

MONTGOMERY COUNTY

Department of Transportation



in partnership with Keep Montgomery County Clean and Green



Glen Mar Park Citizen's Association used Grant funds to complete landscaping for two traffic triangles located in their neighborhood. Seventy-five mums were planted in one triangle, and due to having more sunlight, petunias and other climate-appropriate flowers were planted in the other one.

Neighborhood Beautification Grant Program

NEIGHBORHOOD BEAUTIFICATION GRANT PROGRAM GUIDELINES

The Montgomery County Department of Transportation (MCDOT), in partnership with Keep Montgomery County Clean and Green Program, is seeking volunteers to beautify and improve public property in neighborhoods in Montgomery County through landscaping projects that plant flowers, shrubs, trees and other vegetation. Any community organization within Montgomery County may qualify as a project sponsor. MCDOT offers to help communities transform and beautify public property.

GRANT FUNDING

1. Only new landscaping projects are eligible for matching funds. Grants are awarded to fund new landscaping projects that visibly improve community aesthetics. Grants will not be awarded for:
 - Construction projects, such as the construction and installation of signs, bridges, pathways, etc.
 - Landscaping accessories, such as planters, wood screens, benches, tiles, fencing, gloves, stone, hoses, etc.
 - General maintenance, including tree trimming or removal, stump grinding or removal, shrub removal, etc.
 - Payment to workers or contractors.
 - Purchase of equipment, although reasonably priced equipment rental necessary to complete the project may be eligible.
 - Work that has already been completed.
2. **MCDOT will award Beautification Grants of up to \$500** in matching funds spent by volunteers that include a combination of eligible project expenses and volunteer hours. Volunteer hours cannot exceed more than 20 percent of the cost of materials, equipment rental and miscellaneous items associated with the project. Volunteer hours are calculated at a rate equivalent to the County's living wage.
3. Preference will be given to applicants planting perennial flowers and permanent plantings such as shrubs and trees. A minimum of 75 percent of the plant material must be native species. See a list of native plant species online by visiting www.wildflower.org/collections/collection.php?collection=usfws_ches.
4. Community organizations are eligible for only one grant every three years from the date of grant approval. New grant applicants will be given priority over previous grant recipients. Leaders of the community organization must fill out the grant application.
5. Once a project is approved by MCDOT, payment will be made in two installments. The first will be made directly from the Department of Finance. To receive the other half of the grant, the community organization must submit a request for final payment, **photographs of the completed project**, and **receipts** from purchases, donations, volunteer time and other allowed project expenditures.
6. Awardees have one year from the date of their approval letter to submit the required paperwork to receive both grant installments.
7. Requests for grants must contain **a complete description of the project, the specific project location with a sketch map, an informal sketch of the project, photographs of the area proposed for the project, an itemized list of costs, an itemized list of plant types, and an estimate of the level of direct community involvement associated with the project.** Request a sample grant for guidance.

Community organizations must also list how ongoing maintenance of the project will be handled.

8. Property must be publicly owned, or in common ownership of an organization. **Grants cannot be awarded for improvements to individual residences, or on State or Municipal/City property.**
9. The community organization is responsible for obtaining all necessary permits and approvals, where required, prior to release of County funds or before starting the project. Many beautification projects do not require permits. However, work on public property, including road right-of-way, do require permits from the County.

Community organizations must also present a statement of maintenance responsibilities for the project and how they will be implemented.

10. The following projects are examples of the types of proposals eligible for beautification grants:

- Planting of flowers, shrubs and trees along walkways and in communal areas.
- Planting of wildflowers in unsightly areas.
- Landscaping of community entranceways.
- Using plants to create screening for parking areas, at community buildings or open space areas.
- Landscaping projects that include clearing debris and weeds.
- Other beautification projects deemed suitable by Keep Montgomery County Clean and Green, which will review grant applications and recommend approval, modification, or denial to the MCDOT Director.

11. Grants are accepted at any time. Funding is limited and available on a first come, first served basis.



Montgomery County Department of Transportation Community Outreach Office
240-777-7155 • mcdot.outreach@montgomerycountymd.gov •
www.montgomerycountymd.gov/mcdotcommunityoutreach

Keep Montgomery County Clean & Green
Neighborhood Beautification Grant Application

COMMUNITY ORGANIZATION: _____
(Name)

PHYSICAL ADDRESS: _____
(Street Address, City, State, Zip)

ORGANIZATION PRESIDENT: _____
(Name)

PROJECT DIRECTOR: _____
(Name, Daytime Phone Number, Email)

(Street Address, City, State, Zip)

CHECKS MADE PAYABLE TO SPONSORING ORGANIZATION/INDIVIDUAL REPRESENTATIVE WILL NEED THE FOLLOWING: **ASSOCIATION FEDERAL TAXPAYER ID OR SOCIAL SECURITY NUMBER # (If check is payable to the association list a Taxpayer ID Number; If check is payable to an individual representing the association list a Social Security Number):** _____

PROJECT TO BE INITIATED: DATE: _____

DESCRIPTION OF PROJECT: (Including level of direct community involvement)

SPECIFIC LOCATION OF PROJECT: (Attach a map sketch)

COST OF PROJECT:

1. Labor - (Volunteer) Hours x \$9.55 per hour: \$ _____
(Not to exceed 20% of #2, # 3, # 4 costs)
2. Materials: \$ _____
3. Equipment rental: \$ _____
4. Miscellaneous: \$ _____

* **TOTAL PROJECT COST:** \$ _____

ESTIMATED COMPLETION DATE: _____

ATTACH (1) ITEMIZED LIST OF COSTS AND ANY NECESSARY PERMITS SUCH AS BUILDING, SEDIMENT, APPROVAL OF PROPERTY OWNERS, ETC. **ATTACH (2)** COMMUNITY PLAN FOR CONTINUED MAINTENANCE OF PROJECT. **NOTE:** INCOMPLETE INFORMATION WILL CAUSE DELAYS.

I have read, understood, and will abide by the guidelines of this application.

SIGNATURE OF
AUTHORIZED APPLICANT: _____ **TITLE:** _____ **DATE:** _____

MAIL THIS APPLICATION TO: MCDOT-KMCCG, 101 Monroe Street, 10th Floor, Rockville, Maryland 20850

How did you hear about this grant? _____