COMMUNITY ENHANCEMENT
AREA PROGRAM

COMMUNITY ENHANCEMENT AREA PARTNERSHIP PROGRAM APPLICATION FOR 2005

R E M E M B E R

ORIGINAL COPY OF THE COMMUNITY ENHANCEMENT AREA APPLICATION MUST BE DELIVERED BY 4:30 P.M. ON SEPTEMBER 9, 2005

TO:

By Mail: COMMUNITY ENHANCEMENT AREA PARTNERSHIP PROGRAM OFFICE
COMMUNITY DEVELOPMENT
BLOCK GRANT DIVISION
PO BOX 7800
TAVARES, FLORIDA 32778
By Courier or hand delivery:
31150 INDUSTRY DRIVE
TAVARES, FLORIDA 32778

Applications received after 4:30 PM on September 9, 2005 will not be considered. Faxed or emailed applications will not be considered. This office is not responsible for applications not delivered by the Postal Service or a courier service by the deadline.

For more information please call the Community Enhancement Coordinator at 352-343-1864

LAKE COUNTY
COMMUNITY ENHANCEMENT AREA
PARTNERSHIP PROGRAM APPLICATION

(PLEASE PRINT OR TYPE)

SECTION 1 – GENERAL INFORMATION

NAME OF COMMUNITY:

_____

LAKE COUNTY COMMISSION DISTRICT:_____

NAME OF COMMUNITY SPOKESPERSON:

_____

Day Phone: _____ Home Phone: _____

Mailing Address:

_____

Street *City* *Zip Code*

LIST THE ORGANIZATIONS THAT ARE SUPPORTING THIS APPLICATION:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

NAMES & TELEPHONE NUMBERS OF COMMUNITY REPRESENTATIVES:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

SECTION II – COMMUNITY VISION/PROJECT DESCRIPTION
max – 25 points

Community name_____

A. Community Vision - Please provide a short statement about your community's vision and describe how this project will support that vision and the goals you have laid out for your community.

SECTION II (cont.)
COMMUNITY VISION/PROJECT DESCRIPTION

Community name_____

B. Project Description - Please provide a complete description of your overall project. Describe separately what your community will be doing and what you would like the County to do. Include a map and/or sketch drawing and no more than four pictures of the target area, if applicable.

Attach additional pages if necessary

SECTION III – PROJECT TIMELINE
max – 15 points

Community name_____

Please outline the primary tasks or steps required, including estimated time, to successfully complete the project and achieve your goal(s).

Task	Start Date	Duration (in days)	Person/Committee or Agency Responsible

SECTION III - TIMELINE (CONT'D)

Community name_____

Task	Start Date	Duration (in days)	Person/Committee or Agency Responsible

SECTION IV - COMMUNITY PARTICIPATION/VOLUNTEERS

max – 25 points

Community name _____

A. Describe how you obtained or will obtain neighborhood support for the project/program. List any organizations that will be participating and, in general, what they will do. Also, list any tasks that any volunteers not connected with a specific group will be doing. Attach any letters documenting participation by groups and/or individuals.

SECTION IV – COMMUNITY PARTICIPATION/ VOLUNTEERS (cont.)

Community name _____

B. Volunteer hours are a significant contribution to the success of any project. For the application, list any groups and individuals who are pledging their time for the project. Please include letters from groups, businesses and individuals pledging support. The County would like to recognize all volunteers when the project is completed. Be sure to include the person or persons completing this application form. If your community is designated a CEA and this project chosen, volunteers will be required to complete a waiver releasing the County from any responsibility for loss, property damage or personal injuries incurred while working on this project.

Group/Individual Name		Phone	Pledge Hours	Tasks

SECTION IV – COMMUNITY PARTICIPATION/VOLUNTEERS (CONT'D)

Community name _____

Group/Individual Name		Phone	Pledge Hours	Tasks

TOTAL VOLUNTEER'S HOURS_____

Attach additional sheets as needed.

SECTION V – SUPPORT FROM ADJACENT PROPERTY OWNERS

As widely as possible, the community should ensure that residents adjacent to the proposed project site are aware of the project and have had an opportunity to express their agreement or any reservations they may have about the project.

In that regard, with the application, place behind this page, at least, one notice of a community-wide meeting at which your project was the main topic of discussion. This notification could be a flyer that was posted throughout the community, an announcement in a local newspaper(s) or any other means that you can document.

Later, if you community is designated as a CEA, additional notification should be done and copies of those notifications will be submitted in the mid-project report.

SECTION VI- PROJECT BUDGET
max – 15 points

Community name _____

The project budget is for the applicant to give its "best guess" estimate for the cost of the project/program. The project budget will describe the resources that the community or other contributors will be contributing to the overall project. Please attach letters documenting any donations to the project. It will also describe what the community is requesting the County to fund and the amount of funding needed for those items.

The community's contribution may include any or all of these:

Cash	Equipment and machinery
Volunteer labor	Donated professional services
Donated materials and supplies	Maintenance

- All contributions must be assigned to a particular line item in the project budget, and be pertinent to the project. The applicant should be able to justify each contribution as necessary to implement the project.
- If the project/program is approved for funding by the Board of County Commissioners, the Community Development Block Grant Division will have sole responsibility for the administration and implementation of that portion of the project/program that the community has requested the County to fund. The County and the community will coordinate on types of items to be used, design, placement and overall implementation of the project/program.
- The community, with any technical assistance needed from the County, will be responsible for the administration and implementation of that portion of the project/program to which it has committed or will commit resources. Maintenance or continuation of a project/program is the responsibility of the community.

Community name _____ **SECTION VI - PROJECT BUDGET FORM**

Materials/Services Description	Quantity	Unit cost	Sales tax	Other Charges (if any)	TOTAL	Funding Sources				Proposed vendor	Vendor phone #
						Applicant Contribution			Estimate of County cost (d)		
						Cash (a)	Donations (b)	Private Grants (c)			
				TOTALS							
Volunteer Hours (number of volunteers X hours worked)											
				TOTAL (e)							
Total Volunteer Hours in dollars (e)											
Total Applicant Contribution (a+b+c+e)											
Total Estimate of County cost (d)											
Total Project Cost (a+b+c+d+e)											

SECTION VI - SAMPLE BUDGET FORM

Materials/Services Description	Quantity	Unit cost	Sales tax	Other Charges (if any)	TOTAL	Funding Sources				Proposed vendor	Vendor phone #
						Applicant Contribution			Estimate of County cost (d)		
						Cash (a)	Donations (b)	Private Grants (c)			
Sabal Palms	4	$75.00	$18.00	$20.00	$338.00		$50.00	$150.00	$138.00	Home Depot	
Neighborhood Signs	1	$500.00	$30.00		$530.00				$530.00	Simply Signs	
Paint-5 gallons	1	$65.00	$3.90		$68.90	$68.90				Home Depot	
Permits					$65.00	$65.00					
Insurance					$100.00			$100.00			
				TOTALS	$1101.90	$133.90	$50.00	$250.00	$668.00		
Volunteer Hours (number of volunteers X hours worked)											
Landscaping	80	$10.00			$800.00						
Painting	40	$10.00			$400.00						
				TOTAL (e)	$1200.00						
Total Volunteer Hours in dollars (e)					$1200.00						
Total Applicant Contribution (a+b+c+e)					$1633.90						
Total Estimate of County Cost (d)					$668.00						
Total Project Cost (a+b+c+d+e)					$2301.90						

SECTION VII - COMMUNITY MAINTENANCE PLAN

Max – 20 points

Community name _____

It is not the intent of this program to increase maintenance activities for County Staff. As such, the applicant will be required to provide the maintenance, including but not limited to routine watering, weeding, mulching, trimming, mowing, and pruning of plant material, and the routine cleaning, repairing, painting, and refinishing of sign equipment, or structures.

Describe how the project will be maintained after completion or program continued after this funded year. Include a maintenance schedule showing who will maintain the project and what specific duties will be performed. Indicate the number of volunteers committed to perform the maintenance of the project. State your back-up plan in the event the volunteers fail to perform.

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SECTION VIII – APPLICATION CHECKLIST

Community Name _____

Each application package must include:

___ **One (1) unbound reproducible original of each of the following:**

- ___ Section I – General Information
- ___ Copy of State of Florida Incorporation Certificate or alternative document "down-loaded" from the Florida Department of State, Divisions of Corporations web site (www.sunbiz.org), if applicable
- ___ IRS letter granting 501(c) (3) status, if applicable
- ___ Section II – Community Vision/Project Description
- ___ Sketch map/site plan/landscape plan of proposed project, if applicable
- ___ Before pictures (max of 4) of the proposed project site, if applicable
- ___ Section III – Project Timeline
- ___ Section IV – Community Participation/Volunteers
- ___ Proof of community support and participation. (Letters from groups and individuals.)
- ___ Section V - Proof of notification of a community meeting to discuss this project
- ___ Section VI – Proposed Project Budget
- ___ Donation letter(s) documenting cash, materials and/or services
- ___ Section VII – Community Maintenance Plan
- ___ Section VIII – Application Checklist
- ___ Community Condition Survey

NOTE:
Only the application and supporting documentation, as described above, need to be submitted to apply for CEA designation. Cover page, sample, reminder and delivery instructions pages are not part of the application.

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