Neighborhood Island Grant Application

Date: **Island Location:**

Name: **Phone:**

Address: **Email:**

Requested Amount ($100-$500)**:**

Description of Improvements:
Sketch of Island Improvements:

By signing below, I understand the Neighborhood Island Grant is a reimbursement grant that pays out in early September. Reimbursement will only be made for improvements made by June 15 and reasonably maintained through August 31. I also acknowledge any required labor and/or water will not be provided by the City.

_____ _____

Signature **Date**

SUBMIT: Merriam Public Works; 6901 Knox St; Merriam, KS 66203; or email rfine@merriam.org.

INTERNAL USE ONLY

Initial Approved By: _____ **Date:** _____

Installation Verified By: _____ **Date:** _____

Final Approval to Pay: _____ **Date:** _____

Spot Inspections

☐ May
☐ June
☐ July
☐ August

Amount $_____

Merriam Neighborhood Island Grant

Merriam.org/neighborhoodisland

Goal: Partner with neighborhoods to improve maintenance of common areas

Program:

- Provide a 100% reimbursement for purchase of preapproved plant material for installation and subsequent maintenance of neighborhood islands
- Maximum reimbursable amount - $500 per island

Eligibility:

- Any of the of 20 existing neighborhood islands
- Reimbursement amount: minimum $100; maximum $500
- Program will only reimburse the cost of plants from the preapproved list
- Contractual labor is reimbursable
- Eligibility of materials not listed will be determined by the Public Works Director
- Applicants don't have to live in the same neighborhood as the island
- Applicants can be approved for multiple islands
- Only one grant will be awarded per island per year
- Applicant assumes all liability during the grant term

Process:

- Public Works manages the program
- Applications must be submitted to Public Works, 6901 Knox St, or rfine@merriam.org.
- No application fee
- Application must be fully complete prior to approval
- Application approval must occur prior to start of reimbursed work
- Applicant must submit a W-9 to the city's finance department prior to application approval
  Please note – the name or names that you put on the W-9 will be the same one(s) that are on your reimbursement check from the City and must match what you report to the IRS. A grant recipient receiving reimbursement(s) from the city of $600 or more will be issued an IRS Form 1099-NEC by the City of Merriam. The reimbursement will be recorded as a grant. All or a portion of your grant reimbursement may constitute taxable income regardless of whether or not you receive a 10-99-NEC from the City. Please consult your tax advisor if you have questions.
  You may e-mail Chi Richardson at crichardson@merriam.org, or mail the form to:
  City of Merriam
  Att: Chi Richardson
  9001 W. 62nd St.
  Merriam, KS 66202-2815
- **All reimbursable plant material must be installed by June 15**

Before reimbursement:

- Applicant provides up to $500 in receipts for installed plant material and contractual labor
- Staff performs a post installation inspection and periodic monitoring to verify ongoing maintenance through August 31