



# Town of South Windsor CONNECTICUT

Citizens

*Matching  
Mini-Grant  
Program  
Intent*

## ***The intent of this matching grant program is to:***

1. Encourage the investment of private dollars to support and fund small-scale projects and programs that will benefit or enhance the Town of South Windsor and its citizenry.
2. Provide a formal method for private money and matching Town funds to be applied toward a small-scale public project or program that will benefit the Town of South Windsor and its citizenry.
3. Create and fund a Town account that can grow from year to year in the event the designated dollars from prior year budgets are not applied to a current project or program.

## ***Criteria for projects or programs:***

The following criteria represent the types of projects or programs for use by and benefit of Town citizens and which the Town Council may approve matching funds under this Program.

1. The creation of a new physical asset.
  - a. Some examples could be a new building or structure, a piece of sculpture for public display or a new walking trail.
2. A project that adds to, improves or renovates an existing physical asset of the Town.
  - a. Some examples are lights for a ball field, annex to a Town building, an additional piece of equipment for a park or playground or the extension of an existing walking trail.
3. Any project intended to enhance or beautify an existing physical asset of the Town.
  - a. Examples are drapery, paint or wallpaper, new plantings in existing flowerbeds, murals in or out of buildings, improved sound system, scoreboard or lighting.
4. The creation of certain programs or programming or other items.
  - a. Examples could be the creation of training programs or computer programs, a stage production for community viewing; generally something requiring creativity.

## ***Eligibility:***

1. The project must be approved by the Town Council.
2. Required Town funds must be available at the time of the approval.
3. The project itself must meet the criteria as listed above.
4. The Town reserves the right, in its sole discretion, to reject applications that, in the opinion of the Town Manager, Town Attorney or Town Council, do not meet the intent and criteria of the Program.
5. Projects on school grounds or related to school activities must first be approved by the Superintendent of Schools.

6. The project or program must be determined to be enjoyed by a significant number of South Windsor residents.
7. The project or program must not create an undue burden on the Town.

***Requirements and priorities:***

1. A Citizens Matching Mini-Grant Application must be completed and approved by the Town Manager and Town Attorney before the Town Council can consider approval of the project or program.
2. The project or program may have been started prior to Town Council approval but will not be funded unless and until it is approved by the Town Council.
3. Projects deemed eligible will be funded on a first-come, first-served basis.
4. The Town Council may choose to fund projects at various levels but generally not more than 50% of the entire project cost.
5. All money required for the complete project, excluding any matching funds approved by the Town Council, must be raised and in hand (not merely pledged) before any Town money is dispersed.
6. The Town Council will set deadlines by which date all funding must be raised and the project completed to the satisfaction of the Town. Failure to meet these deadlines may result in loss or suspension of funding.
7. The value of in-kind services must be agreed to prior to using such calculations in any funding arrangement under this Program.
8. Where in-kind services are utilized, a performance schedule linking disbursement of Town funds to the performance of these services must be approved by the Town as a prerequisite for funding.
9. The maximum grant amount that may be requested per project is \$5,000 regardless of match percentage.
10. The Town Attorney will review each project or program for liability concerns and compliance with State laws regarding financial contributions by local governments, as well as any potential liability imposed upon the Town.
11. Match items can be donated professional services; donated materials or supplies; and volunteer labor or cash. Professional services are valued at the "reasonable and customary rate".



Town of  
**South Windsor**  
CONNECTICUT

Citizens

*Matching  
Mini-Grant  
Program  
Application*

Citizen Donor or  
Fundraising Chair: \_\_\_\_\_ Owner of  
Property: \_\_\_\_\_  
Address where grant end product will be  
located/stored or program conducted: \_\_\_\_\_  
Applicant phone: ( ) - \_\_\_\_\_ Property owner phone: ( ) - \_\_\_\_\_  
Grant amount sought: \$ \_\_\_\_\_ Total cost of project or program: \$ \_\_\_\_\_ Raised to date: \$ \_\_\_\_\_  
Pledged to date: \$ \_\_\_\_\_ Person or Entity Pledged By: \_\_\_\_\_  
Contact Info: \_\_\_\_\_

**Briefly describe your project and which of the four criteria it meets:**

**Describe any work to be completed by contractor(s).** (Attach detailed estimates from all contractors.)

**Describe Fund Raising efforts to date:**

**Describe any work you will be competing privately** (volunteers).

**Describe work completed to date:**

**Describe any Town facilities, equipment, or support work desired by Town staff which you will be requesting:**

**Estimated date of completion:** \_\_\_\_\_  
(Attach project schedule)

**Budget:** Materials: \$ \_\_\_\_\_ Labor: \$ \_\_\_\_\_ Value of In-Kind Services: \$ \_\_\_\_\_  
(This value must be agreed to by the Town if it is to be used for matching purpose.)

**On a separate sheet provide any sketches, photos of similar projects, manufacturer's schematics, or any other supporting details that may better describe your project.**

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools (if required)

\_\_\_\_\_  
Date



**FOR TOWN STAFF USE ONLY**

**Matching Mini-Grant Checklist for Town Manager, Town Attorney, or Town Staff**

Are any permits required?	Yes	No	N/A
Are any bonds required?	Yes	No	N/A
Are any waivers required?	Yes	No	N/A
Will call before you dig be required?	Yes	No	N/A
Do they have the property owner's waivers in writing?	Yes	No	N/A
Do they have the property owner's permission in writing?	Yes	No	N/A
If a school related project, has the Superintendent approved it in writing?	Yes	No	N/A
If any work is done by volunteers, are they insured?	Yes	No	N/A
If the work is done by volunteers, do they need to sign a waiver?	Yes	No	N/A
Has future maintenance been evaluated?	Yes	No	N/A
Will any Town staff need to sign off once complete?	Yes	No	N/A
Will the project interfere with or negatively impact any existing or planned use or program?	Yes	No	N/A