

## GUIDELINES

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The Community Grant Program (CGP) provides residents at CAHEC developments the opportunity to request funding for tangible items. Previously granted items include a gazebo, playground equipment, indoor or outdoor furniture, TV/DVD combo, a bike rack, books and shelves for a library, etc.

Grants may be awarded to fund a single item, or a combination of items, up to a maximum of \$3,000 to \$5,000 (dependent on CAHEC's net equity contribution). Participation is limited to no later than one (1) year beyond the property's fully-qualified occupancy date. After this time, the site forfeits its eligibility for the program. A site must have achieved fully qualified occupancy in order to apply.

Grant proposals must be for items that respond to the collective needs of the residential community. CAHEC requires that the site create a survey, which must be based on CAHEC's template survey and include ideas solicited directly from residents, to identify the greatest areas of need. Surveys must be submitted to CAHEC for pre-approval prior to circulating them to the residents. A majority of residents must submit a completed survey in order for the grant application to be eligible for consideration.

Grant money may not be used to pay existing or future operating expenses associated with awarded grant items. Applying for items that will require on-going costs is discouraged. Items related to site safety or security are not eligible for funding. DVD selections are limited to ten per site.

A property interested in receiving a grant must complete an application and provide the following documents: i) written estimate(s) or invoice(s) for requested items and ii) completed resident surveys. Please note that the survey must follow the template survey provided by CAHEC. Each application must include approval signatures of the owner/owner representative and property/site manager. CAHEC will review and process applications within thirty (30) days of receipt. A property cannot make more than one (1) grant request.

There are two options for selecting a vendor to supply items requested through the CGP. The first is to use a local vendor to price the items and, once approved, receive a third-party check. The second is to price the items using one of the five online vendors approved by CAHEC: Amazon, Lowe's, Sears, Peachtree Business Products, or UpBeat, Inc. Once approved, CAHEC will order the items from the appropriate online vendor to be delivered to the site address.

Approval of CGP proposals is at the sole discretion of CAHEC and is contingent upon the availability of funds.

## RESPONSIBILITIES

### CAHEC

- Train the Community Programs Representative to administer the program
- Provide program forms and marketing materials
- Review CGP applications
- Notify applicants of acceptance/denial
- Provide CGP funding
- Conduct annual on-site evaluation of CGP

### OWNER/COMMUNITY PROGRAMS REPRESENTATIVE

- Market CGP to current/prospective residents
- Survey residents to determine best use of potential CGP monies
- Complete and submit CGP application(s) & supporting documentation

## COMMUNITY GRANT PROGRAM



- Oversee the implementation and maintenance of the granted item(s)
- Pay any remaining costs associated with the item(s) not previously requested to be covered by the CGP
- Coordinate with other organizations to provide supplemental funding if the total projected cost is greater than the maximum allowed
- Confirm payment with all third party agencies
- Complete and submit annual evaluations and provide regular updates of CGP participation

### PROCEDURE FOR IMPLEMENTATION

1. Community Programs Representative markets CGP to all eligible residents
2. Community Programs Representative creates CGP survey with resident input
3. Upon receipt of surveys, Community Programs Representative prices the most popular items
4. Community Programs Representative submits CGP application and supporting documents to CAHEC
5. CAHEC approves or denies application
6. CAHEC pays approved monies to third parties
7. Community Programs Representative oversees implementation and maintenance of granted item(s)