



Neighbor Up Grant Program

The Neighbor Up Grant Program is designed to help neighbors better connect with each other by strengthening a sense of community and improving the quality of life in Ogden's neighborhoods. The goals of the Program are as follows:

1. Build sense of community.
2. Develop or renew neighborhood relationships.
3. Encourage interaction between generations and cultures.
4. Increase governance and organizational leadership of neighborhood organizations or associations.

Neighbor Up Grants are intended to facilitate bringing neighborhood groups together. Citizens or neighborhood associations may apply grant money for activities such as block parties or picnics, special event kick-off celebrations, ice cream socials, neighborhood crime prevention or other safety-related activities, trainings or other functions or gatherings that build connections between neighbors. Grants are also available to fund supplies for neighborhood cleanup or beautification projects.

There are two options for grant funds, which may be used to offset costs associated with park rentals, permits, insurance, street closures, and other costs associated with events held on public property:

Neighbor Up – Small Grant	Neighbor Up – Large Grant
Up to \$575	Up to \$1,500*
Ideally for gatherings of 100 people or less	Ideally for gatherings of 100 people or more
Events on either public or private property	Events on public property (parks, pavilions, etc.)

***The Large Grant amount is contingent upon size of expected gathering and a match requirement; applicant is required to match thirty-three percent (33%) of the dollar amount provided by the Neighbor Up program, either monetarily or via in-kind services. In-Kind Contribution Forms must be filled out and signed by the sponsor and co-sponsor to verify services/or donations.**

Example: To receive the full grant amount of \$1,500, you must meet \$500 through in-kind services or donations.

To comply with State tax code/laws and to equitably supply grant funds city wide, only one Neighbor Up Grant award per fiscal year shall be issued to a specific neighborhood, sponsor, and/or co-sponsor. Neighbor Up Grant applications may be submitted any time throughout the year (at least 2 months prior to event date) and will be awarded on activities that meet eligibility requirements on a first come, first served basis until the allocated funding is depleted.

Health Precautions

The safety and well-being of Ogden City citizens is a top priority for the Ogden City Council. The Council strongly encourages recipients of the Neighbor Up Grant program to contact and abide by Weber/Morgan Health Department guidelines and implement the appropriate protocols to keeping your guests safe during your event. Ogden City and Ogden City Council are not liable for any health implications as a result of your event.

Grant Guidelines & Eligibility Requirements

Section	Topic	Page
1	Event Eligibility	2
2	Non-Eligible Activities	3
3	Location	3
4	Eligible Expenses	3
5	Non-Eligible Expenses	3
6	Permits	4
7	Event Insurance	5
8	Evaluation Criteria	5
9	Application Process	6
10	Taxes & Tax Forms	7
11	Basic Estimated Costs	7

1. **Eligibility.** To be eligible for a Neighborhood Grant, the following criteria must be met:
 - a. Applicants must be Ogden residents and may be representatives of a formal neighborhood association, neighborhood or community group, or informally associated neighbors.
 - i. Non-profit or Not-for-profit organizations, corporations, government agencies, or other formal organizations, except as otherwise provided, are not eligible.
 - b. At least 2 unrelated people, not residing in the same household, must sign and submit the application.
 - c. Applicants must be 18 years of age or older.
 - d. Applicants must complete a W-9 form prior to disbursement of funds.
 - e. Activities must be neighborhood-focused, initiated and supported by residents living in the neighborhood and have a well-developed plan for the event.
 - f. Activities must benefit the neighborhood.
 - g. Activities must focus on one or more of the following areas:
 - i. Increase communication among neighbors.
 - ii. Enhance neighborhood pride and identity.

- iii. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
- iv. Create new and innovative ideas for neighborhood events.
- v. Increase governance or organizational development of neighborhood associations.
- h. Grant-supported events must be open to everyone who resides in the neighborhood or are guests of those residing in the neighborhood, without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law.

2. **Non-Eligible Activities**

- a. Any event or activity that charges admission fees.
- b. Fund raisers of any kind.
- c. Boutiques, craft fairs or other profit-motivated ventures.
- d. Political events.
 - i. Events highlighting political candidates seeking a forum or political platform.
 - ii. Organizations/individuals supporting or opposing political campaigns, ballot measures, or other legislative actions taken by the City Council.
 - iii. Events designed to promote political discussion
- e. Religious organizations or representatives seeking a forum for religious proselyting.
- f. Presentations related to potential or pending litigation with the city.

3. **Location**

- a. All events must be held within Ogden City limits.
- b. Large Grant events and/or any event taking place on public property may require a Special Event Permit.
- c. Small Grant events taking place on private property do not require a Special Event Permit.

4. **Eligible Expenses**

- a. The following types of expenses ARE eligible for prepayment or reimbursement with grant funds. Grant recipients are encouraged to spend funds locally. Receipts are required for all reimbursements:
 - i. Food (must comply with Weber County Health Department Guidelines if taking place as part of a Special Event).
 - ii. Non-alcoholic beverages.
 - iii. Entertainment.
 - 1. Rental equipment, e.g., bounce houses, inflatable water slides, karaoke machine, popcorn machines, snow cone machines, etc.

- 2. Must provide receipts.
- iv. Facility and equipment rentals, *e.g., portable toilets, dumpsters or garbage cans, barricades.*
 - 1. Must provide a bid showing costs/or receipts.
- v. Park/Pavilion fees.
 - 1. If planning event at a public park, call the Parks Department to reserve and pay fees 801-629-8284.
- vi. Hard cost of materials and supplies.
- vii. Advertising.
- viii. Permit fees.
 - 1. Weber Morgan Health Department - 801- 399-7160.
 - 2. Temporary Food Service Permit may apply if part of a Special Event.
- ix. Special Event Insurance may be required if part of a Special Event. **See 6. Permits and 7. Event Insurance.**
- x. Ogden Police Department.
 - 1. Fees required for road closures.
- b. Final receipts must be submitted within **10 days** of the conclusion of the event. Failure to do so may result in collection action and/or ineligibility for future grants.

5. **Non-Eligible Expenses.** The following expenses ARE NOT eligible for prepayment or reimbursement with grant funds:

- a. Salaries or stipends for members of the sponsoring group.
- b. Tobacco products.
- c. Alcoholic beverages.
- d. Travel expenses (e.g., lodging/hotel, private transportation including mileage, gas, insurance, or car rentals).
- e. Routine operating expenses and ongoing programs or services.
- f. Supplies and materials that benefit an individual or homeowner versus a neighborhood.
- g. Political campaigns.
- h. Fund raising activities.
- i. Commercial activities (e.g., craft fairs, farmers markets).
- j. Regular neighborhood association or homeowner meetings.
- k. Items not specified in the grant application.

Ogden City reserves the right to refuse reimbursement for items purchased for personal gain and business enrichment. Example: Inflatable toys (waterslides, bounce houses), karaoke machines, memberships, etc. If you have questions on a qualified purchase, please contact the City Council office at 801-629-8153 before purchase.

6. **Permits.**

- a. A Special Event Application MUST be completed for any event that is planned to take place on Ogden City property where the public is invited to attend or any event that involves blocking public street or sidewalks, e.g., *Parks/Pavilion, Public Streets*.

7. **Event Insurance. (See SPECIAL EVENT RISK CLASSIFICATION document)**

Event Insurance MUST be obtained for any event that is planned to take place on Ogden City property when the public is invited to attend, or any event that involves blocking public streets or sidewalks, e.g., *Parks/Pavilion, Public Streets*.

*Event insurance can be obtained through your personal home insurance, www.eventhelper.com, or any insurance of your choice. Estimates depend on event risk.

*More information provided in the SPECIAL EVENT RISK CLASSIFICATION.

*Insurance classifications guidelines can be found online at:

<https://www.ogdencity.com/DocumentCenter/View/23670/Special-Event-Classification-2pdf>

*If you have additional questions on Event Insurance, contact Ogden City Risk Management at 801-629-8075.

*For additional questions about Special Events contact Ashley Bockwoldt, 801-629-8548 or email ashleyb@ogdencity.com.

***Bounce Houses are not permitted on any Ogden City property (public park, street, venue or space) either as part of a private or public event.**

***Noise Ordinance restrictions apply for all gatherings, either as part of a private or public event. (See Ogden Municipal Code 12-14-5: SOUND LEVEL LIMITATIONS).**

8. **Evaluation Criteria.** Grant applications will be evaluated on the criteria listed below:

- a. Does the activity/event focus on 1 or more of the following:
 - i. Increase communication among neighbors.
 - ii. Enhance neighborhood pride and identity.
 - iii. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
 - iv. Create new and innovative ideas for neighborhood events.
 - v. Increase governance or organizational development of neighborhood association.
- b. Does the activity/event meet the eligibility requirements outlined above?
- c. Is the work plan well developed, e.g., clear tasks, adequate resources allocated, community or organization need addressed?
- d. If for neighborhood association training, how does training increase governance and organizational leadership of your association?

9. **Application Process.** Applicants must submit a completed and signed Neighborhood Grant Application to be considered. Submitted applications will become the property of Ogden City and are subject to public records access laws.
- The City Council's Cultivating Neighborhood Workgroup will review each application. Funding decisions will be made on a first come, first served basis. Each applicant will be notified of the result of the evaluation of the proposal. The City may request additional information prior to making a decision. All decisions regarding eligibility or funding are final.
 - The Neighbor Up Grant is a partially reimbursable grant. Seventy-five percent (75%) of the grant will be paid within two weeks after the Request for Release of the Neighbor Up Grant Funds and W-9 forms are submitted to the Council office. The final twenty-five percent (25%) of the funds will be paid when receipts are received no later than 10 days after the event conclusion. Upon review of eligible receipts, the City will reimburse the grantee. Failure to turn in receipts may result in collection action and/or ineligibility for future grants.
 - Neighbor Up Grant Program funding will be determined by the City Council during the adoption of the budget each year. The City reserves the right to suspend or cancel the Neighbor Up Grant Program at any time, at the City Council's discretion, whether all allocated funds have been awarded or dispensed.
 - Neighborhood groups must complete their activities/events within 8 months of receiving notification from the City of grant award. Activities may begin after grant approval and must be completed by June 15, of each fiscal year. A follow-up evaluation must be completed within 30 days of conclusion of the activity or event. This evaluation should provide photos and detail how the activity helped strengthen the neighborhood, how many people were impacted, new ways neighbors worked to create a more connected community, if objectives were met, and if the project was successful. The evaluation may also include a "lessons learned" section which will be used to improve future activities across the City.
 - Grantees agree to allow photographs of the grant funded activity to be posted to the City's website or otherwise disseminated through the City's social media outlets.

10. Taxes & Tax Forms.

- Tax forms provided to grantee from Council and/or City staff are required for reimbursement and grant processing purposes.
- Depending on the amount of the grant, you also may receive a 1099 form for personal tax purposes. Grant recipients are otherwise responsible to understand tax reporting requirements as a result of receiving grant money from the City (refer to <https://www.irs.gov/taxtopics/tc421>).

11. **Basic Estimated Costs.** The estimated costs provided below are provided as a general reference and may not be up-to-date or all-inclusive; applicants are otherwise expected to obtain current costs and total fees from respective departments. Not all possible event costs are listed below, nor are they applicable to all Neighbor Up Grant Program items.

- a. Special Events Permit
 - i. Base License Fee - \$83
- b. Mass Gathering Permit
 - i. Base Permit Fee - \$425
- c. Insurance
 - i. \$300-700, pending event size and proposed purposes or activities
- d. Pavilions
 - i. \$50 to \$200, pending the park and duration of reservation
 - ii. In most cases, a pavilion rental does not include tennis/pickleball courts or athletic fields in the immediate vicinity – *check with the Parks Department.*

12. **Cancellation Policy.** If the event needs to be cancelled, you **must** inform the Council Office at least five days prior to the scheduled event. Any funds allocated prior to the event being held **must** be returned within 5 days of cancelling event.

For more information, please contact the Ogden City Council Office, at (801) 629-8153, email neighborup@ogdencity.com, or visit ogdencity.com/NeighborUp.

