executed before **Oct. 31, 2018**. Funding must be spent during the award year and is available only as reimbursement for expenses or as payment directly to vendors. The city's neighborhood liaisons will work with approved groups throughout the project.
10. Be sure to take before and after photos of the project area to turn in with receipts of expenses.
11. This grant opportunity is a once-annual opportunity. However, if additional funds remain after the initial applications are received/selected, neighborhood groups and interested individuals will be notified and encouraged to apply for remaining 2018 funds.