



# 2009 Palm Beach County Neighborhood Partnership Grant Program

## Introduction:

The Neighborhood Partnership Grant (NPG) Program was developed as part of the Countywide Community Revitalization Program (CCRT), established by the Board of County Commissioners, in 1997, to offer designated neighborhoods specialized support and assistance with resident-driven neighborhood improvement efforts. The NPG program was created as an incentive for neighborhood groups and organizations to become active partners in community revitalization, to enhance as well as stimulate interest in the overall quality of life in the County's neighborhoods, and to provide a clear public benefit.

The NPG Program is intended to provide grants for neighborhood improvement projects in unincorporated Palm Beach County. All applicants must provide a match in services, cash, volunteer effort, or supplies, and will be required to demonstrate support for the proposed project from the neighborhood residents. Applicants must also provide for a mechanism to address the ongoing maintenance of the project.

## Eligible Applicants:

- Neighborhood/Business associations with 501(c)(3) tax status
- Neighborhood organizations/groups of residents who are interested in working on neighborhood projects.

## Eligible Projects (Examples):

- Simple Recreation Improvements (Playground and/or Park Improvements)
- Neighborhood entrance signage & beautification not in the public right-of-way, only on private property (**with the owner's permission and the owner/ grantee being liable for any and all claims arising from the project, subject to zoning approval**)
- Street sign toppers
- Right-of-way landscape improvements
- Exterior Painting (structures)
- Tree planting
- Fencing (safety & decorative)
- Art Murals (eligibility to be determined on a case-by-case basis)
- Expenses for supplies related to public service programs limited to child care, health care, job training, recreation activities, crime reduction, and community outreach.

## Ineligible Projects:

- Projects without at least a 50-50 total project match;
- Projects having another source of County funding and/or process (e.g., sidewalks, alley paving);
- Applications requesting structures within County right of way (row)
- Applications requesting salaries and/or operating expenses;
- Applications for social service/cultural education programs;

- Projects promoting special interests;
- Projects conflicting with existing County improvement projects or programs;
- Projects located outside of unincorporated; and
- Projects not providing a public benefit.

### Maximum Grant Request:

A total of \$125,000 is dedicated to this program during this funding cycle. The maximum award is \$20,000 for a single project. However, the intent is to award grant funds to as many areas as possible.

### Review Criteria

Projects will be reviewed and compared to the review criteria. Those projects not meeting the review criteria will be rejected.

Proposed projects:

- Must be located in unincorporated Palm Beach County in a designated CCRT area or Glades Area Redevelopment Overlay.
- Must have support of adjacent property owners.
- Must provide at least a 50 - 50 match directly related to the **total project cost** including: cash, volunteer effort (sweat equity), materials, private grants or any combination of these. Proof of available cash must be verified by a bank statement and submitted with the application.
- Must be visible, accessible, and beneficial to the participating community and the general public.
- Must designate a person, group or responsible entity to perform ongoing repairs and maintenance of the project.
- Must not conflict with, but may supplement, existing and/or proposed public improvement projects and programs.
- **Must provide a minimum of three (3) vendor quotes, for the exact same quantity of materials, supplies and labor.**
- For those seeking funding for supplies related to eligible public service programs: Must provide description of program and description of need.

### Project Budget

The project budget must be submitted as part of the application. It must be complete and accurate. The form to be used can be found on page 22. A sample budget form has been provided on page 23 for your convenience. All cash and other donations must be identified on the budget and must be supported in writing from each participating partner. All private grants used as a match must be documented. All expenses must be itemized on the project budget and vendor quotes should be attached to the application.

### Matching Requirements

The total project cost must be matched on at least a 50-50 basis. In other words, the applicant is responsible for providing a match that at least equals the amount of grant funds requested.

The applicant's match can include actual cash, donations, and volunteer efforts directly related to the implementation of the proposed project.

**A. Cash**

This is the actual cash amount the applicant will contribute to the project to partially cover the price of services and materials. Cash must be in hand (bank statements must be submitted to verify cash) at the time the application is submitted.

**B. Donations (Goods and Services)**

Donations include the estimated value of donated materials, supplies and/or donated services. All donations must be documented as an attachment to the application. The attachment must include a written statement or Donation Letter (see attachment A) signed by the donor indicating his/her willingness to provide the donation and estimating its associated value.

**C. Neighborhood Pledges**

Neighborhood residents participating in the construction and/or implementation of the project, such as tree planting, landscape bed preparation, etc., can be counted as part of the match requirement. Volunteer hours should be calculated at a value of \$10/hour. The value and the specific method of participation of this pledge must be documented by a letter of commitment showing the number of hours and type of work each volunteer is willing to commit to the effort.

**D. Private Grants**

Grants that have been awarded to the applicant and that are directly related to the implementation of the proposed project.

All NPG match funds must be assigned to a particular line item in the **project budget**. The applicant should be able to justify each part of the match as necessary to implement the project.

All applications will be reviewed according to the above list of matching requirements. Please note that if the proposed match does not meet these requirements, your application will be subject to disqualification.

**Special Requirements for NPG Projects**

**Necessary Permits**

In unincorporated Palm Beach County, a "building permit" is required for any man-made structure being built, installed, or permanently affixed to the ground whether on private property or in the (public) County Right-of-Way. Examples of a structure would include, but not be limited to neighborhood signs, fences, walls, fountains, gazebos, sheds, etc. In addition, all construction work must be performed by a properly licensed contractor, in accordance with Palm Beach County's construction licensing requirements.

All NPG approved projects must be constructed in accordance with all applicable federal, state and local laws. All projects built on property owned by a person or entity other than the grant applicant shall require written permission and releases from the property owner, whether public or private. Approved projects shall also require written permission and applicable permits from appropriate public agencies, i.e., Florida Dept. of Transportation, Palm Beach County Traffic Engineering, etc. Any necessary permits from applicable County Departments will be the sole responsibility of the applicants. To ensure the above listed is satisfied, the applicant must contact the applicable County permitting agencies (i.e., Zoning Division, Engineering Services, Building, etc.) for compliance with permitting standards and expectations. The following contact names and telephone numbers have been provided for your convenience:

- Ora Owensby, Zoning Division 233-5232
- Michael Marquis, Engineering Services 684-4049
- Dean Wells, Building Division 233-5197
- Andrew S. Hertel, AICP, County Streetscape section 684-4100

### **Vendor Quotes**

All proposed NPG recipients shall be required to provide a minimum of three (3) price quotes (bids) from vendors (contractors, consultants, suppliers of plant materials, etc) in support of the project. It should be noted that vendors who provide an initial cost estimate for the application are not guaranteed they will be awarded the contract work. It is the sole responsibility of the NPG applicants to approach material vendors and provide written documentation indicating their commitment to the proposed project scope. The price quotes (bids) should be for the same quantity of materials, supplies, and labor. All modifications to the approved vendor bids should be submitted in writing to the Office of Community Revitalization, for review and approval.

### **Insurance**

As part of the formal Agreement executed with Palm Beach County, all approved NPG recipients will be required to provide proof of insurance (a Certificate of Insurance form ACORD 25) to cover the project development.

The County, prior to the initiation of work, will approve the type and dollar amount of insurance coverage. Normally, the minimum insurance requirements for the implementation of all NPG projects for legally organized organization are as follows:

- A Commercial General Liability policy issued in the name of the Applicant Name with limits of at least \$500,000 per occurrence.
- The policy must include an additional insured endorsement in favor of "Palm Beach County Board of County Commissioners"
- The Certificate of Insurance must be issued to Palm Beach County Board of County Commissioners, c/o OCR Manager, OCR 2300 North Jog Road, West Palm Beach, FL 33411.
- A minimum 10 day notice of cancellation must be included.

## Letter of Intent

All parties interested in applying for a Neighborhood Partnership Grant are required to submit a Letter of Intent (see Attachment B) **no later than 5:00 p.m., Friday, April 24, 2009.** Please send via U.S. Mail or e-mail to the person and address provided below in the “***Application Deadline.***”

## Application Deadline

All applications are due – via U.S. Mail, hand delivery, delivery service and e-mail to:

**The Office of Community Revitalization no later than 5:00 p.m., Friday June 19, 2009.**  
**Late submittals or faxed applications will not be accepted.**

**By Mail or Delivery to: Office of Community Revitalization**  
**c/o Chrystal Mathews**  
**2300 North Jog Road**  
**West Palm Beach, FL 33411**

**E-mail Subject line: 2009 NPG Application**  
**E-mail: cmathews@pbcgov.com**

## Application Review Process

### Preliminary Review

All NPG applications received by the deadline date will undergo a preliminary review using the Review Criteria listed on page 2 of this application packet. All applicants will be notified in writing of the result of the preliminary review and, if needed, additional information may be requested. All applicants will be given a deadline to respond and submit, in writing, the additional requested information. **The ultimate decision to approve an eligible project shall be made by the County.**

### Evaluation and Scoring of the NPG Applications

All of the qualified NPG applications will be evaluated by the NPG Review Committee (RC). The RC is responsible for the reviewing, evaluating, ranking and recommending projects for funding to the Board of County Commissioners.

The RC is composed of nine (9) Countywide Community Revitalization Team members, representing County Departments that may be involved or will be responsible for certain aspects of the proposed projects.

All NPG projects will be evaluated and scored on a point system based on the following criteria. A maximum of 30 points is possible; the maximum number of points awarded for each of the criteria is provided on the following page.

Preference will be given to those groups that demonstrate plans for sustainability.

**a. Clarity of Application**

The applicant completed all sections of the application.

Yes –1pts

No - 0pts

The applicant attached all requested materials.

Yes –1pts

No - 0pts

The applicant must describe the need the project will be addressing.

Yes –2pts

No - 0pts

The time to design, procuring bids for materials, labor and supplies, and complete the project within a year is realistic.

Yes –2pts

No - 0pts

To receive the maximum points, all of the above requirements must be addressed in the application.

Please rate the following on a scale from 0-5, (5) being the highest and (0) indicating the lowest.

**b. Community Support** - The application demonstrates and documents community support and participation in the proposed project.

5    4    3    2    1    0

**c. Community Goals**- The application describes the promotion of long-term community goals.

5    4    3    2    1    0

**d. Project Visibility** - The proposed project will result in a visible enhancement to the neighborhood.

5    4    3    2    1    0

**e. Project Maintenance** - The applicant provides a detailed maintenance plan including steps to be undertaken, a schedule, volunteer hours to be committed and frequency of maintenance. (Please rate the following on a scale from 0-5, (5) being the highest and (0) indicating the lowest).

5    4    3    2    1    0

**f. Previous Grant Award** - The applicant has previously received an NPG.

Yes - 4 pts

No - 0pts

TOTAL POSSIBLE POINTS = 30

## **Final Funding Recommendations**

All the NPG projects will be ranked based on their individual score and the highest scoring projects will be further evaluated for funding. In the event the County receives applications for a greater number of eligible projects than can be funded, priority will be given to neighborhood areas not previously granted or projects that can be reduced in scope. Phasing of projects or multiyear projects will not be accepted; however, large-scale projects may be divided into stand-alone elements and submitted for consideration. All recommendations from the RC will be presented to the BCC for final approval.

## **Selection Status Notification**

All NPG applicants will receive written notification on the following events:

- Results of the preliminary review of the applications compared to the Review Criteria.
- Review Committee meeting where preliminary funding recommendation will be made.
- The meeting before the Board of County Commissioners (BCC) to receive funding approval on the recommended applications.
- Award of a grant within ten days after BCC approval.
- Denial of funding by the BCC within ten days after the meeting.

## **General Program Requirements**

### **Before Implementation**

All BCC approved applicants must sign a Contract or Memorandum of Understanding whichever is applicable (see Attachment C & D), and provide the following before commencement of the project:

- The declaration page of the insurance policy with a receipt or a copy of the front and back of a cancelled check showing the policy paid in full.
- A copy of the Hold Harmless Agreements (see attachment for all volunteers committing to work on the project. The originals shall be retained by the organization, subject to review by staff and must be submitted with the application (see Attachment E).

### **During Implementation**

Applicants shall:

- Provide quarterly status reports.
- Submit copies of all approved permits required for the project.
- Maintain accounting records as follows:
  - a. Each volunteer should maintain a timesheet on each project segment reflecting the days and number of hours worked.

- b. Receipts for all cash purchases with the vendors name, address, phone number, item(s) purchased, the date of the purchase and method as well as, proof of payment.
  - c. Documentation of volunteer professional services being provided including a written scope of work (deliverables, estimated time necessary to complete the project and current cost of providing the services). Any discount given should be submitted on company letterhead.
- Repair all damages incurred to adjacent property owners and to features of the right of way (sidewalks, vegetation, temporary repairs to benches, lights, signs, statues, etc.) as a result of project implementation.

### **After Project Completion**

The following information must be submitted within 30 days of the project completion:

- Ongoing maintenance should be provided consistent with the plan presented within the application. The project area remains a maintenance responsibility of the grantee. It is not the County's intent to acquire additional maintenance responsibilities as a result of the grant projects. However, Palm Beach County will continue its current level of maintenance service in and around the project site after project implementation.
- A written final project report summarizing the work completed, including photographs of the completed project, copies of the Hold Harmless Agreements for the volunteers, final list of volunteers working on the project (you can use the form included in the application packet), accounting of the expenditure of the cash match, etc. The final report shall be submitted within 12 months of the grant award not to exceed 30 days after project completion.

## **Procedure for Payment of NPG Invoices**

Applicant must:

- Submit original invoices and/or receipts marked paid or with a copy (front & back) of a cancelled check; and
- Submit a completed Request for Payment Form.

CCRT Staff will:

- Receive invoices from vendor or receipts from grant recipient.
- Verify receipt of goods or services, and verify that the price invoiced is the same as budgeted. If the price is not the same, the Grantee must prepare a NPG Project Change Order explaining and documenting the price change. Staff may receive a verbal verification of the price from a third party;
- Verify that materials, goods or services are used in accordance with the agreement;
- Prepare Payment Request Form that includes the account number, name of person to receive payment and amount of check;
- Verify approval received by the NPG Coordinator and the Principal Planner; and
- Submit original invoices to PZB Accounting and retain a copy for the file.

PZB Accounting will:

- Prepare/verify receipt of all original invoices and/or receipts; and
- Submit invoices/receipts and Payment Request Form to Finance for payment.



2009  
Palm Beach County  
Neighborhood Partnership Grant Program

**SECTION I - GENERAL INFORMATION**

1. Project Title: \_\_\_\_\_  
Please include the name of your neighborhood in the project title.
  
2. Applicant Name: \_\_\_\_\_  
Neighborhood/Business Association/Neighborhood Group/Organization
  
3. Incorporated: \_\_\_\_\_ Yes \_\_\_\_\_ No. (If yes, a copy of the State of Florida incorporation certificate or acceptable alternative must be attached).
  
4. Nonprofit Status \_\_\_\_\_ Yes \_\_\_\_\_ No. (If yes, attach a copy of the IRS Letter granting the 501 (c) (3) tax designation to your organization).
  
5. Federal tax identification number (if applicable) \_\_\_\_\_.
  
6. Contact Person (name): \_\_\_\_\_  
(The person familiar enough with the project to answer all questions related to the project)  
  
Address: \_\_\_\_\_  
\_\_\_\_\_  
  
Phone number: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_  
  
Fax number: \_\_\_\_\_  
  
Email address: \_\_\_\_\_
  
7. Authorized Signator (name): \_\_\_\_\_  
(Person legally responsible for project and authorized to sign contract if necessary)  
  
Signature \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_  
  
E-mail address: \_\_\_\_\_





**2. What is the specific location of the project?** Before photographs of the proposed project site must be submitted as part of the application. The location must be illustrated on a street map. **Improvements in the right-of-way or on public property must also be illustrated** on the County's Plat maps. Pages may not exceed 11" x 17" in size and, therefore; reduction of the plat sheets may be required for final submittal.

Location/Address: \_\_\_\_\_

Parcel Control Number(s) (PCN)\_\_\_\_\_

**A. A sketch of the planting plan must be included,** for landscaping projects. Include spacing of plant material, location of signs, above ground wires, pavement, driveways, structures or other obstructions and existing plant material.

All other projects must submit a sketch depicting the proposed improvements.

**SECTION III - PROJECT VOLUNTEERS**

Neighborhood/Business Association/Neighborhood Group/Organization:

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Name	Address/Zip	Phone	Pledge Hours	Tasks

**PROJECT VOLUNTEERS (CONT'D)**

Neighborhood/Business Association/Neighborhood Group/Organization:

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Name	Address/Zip	Phone	Pledge Hours	Tasks

**TOTAL VOLUNTEER'S HOURS \_\_\_\_\_**  
(Please total the number of volunteer hours for each sheet)

**Attach additional sheets as needed.**

**SECTION IV – PROJECT IMPLEMENTATION**

Please outline the primary tasks or steps required, including estimated time, to successfully complete your grant project and achieve your goals.

**Neighborhood/Business Association/Neighborhood Group/Organization:**

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**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Person/Committee Responsible</b>

**PROJECT IMPLEMENTATION (CONT'D)**

<b>Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Person/Committee Responsible</b>

**Number of Days Needed to Complete the Project:** \_\_\_\_\_

**Number of Volunteers Needed:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Project Completed By:** \_\_\_\_\_



**SECTION VI – SUPPORT FROM ADJACENT PROPERTY OWNERS**

Provide the names, addresses, and signatures of the owners of any properties **adjacent to the project**, regardless of their participation.

Owner's Name	Address	*H/R	Signature/Date	Support the Project (Yes or No)

\* H= Homeowner R= Renter

**SUPPORT FROM ADJACENT PROPERTY OWNERS (CONT'D)**

<b>Owner's Name</b>	<b>Address</b>	<b>*H/R</b>	<b>Signature/Date</b>	<b>Support the Project (Yes or No)</b>

**\* H= Homeowner R= Renter  
Additional pages may be attached if necessary.**

## **SECTION VII- PROJECT BUDGET**

**The project budget is the most important part of the application. It details the grant request and the match to be provided by the applicant.**

### **Instruction for Matching Funds:**

For each project, the applicant must provide a "match." The match is encouraged to be equal to, or greater than, the amount requested from the County for the project. The match is the applicant's contribution to the project. Identifying the match is vital to the preparation of an application for all projects and needs to be shown in the budget table.

### **Requirements for a Match:**

A match may include any or all of these:

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

- Any other funds or services obtained from Palm Beach County will not be accepted as part of a match.
- All match funds 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 part of the match as necessary to implement the project.
- The monies received from the County and the neighborhood and/or businesses' match must be used for the duration of the project's implementation and solely for the purpose indicated in the project budget.
- The applicant must provide documentation (receipts, etc.) for the match funds expended during the project. This documentation must be included in the final report.

**All applications will be checked against the list of matching requirements. If the match does not meet these requirements, the application will not be considered.**



**SECTION VII - PROJECT BUDGET FORM**

Materials/Services Description	Quantity	Unit cost	Sales tax	Other Charges (if any)	TOTAL	Funding Sources			
						Applicant Match			Grant Request (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
Neighborhood Signs	1	\$500.00	\$30.00		\$530.00				\$530.00
Paint-5 gallons	1	\$65.00	\$3.90		\$68.90	\$68.90			
Permits					\$65.00	\$65.00			
Insurance					\$100.00			\$100.00	
				<b>TOTALS</b>	\$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				
				<b>TOTAL (e)</b>	\$1200.00				
Total Volunteer Hours in dollars (e)					\$1200.00				
Total Applicant Match (a+b+c+e)					\$1633.90				
Total Grant Request (d)					\$668.00				
Total Project Cost (a+b+c+d+e)					\$2301.90				



## **SECTION IX-APPLICATION CHECKLIST**

**Each application package must include and clearly label the following:**

- \_\_\_ **One (1) unbound reproducible original and one version submitted via e-mail, Subject: 2009 NPG Application to: cmathews@pbcgov.com**
  
- \_\_\_ 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](http://www.sunbiz.org)), if applicable
  
- \_\_\_ IRS letter granting 501(c)(3) tax status, if applicable
  
- \_\_\_ Proof of cash availability (bank statements), if applicable
  
- \_\_\_ Proof of 50% or more match of the total project cost
  
- \_\_\_ Letter of Intent
  
- \_\_\_ Proof of liability insurance (minimum policy value of \$500,000)
  
- \_\_\_ Donation letter(s) documenting cash, materials and/or services
  
- \_\_\_ Before pictures of the proposed project site (digital pictures preferred)
  
- \_\_\_ Minimum of three (3) Vendor Quotes for the exact same quantity of material, supplies and labor
  
- \_\_\_ Proof of volunteer participation
  
- \_\_\_ Proof of support of adjacent property owners
  
- \_\_\_ Proof of community support and participation
  
- \_\_\_ Maintenance Plan, schedules and volunteer commitments
  
- \_\_\_ Project Implementation schedule
  
- \_\_\_ Signed Hold Harmless Agreements from all volunteers

- \_\_\_ Plat and street maps of proposed project site (if applicable)
- \_\_\_ Sketch map/site plan/landscape plan of proposed project (if applicable)
- \_\_\_ Proposed project budget

**NOTE:**

Only the application and supporting documentation need to be submitted to apply for a grant. Introductory and sample pages are not part of the application.

**All applications are due, via U.S. Mail, hand-delivery and/or e-mail, at the Office of Community Revitalization no later than 5:00 p.m., Friday, June 19, 2009. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**By Mail: Office of Community Revitalization  
C/O Chrystal Mathews  
2300 North Jog Road  
West Palm Beach, FL 33411**

**Delivery:**

**Office of Community Revitalization  
2300 North Jog Road  
West Palm Beach, FL 33411**

**E-mail:**

**[cmathews@pbcgov.com](mailto:cmathews@pbcgov.com)**

**\* Final Board of County Commissioner Funding Recommendations will be on November 17, 2009.**

**Attachment A**

**Palm Beach County  
Neighborhood Partnership Grant Program  
Donation Letter**

This letter shall confirm that, \_\_\_\_\_ will  
(Private/Public Organization or Individual Name)

participate as a partner with the \_\_\_\_\_  
(Name of the Neighborhood Association)

in the implementation of their Neighborhood Partnership Grant project.

**Please Print:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The contribution will consist of the following: (Please check all that apply.)

- Cash: \$ \_\_\_\_\_
- Materials/Equipment: (Indicate the amount and value of the items being donated. Please use additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Professional Services: (Please indicate the type of services being provided.)

\_\_\_\_\_

The market value for professional services rendered is \$ \_\_\_\_\_ at a rate of \$ \_\_\_\_\_ per hour. Total number of hours donated \_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment B**

Palm Beach County Neighborhood Partnership Grant Program

**Letter of Intent**

This letter shall confirm that, \_\_\_\_\_ will  
(Neighborhood/Business Association/Organization/Group Name)

apply for the Neighborhood Partnership Grant Program.

**Please Print:**

Neighborhood/Business Association/Organization/Group Name:

\_\_\_\_\_

Contact Person, Address, Telephone Number and Email Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Project: (please briefly describe your project)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the proposed project to be located on the public right-of-way? \_\_\_Yes \_\_\_ No

Projected Project Cost: \$ \_\_\_\_\_

Estimated Grant Request: \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please mail or hand deliver to:

Office of Community Revitalization  
2300 North Jog Road  
West Palm Beach, FL 33411

## Attachment C

### RELEASE AND HOLD HARMLESS AGREEMENT

This Release and Hold Harmless Agreement ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ ("Volunteer") for the benefit of Palm Beach County, Florida, ("County").

WHEREAS, County has awarded a Neighborhood Partnership Grant ("Grant") to allow the \_\_\_\_\_ to improve the neighborhood which requires Volunteer assistance.

NOW, THEREFORE, in order to fulfill the obligations under this Grant, the Volunteer agrees as follows:

1. Volunteer does hereby waive, release, relinquish, satisfy, quit claim and forever discharge the County, or any of its officers, agents, and/or employees from and against any and all actions, claims liabilities, losses, and demands that he/she ever had, now has, or may have against the County, or any of its officers, agents, and/or employees as a result of or in connection with satisfying the obligations of the Grant.
2. Volunteer shall protect, defend, reimburse, indemnify and hold County, its agents, officers and/or employees harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including, but not limited to, attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of his/her performance of the terms of this Grant or due to the acts or omissions of the Volunteer.

I have read this Agreement fully and understand its content and sign it of my own free will. I further certify that I am eighteen (18) years of age or older or the parent/legal guardian of a minor participant.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If under age 18:

Name of parent/legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/legal guardian: \_\_\_\_\_