Dear Neighbor,

Enclosed is the application kit you requested for the **Spruce Hill Block Improvement Grant**.

It consists of:

1) grant purpose and rules
2) application form
3) block plan diagram
4) estimating instructions

We look forward to receiving your application.

Completed applications are accepted monthly and reviewed by the block grant subcommittee for presentation to the full SHCA board.

The basic procedure is:

- Block members develop collective vision and applies for grant;
- Block Coordinator is assigned to help maximize results and offer technical assistance;
- SHCA board reviews block application and awards grant;
- Block members sign contract outlining project budget, timeline, specifics, and responsibilities.
- Project takes place;
- Block members submit final report: accounting of costs, volunteer hours, results; and photos.

SHCA welcomes requests for assistance developing block grant applications and completing these forms to insure a strong application.

Please contact Laura Line at lmline523@gmail.com.

Sincerely,

SPRUCE HILL COMMUNITY ASSOCIATION

SPRUCE HILL BLOCK IMPROVEMENT GRANT PROGRAM

Purpose
To improve the physical environment of blocks in Spruce Hill, compatible with the historic character of the neighborhood, with priority given to maintenance and renewal of street trees, sidewalks, curbs, and front yards.
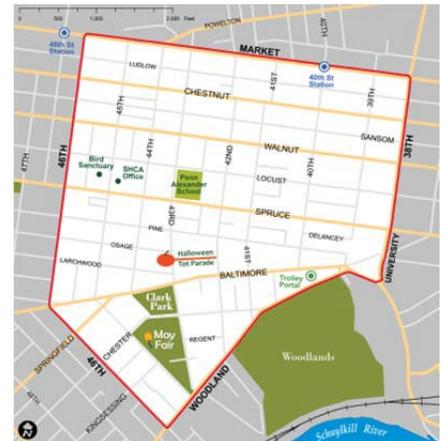
To assist with the expense of these improvements by offering block grants up to $1,000 per block, or up to $1,800 for two adjacent blocks if they agree to work together to complete the project.

This would include, but not be limited to, proposals for:
- basic professional pruning and "limbing up" of existing street trees
- installation of new tree pits and planting of street trees
- enlargement of existing tree pits
- development of "tree lawns" between street trees to aid in water retention and reduce storm water runoff
- sidewalk repair or replacement in conjunction with the above, due to cracking, sidewalk heaving, etc.
- front yard coordinated garden plantings or "streetscape" development including trash can enclosures, retaining walls

Rules

- Submitting blocks must be within the Spruce Hill Community boundaries of 40th to 46th Streets; Market Street to Woodland Avenue. See the map on right for boundaries.

- Grant applications require a dollar-for-dollar match in cash or in-kind services, (e.g., volunteer labor, contractor labor costs), or in-kind items (e.g., pavers, topsoil, plants). On the application form, your block must provide a cost estimate for the Project (with supporting documentation where possible) and explain how it will match the applicable grant value.

- A block can apply for up to $1,000; two adjacent blocks can collectively apply for up to $1,800.

- A block may receive up to 3 grants per any consecutive 6-year period (e.g., if a block has received 3 grants within 3 years, that block will have to wait 3 years to apply again).

- All applications must be submitted by at least two homeowners or renters from different addresses on the same block who are participating, and at least one Spruce Hill Community Association member. All three must sign the grant application and be responsible for fulfillment of the grant contract.

- Sidewalk/curb repair must be done in conjunction with other greening initiatives. Sidewalk repair without such will not be approved by the grant committee.

- For garden plantings, we encourage use of perennials for lasting value.

- The grants committee may provide names of professional arborists, concrete removal services, and masonry workers upon request.

Mail the completed Application Form and Block Plan Diagram to:
Block Improvement Grants, SHCA, 257 S. 45th Street, Philadelphia, PA 191

APPLICATION FORM (Please show your estimating calculations on the back of this form.)

Submit completed application and block plan diagram to:
Block Improvement Grants, SHCA, 257 S. 45th Street, Philadelphia, PA 19104

or by email to: __lmline523@gmail.com_____ .

Block(s) submitting grant proposal: _____

Amount applied for: $_____

Match method: *(amount must be at least 50% of the amount applied for)*
- ◻ Cash $_____
- ◻ In-kind services or items (describe): _____
- ◻ Volunteer labor (describe): _____

Participating block members:

Name	Address	Phone Number	Email

Signatures of 3 homeowners on block for each participating block (*Indicate **at least one** Spruce Hill Community Association member):

_____

_____

Contact person for block grant (provide email):_____

Brief description of block improvements planned:

_____
_____
_____
_____
_____
_____
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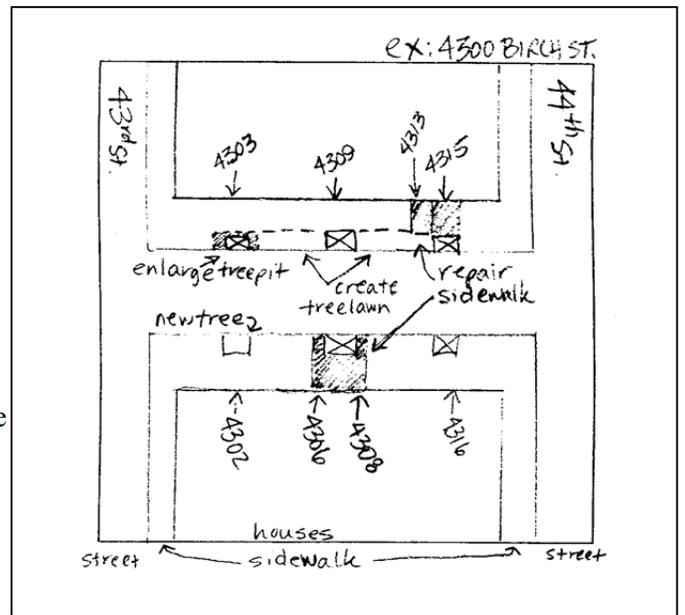Instructions for completing your **BLOCK PLAN DIAGRAM**:

This diagram is to give the grants committee
an idea of what your block wants to achieve.

Fill in your block address.

Fill in the house addresses in the squares shown.

Mark an "X" for existing street trees in the
sidewalk in front of the correct house address.

Indicate any work you wish to have done. (see sample
diagram) (Please draw your own diagram if this one
does not work for your block.)

Block address: