Rockville's Organizing Communities and Neighborhoods

(ROC-N) Matching Grant Program

City of Rockville
Get Into It

Neighborhood Resources - 240-314-8340

The ROC-N Matching Grant Program was established for neighborhood and community groups that need monetary assistance to support projects and initiatives within their neighborhoods or community. The goal of the program is to increase neighborhood connectivity and organizational capacity by engaging residents in various community service projects. The grant program is built upon the premise that the people who live and work in a community are its most valuable resource.

Program Summary

This program provides City funding for a matching grant initiative to be offered to interested citizen groups. Grant funding will be available on a 50/50 match basis (up to $1,000) for any qualified, citizen group association project. Matching funds may be in the form of cash or in-kind services such as volunteer hours, donated supplies or equipment. Those eligible may receive one grant per fiscal year budget period. City staff will review each application for final approval. At the end of the fiscal year (June 30) the Mayor and Council will select and recognize the most outstanding community project based on community involvement and cohesiveness.

Applications for grant projects are required to meet at least one of the following criteria:

- Strengthen and improve neighborhood organizations and citizen groups.
- Improve the appearance of City neighborhoods or the Rockville community.
- Advance inter-neighborhood or community cooperation.

Projects could include, but are not limited to:

- Landscaping or irrigation equipment
- Special events
- Cleanup activities
- Beautification
- Park development/improvement
- After-school activities
- Neighborhood watch programs
- Neighborhood outreach and community service programs

To be eligible, the neighborhood or community organization must:

- Show proof of regular membership meetings.
- Provide a copy of by-laws and/or Articles of Incorporation that includes a list of current officers and a copy of the organizational budget (if applicable).
- Provide evidence of an ability to maintain the project (if applicable).
- Provide evidence of the availability of the required match in the form of dollars or in-kind services for the grant project specified.
- Ensure that the project meets all applicable City laws, codes and policies.
- Complete the attached application.

Organization's Match

Through the ROC-N Neighborhood Matching Grant Program, organizations and their projects are eligible for up to $1,000 each fiscal year. There is a 1:1 match requirement for any amount received from the grant. For every dollar requested from the grant program, the neighborhood must provide matched items that are at least equal to the value of the amount requested. So, if $1,000 is requested, then at least $1,000 of match must be proposed (and provided, if an award is made). At least 25 percent of the match must be in the form of volunteer hours.

Evaluation Criteria	Possible Points
Community Involvement - Project reflects agreement of a majority of the affected neighbors and community (20 points) - Proposal demonstrates direct involvement of residents in all phases (20 points)	40
Tangible Neighborhood Benefit - Project results in an observable physical improvement to the neighborhood or a measurable change in sense of local community (6 points) - Project emphasizes self-help (6 points) - Project emphasizes community involvement (6 points) - Project emphasizes quality of life (6 points) - Project is sustainable (6 points)	30
Project Readiness - Project clearly defines an identified need in the community with attainable goals (4 points) - Project Budget is based on a reasonable, defendable costs and specifications (3 points) - Project is well planned, ready to proceed (3 points)	10
Neighborhood Match - Matching portion of the grant meets the 1:1 requirement (10 points) - Project has a 25% match for volunteer hours (10 points) - Project is matched with 100% volunteer hours (10 bonus points)	30
Total Possible Points	110

Criteria details:

If applicable, community involvement can include collaboration between neighbors and non-residential groups such as businesses, schools, or non-profit organizations in the neighborhood. For physical improvements, sustainability must be addressed.

Selection

The staff committee will review grant applications twice annually on October 15 and April 15 and funds will be disbursed according to funds availability. Funds are appropriated on a yearly basis. Applicants may be asked to provide additional information, if warranted.

Every grant recipient will be asked to sign an agreement that outlines the rules and regulations of the ROC-N grant.

Please contact the Neighborhood Resources Office at 240-314-8340 for further information.

Applicant Information

Applicant Organization or Description

_____

Grant Contact Person

_____

Mailing Address

_____

Day Phone Number Alternate Phone Number

_____

Project Name

_____

Tax/ Business ID Number

_____

Project Information

Primary Objective:

Select the category that best describes this community project.

❑ Neighborhood outreach, organizing and service
❑ Neighborhood preservation and improvements
❑ Special events
❑ Technical and/or equipment purchase

Describe how the project will benefit the community.

Describe how members of your community will be involved in the implementation of this project.

BUDGET WORKSHEET

Directions for budget worksheet:

Lines:

1. Amount you are requesting from the City of Rockville (maximum of $1,000)
2. Amount of cash from neighborhood or community group
3. Total amount of cash for project
4. Amount from Worksheet A
5. Amount from Worksheet B (must equal at least 25 percent of amount in line 1)
6. Total in-kind donations
7. Total project revenue
8. Amount from Worksheet A (amount should equal line 4)
9. Amount from Worksheet B (amount should equal line 5)

10-18. Items and services that are needed, that are not included in Worksheets A and B.

19. Total project expenditure (should equal line 7)

			Amount ($)
Revenues	1	Grant requested from City	1 _____
	2	Cash from neighborhood association or community group	2 _____
	3	Add the amounts in lines 1 and 2, this is your Total Cash	3 _____
	4	Amount of donated materials and supplies (Worksheet A)	4 _____
	5	Amount of volunteer labor (1 hour equals $20) (Worksheet B)	5 _____
	6	Add the amounts in lines 4 and 5, this is your Total In-kind Contribution	6 _____
	7	Add the amounts in lines 3 and 6, this is your Total Project Revenue*	7 _____
Expenses	8	Amount of donated materials and supplies (Worksheet A)	8 _____
	9	Amount of volunteer labor (1 hour equals $20) (Worksheet B)	9 _____

Please list Items and Services to be purchased for implementation of project

10	_____	10 _____
11	_____	11 _____
12	_____	12 _____
13	_____	13 _____
14	_____	14 _____
15	_____	15 _____
16	_____	16 _____
17	_____	17 _____
18	_____	18 _____
19	Add the amounts in lines 8 through 18, this is your Total Project Expense*	19 _____

***Lines 7 and 19 must be equal**

Please fill out lines 10 through 18 with materials or services that will be purchased

ROC-N GRANT WORKSHEET "A"
DONATED MATERIALS AND SUPPLIES

Description of item donated	Name of person or organization donating	Amount or value of donation ($)
	Total	

ROC-N GRANT WORKSHEET "B"
VOLUNTEER LABOR WORKSHEET

Name of volunteer	Brief description of duties	Hours of Volunteer labor
	Total Hours	

(1 hour of volunteer work/labor is valued at $20)