

# City of Lakewood Neighborhood Participation Program (NPP) Application



**Lakewood**  
Colorado

You'll be unable to submit this form if you:

- do not attach any files in *Project Funding Request > Please upload the project budget including any contributions (we'll ask about Neighborhood Contributions in the next section)*. \*Required

Or if you:

- do not attach any files in *Selection Criteria 5: Neighborhood Support > Please upload a minimum of five (5) signatures with addresses to demonstrate neighborhood support. The signatures must be from residents who live in the neighborhood. Five is the minimum, but the more signatures you include, the stronger your application may be*. \*Required

## Welcome!

Lakewood's Neighborhood Participation Program (NPP) offers grants of up to \$60,000 for qualifying physical improvement projects that residents believe will make a difference in their neighborhood.

The online application for the 2024 program will be open from December 1, 2023 through July 1, 2024.

### Tips for the online application:

- To see an overview of the entire application as a PDF, [click here](#).
- You can save a draft of your application and come back to it at a later time. To do this, click the 'save' button and a link will be generated. To access your application again, use this link.

If you have questions, please email staff at [communityorg@lakewood.org](mailto:communityorg@lakewood.org).

## Before you begin, let's confirm that your project is eligible.

Does your project meet these initial program requirements? Please check all that apply. (Select 1 or more options) Required

- Our project is on public property.
- (If applicable) Our project is on school property, but we have the required signatures from the school district and school principal.
- Our funding request does not exceed \$60,000.
- Our project is supported by the neighborhood and we have at least 5 signatures with addresses to demonstrate the support.
- Our project provides a benefit to our neighborhood.
- (If applicable) Our project is supported by any affected property owners and we have their signatures with addresses to demonstrate their support.
- Our project cannot be funded through a different City program that already exists (for example: sidewalk repair, speed humps, street paving or repair, traffic signals, street lights, etc.)
- We are Lakewood residents who live near the project area. NPP projects must be applied for by resident(s).

\*\*Please note, these are the initial program requirements. There may be some projects that meet these initial requirements, but are not eligible due to specific project details. If you have questions, please email staff at [communityorg@lakewood.org](mailto:communityorg@lakewood.org).

## Selection Criteria and Timeline

Your project will compete directly with all other applications received based on the six selection criteria below. Please be prepared to address each selection criteria in your application.

**Selection Criteria:**

1. **Neighborhood Contribution:** Is the neighborhood planning to contribute to the project? This is not required, but it is encouraged and applications that indicate neighborhood contribution through funding, labor, or maintenance may score higher.
2. **Benefit versus Cost:** How does your project benefit the neighborhood?
3. **Health and Safety:** How does your project improve the health and safety of your neighborhood?
4. **Adopted Citywide Plans:** How does your project address goals identified in citywide plans, such as the Comprehensive Plan, Sustainability Plan, Community Resources Master Plan or others?
5. **Neighborhood Support:** Is there neighborhood support for your project? At least five (5) resident signatures with addresses must be included with the application. The more signatures, the stronger the application. If there are affected property owners, their signatures with addresses must also be included.
6. **Maintenance:** What is the maintenance plan for the project? Projects that will not substantially add to the City's maintenance responsibilities may score higher in this category.

**Timeline:**

- **Application opens:** December 1, 2023
- **Application closes:** July 1, 2024 at 5pm
- **After March 1, 2024:** All applications will be reviewed together and ranked based on the selection criteria described above. The 2024 program can fund up to \$160,000 (a max of \$60,000 per project). The selection committee will recommend the top ranked projects to City Council. Applicants will be notified if their project is recommended.
- **City Council date (to be determined):** City Council will review the selection committee's project recommendations and make the final decision.
- **After the City Council date:** Applicants who are awarded the grant will be notified and the project can begin. The City will facilitate the project through its completion.

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## Applicant Information

Please note: NPP projects must be applied for by Lakewood residents who live near the proposed project area. This can include an individual resident, a group of residents that are not a part of a registered Neighborhood Organization, or a registered Neighborhood Organization.

**Neighborhood Organization Name (if applicable)**

**Project Coordinator Name** Required

**Project Coordinator Address** Required

**Project Coordinator Phone Number**

**Project Coordinator Email Address** Required

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## Project Name, Description, and Location

**Project Name** Required

**Brief Project Description: How would you describe the project? (Please limit the word count to approximately 150 words) You will have opportunities to provide more details about the project and how it addresses each of the program selection criteria in later sections of the application.** Required

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**Project Address (or major cross streets)** Required

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**Project Location Details (if needed to help describe the project)**

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**Is your project located on public school property? (Select 1 option)** Required

- Yes
- No

**If the project is located on public school property, two letters of support are required: 1) a letter of support from the school district and 2) a letter of support from the school principal. Please upload these here.**



Please attach all files to the end of this form before submitting it.

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## Project Funding Request

**Funding Requested (cannot exceed \$60,000 per project)** Required

Please describe the estimated project expenses and rationale for the funding requested. If awarded, the City will facilitate the project through its completion. **Required**

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Please upload the project budget including any contributions (we'll ask about Neighborhood Contributions in the next section). \*Required



Please attach all files to the end of this form before submitting it.

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## Selection Criteria 1: Neighborhood Contribution

Is the neighborhood planning to contribute to the project? This is not required, but it is encouraged and applications that indicate neighborhood contribution through funding, labor, or maintenance may score higher. (Select 1 option) **Required**

- Yes
- No

If yes, what kind of contribution? (Please check all that apply). (Select 1 or more options)

- Funding
- Labor
- Maintenance

Are there any other details about the neighborhood contribution you would like to add? If so, please describe them here.

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## Selection Criteria 2: Neighborhood Benefit verses Cost

Please describe how your project will benefit the neighborhood. Required

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### **Selection Criteria 3: Health and Safety**

Please describe how your project improves the health and safety of your neighborhood. Required

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### **Selection Criteria 4: Adopted Citywide Plans**

Please describe how your project addresses goals identified in adopted citywide plans, such as the Comprehensive Plan, the Community Resources Master Plan, the Sustainability Plan or other adopted plans. Required

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### **Selection Criteria 5: Neighborhood Support**

Please describe the neighborhood support for this project. Required

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**Please upload a minimum of five (5) signatures with addresses to demonstrate neighborhood support. The signatures must be from residents who live in the neighborhood. Five is the minimum, but the more signatures you include, the stronger your application may be.**  
**\*Required**



Please attach all files to the end of this form before submitting it.

### Affected Property Owners

Affected property owners are property owners that own property directly adjacent to where the project is located.

An example of a project with affected property owners: Building a missing sidewalk connection. The affected property owners are the property owners that are located directly adjacent to where the sidewalk connection will be built.

*\*Please note that some sidewalk projects are not eligible. Please contact staff at [communityorg@lakewood.org](mailto:communityorg@lakewood.org) if you have questions.*

**Are there affected property owners for your project? (Select 1 option)** Required

Yes

No

**If there are affected property owners, please upload their signatures with addresses here.**



Please attach all files to the end of this form before submitting it.

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### Selection Criteria 6: Maintenance

**Please describe the maintenance needed for the project. Projects that will not substantially add to the City's maintenance responsibilities may score higher in this category.** Required

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### Final Details and Attachments

**Are there any other details you would like to include with your application? If so, please add them here.**

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Please upload any other supplemental information here (site plan, photos, maps, drawings, etc.)



Please attach all files to the end of this form before submitting it.

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## Time to Submit!

Hooray! You're almost done. Please make sure you have uploaded all required documentation (project budget and neighborhood support signatures) and any other documentation needed before submitting.

**Don't forget to click 'Submit'!**

Thank you for applying to the 2024 Neighborhood Participation Program. You will receive an email confirmation once we've received your application. This email will come from "OpenForms".

### Application Timeline:

- **Application opens:** December 1, 2023
- **Application closes:** July 1, 2024 at 5pm
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*End of form*

*Don't forget to attach all files before submitting this form*