

2011 Innovative Graffiti Prevention Micro-Grant

Application materials for the 2011 Innovative Graffiti Prevention Micro Grant program are attached. These materials will help you through the application process.

- I. Program Information
- II. Application Guidelines and Instructions
- III. Application Coversheet
- IV. General Conditions for Grant Application
- V. Sample Budget Worksheet
- VI. Sample Application Scoring Sheet
- VII. Final Report Outline

Tips to Consider:

- A. Review the enclosed packet thoroughly before preparing your application
- B. Use the application guidelines and instructions as a guide during preparation. Your application needs to be clear and complete.
- C. Check your budget figures for consistency through-out the application and double check calculations for mathematical errors.
- D. Check that all pages are numbered consecutively.

An informational meeting regarding the Innovative Graffiti Prevention Micro Grants program will be held on March 11th, 2011 at 1:00 pm. This meeting will be held at the City of Lakes Building, 309 2nd Avenue South, Room 203, Minneapolis, MN 55401. Attendance at the information meeting is not mandatory, but is strongly encouraged for everyone considering an application. Feel free to submit questions in writing prior to the meeting by mail, fax, or email to: Clean City 612-673-2250, or graffiti@ci.minneapolis.mn.us

Completed applications are due no later than 4:00 pm on March 31st, 2011. Applications must be submitted to:

**City of Minneapolis
Division of Solid Waste and Recycling
Innovative Graffiti Prevention Micro Grants
309 2nd Avenue South, Room 210
Minneapolis, MN 55401**

Applications received after the deadline may not be considered.

A mandatory meeting will be held for all Grantees whose approved project includes artwork as a graffiti prevention technique or will require work in the public Right of Way. Topics covered in this meeting include the Public Art Policy, Minneapolis Sign Ordinance, drafting a legally binding contract between an artist and applicant, the Visual Artists Rights Act (VARA Rights), What is the Permit Process and When is a Permit Required. Additional information regarding the date and time of this meeting will be provided in your acceptance letter.

If you need this document in an alternative format, or would like to have a complete packet mailed to you please notify Clean City offices by fax, email or mail. Please allow a reasonable amount of time for accommodations.



2011 Innovative Graffiti Prevention Micro Grants Program Information

Program Purpose

The City of Minneapolis, Division of Solid Waste and Recycling has announced the availability of “micro grants” for innovative prevention of gang related graffiti in 2011. The intent of the program is to assist communities and neighborhood-based organizations with community projects that have an emphasis on anti-graffiti education, prevention and abatement while addressing locations throughout the City that are chronically vandalized with gang related or other types of graffiti. These grants are intended to be used as reimbursed “Seed Money” for manageable projects that will lead to larger, more ambitious projects in the future.

This program is intended to aid the City of Minneapolis in reaching its Five-Year goal of A Safe Place to Call Home: Guns, Gangs, Graffiti Gone.

Type of Projects & Limitations

Micro-Grants may be used for projects located in your Community. Examples include landscaping and beautification projects, streetscape amenities such as lighting and facade improvement projects, replacement of frequently graffitied privacy fences with green walls, education projects designed to teach the Graffiti Hurts curriculum or an alternative, and projects designed to harness artistic talent and create art based careers or positively engage youth at risk for gang involvement. Eligible projects must be located within and focus on the City of Minneapolis.

Application Procedure

Currently, a total of \$150,000 is available. Requests for funding should not exceed \$10,000 per project. Non-profit organizations, neighborhood associations, faith based organizations, business associations, Public, Private and Charter schools in Minneapolis, Minneapolis Libraries, Minneapolis Park and Recreation Board, owners of property routinely vandalized by graffiti, or organizations that serve Minneapolis residents and businesses who have the capacity to adhere to the program requirements are encouraged to apply. Applicants can submit one or more applications for different projects; however, no more than one project per fiscal agent will be funded.

Each request will be evaluated and scored based on the enclosed 2011 Innovative Graffiti Prevention Micro Grant Sample Application Scoring Sheet.

Final funds for each project will be released after the Final Report is received and approved by Solid Waste and Recycling. Up to 10% of the total award may be reimbursed for the purchase of supplies prior to the Final report being received. An itemized list of supplies and receipt of purchase are required for reimbursement of supply costs. The early reimbursed amount will be deducted from the final reimbursement.

Requests for additional information must be done in writing. If you have questions please contact **Angela Brenny** or **Susan Young** at graffiti@ci.minneapolis.mn.us or by fax 612-673-2250.

If you plan to use artwork as a graffiti deterrent and would like assistance in identifying an artist for your project please contact **Mary Altman**, Public Arts Administrator, at mary.altman@ci.minneapolis.mn.us or by phone at 612-673-3006.

2011 Innovative Graffiti Prevention Micro-Grant Application Guidelines and Instructions

Eligible Applicants:

Non-profit organizations, neighborhood associations, faith based organizations, business associations, Public, Private and Charter schools in Minneapolis, Minneapolis Libraries, Minneapolis Park and Recreation Board, and any other organizations that serve Minneapolis residents and businesses who have the capacity to adhere to the program requirements. Applicants can submit one or more applications for different projects; however, no more than one project per fiscal agent will be funded.

Private property owners are encouraged to apply individually or through their neighborhood association.

Funding Amount/Appropriate Expenses

- Up to \$10,000 per fiscal agent
- Projects must leverage matching in-kind or cash funds.
- Funds may be used for materials, supplies, printing, education dissemination, salaries, outreach expenses and other items and agreed to and outlined in the grant application and award document.
- Ineligible costs include purchase of some equipment such as computers, monitors, printers, fax machines, telephones, or similar equipment, activities that occur before the execution or after the expiration of the program, or any activity that does not serve to further the goal of Graffiti Prevention, Graffiti Eradication or Graffiti Education.

Proposal Minimum Requirements

The City of Minneapolis intends to fund graffiti related initiatives that support Minneapolis residents and business owners in preventing graffiti, removing graffiti, or educating about the negative effects of graffiti. Applications that include activities focusing on the prevention of gang related graffiti will be given a higher priority. However, applications for the prevention of other types of graffiti will still be accepted.

- Actions result in meaningful, measurable steps. These funds are not meant to be used for future planning or research projects. See Project Measurement Requirements.
- Project has a realistic timeline
- Project budget is clear
- Size and character of target audience is identified
- Project activities must be centered on Minneapolis

Project Measurement Requirements

Each program must include comparable measurements so that each individual project can be compared on a larger scale to all projects. Measurements must take place before your activities begin and after your activities are completed. Measurements must be completed by December 31st, 2011 and be included in your Final Report.

Prevention of Graffiti

1. Graffiti Study Area (i.e. 2-block radius from intended target)
2. Number of graffiti sites prior to project activities
3. Number of graffiti sites after project activities
 - a. Three weeks after project activities

- b. Six weeks after project activities
- 4. Number of sites for each physical graffiti prevention installation.
- 5. Location of each physical graffiti prevention installation.
- 6. Photograph of installation site prior to installation.
- 7. Photograph of installation sites after installation.
 - a. Mural
 - b. Trellis
 - c. Vegetation
 - d. Trellis and Vegetation
 - e. Mosaic
 - f. Lighting
 - g. Rapid Removal
 - h. Other (must specify)
- 8. Number of participants in each of the following categories
 - a. 6 – 13 years
 - b. 14 – 18 years
 - c. 18 – 27 years
 - d. 27 years and older

Removal of Graffiti

- 1. Graffiti Focus Area (i.e. boundaries of removal area)
- 2. Number of graffiti sites prior to removal activities
- 3. Number of graffiti sites after removal activities
 - a. Three weeks after removal activities
 - b. Six weeks after removal activities
- 4. Number of graffiti sites 6 weeks after removal activities
- 5. Graffiti removal timeframe
 - a. Less than 24 hours
 - b. Less than 72 hours, but more than 24 hours
 - c. More than 72 hours
- 6. Number of participants in each of the following categories
 - a. 6 – 13 years
 - b. 14 – 18 years
 - c. 18 – 27 years
 - d. 27 years and older

Education about Graffiti

- 1. Graffiti Study Group (same participants should be used in both surveys)
- 2. Survey questions and rating scale
- 3. Summary of survey answers before education activities
- 4. Summary of survey answers after education activities
- 5. Number of participants in each of the following categories
 - a. 6 – 13 years
 - b. 14 – 18 years
 - c. 18 – 27 years
 - d. 27 years and older

Participation

- 1. Total number of volunteers
- 2. Total number of volunteer hours

3. Total number of paid staff
4. Total number of paid staff hours
5. Total number of engaged community members

Funding

1. Total amount of in-kind funding
2. Total amount of cash funding
3. Total amount of grant funding

Organizational Capacity

- Organization: Provide a short description of your organization, major activities, numbers served and number of years in existence. Describe similar or relevant activities and connections with the community to be served.
- Key Project Staff: Include the title, responsibilities, and qualifications of key program staff. Also list which staff member will be in charge of the project.
- Grant Management Experience: Briefly describe your previous grant management experience

Program Activities

- Present a narrative of your project. Indicate the type of graffiti your project will focus on or the type of graffiti most prevalent in your target area.
- Timeline: Provide a schedule for project implementation including pre and post graffiti measurements.
- Provide a geographic description of the area to be served, such as neighborhood boundaries, or any other defined area. Include intended locations for projects that include physical graffiti prevention installations.
- List the number of intended benefactors of the project. If known, include the age distribution, racial/ethnic composition of the population and/or income distribution of the target population.
- Describe your community partners and their role (if any)
- List the anticipated number of volunteers and the anticipated number of volunteer hours
- List the anticipated number of paid staff and the anticipated number of work hours.

Outcomes

- Primary Goals: State 1-4 goals that you expect to accomplish as a result of the project and the intended final outcome of each goal.
- Activities for Each Goal: Describe the steps or actions you plan to take to implement the project and related goal.
- Effectiveness of Chosen Activities: Please explain why each activity will be effective for your target population and what the expected benefits are.

Budget

- Budget: Include detailed budget outline (see Sample Budget Worksheet)
- Describe matching in-kind or cash funds

Evaluation Criteria

The Review Committee will review all applications received by April 15th, 2011. Applications will be scored according to the enclosed Innovative Graffiti Prevention Micro Grant Sample Application Scoring Sheet. Applications focusing on the prevention of gang related graffiti and/or areas with a high level of need will be given a higher priority.

Grant Agreement

Each grant recipient must formally enter into a grant agreement. The grant agreement will address the conditions of the grant award, including the implementation of the project and a final report. The Grant agreement is a legally binding document. Grant recipients are expected to keep accurate financial records for the project.

Payment

Payment of the award amount will be made after all project activities have been satisfactorily completed, and the Final Report has been submitted and approved. Up to 10% of the total award amount may be reimbursed at an earlier time for the purchase of supplies. An itemized list of supplies, including their cost and receipt of purchase is required for reimbursement. The reimbursed amount will be deducted from your final reimbursement.

Tentative Program Timeline

March 11 th , 2011 @ 1:00 pm	Program Information Meeting (optional)
March 31 st , 2011 by 4:00 pm	Grant Applications Due
No later than April 15 th , 2011	Announcement of Final Decision
April 20 th , 2011 @ 1:00 pm	Artwork and Permitting Meeting (required for Grantee's using Artwork or working in the Right of Way)
On or After April 15 th , 2011	Execution of project (start of activities)
December 31 st , 2011	Expiration of project (project completion)
January 13 th , 2012 by 4:00 pm	Final Reports Due, including all financial information
January 27 th , 2012	Eligible funds released

Program Information Meeting (not required)

An optional informational meeting for all applicants will be held on March 11th, 2011 at 1:00 pm in Room 203 of the City of Lakes buildings, 309 2nd Avenue South, Minneapolis, MN 55401. Attendance at the pre-application meeting is not mandatory, but strongly recommended. The purpose of this meeting is to answer any questions regarding the application content or program purpose. Feel free to submit questions in writing prior to the informational meeting by fax or email. Fax: 612-673-2250 Email: graffiti@ci.minneapolis.mn.us

Artwork and Permitting Meeting (required if using Artwork or working in the Right of Way)

This meeting is mandatory for all approved projects that include artwork as a graffiti prevention technique or whose project will require a permit. Topics include: Public Art Policy, Minneapolis Sign Ordinance, drafting a legally binding contract between an artist and applicant, the Visual Artists Rights Act (VARA Rights), What is the Permit Process? and When is a Permit Required?

How to submit your Application

Send one original application plus four (4) copies to the address below. The application must arrive by 4:00 pm on March 31st, 2011. Late applications may not be considered. No faxed or emailed applications will be accepted. Mail or hand-deliver to:

**City of Minneapolis
Division of Solid Waste and Recycling
Innovative Graffiti Prevention Micro Grants
309 2nd Avenue South, Room 210
Minneapolis, MN 55401**



Innovative Graffiti Prevention Micro-Grants
Application Cover Sheet

Applicant: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Contact Person: _____

Title: _____

Amount Requested: \$ _____

Total Project Costs: \$ _____

Please attach your completed Grant Application. Be sure to include the need for the project and its anticipated benefits, community support for the project, an anticipated timetable for completion, and your intended measurement techniques. Also attach a detailed budget of anticipated expenses for the project, including amounts and sources of all matching cash or in-kind funds.

Please note that final project funds will be released only after receipt and approval of the Final Project Report by Solid Waste and Recycling Services. Up to 10% of the total award may be reimbursed for the purchase of supplies prior to the Final report being received. An itemized list of supplies with a receipt of purchase is required for reimbursement of supply costs. The reimbursed amount will be deducted from your final reimbursement.

Applications should be mailed to:

City of Minneapolis
Division of Solid Waste and Recycling
Innovative Graffiti Prevention Micro Grants
309 2nd Avenue South, Room 210
Minneapolis, MN 55401

Faxed or emailed applications will not be accepted



2011 Innovative Graffiti Prevention General Conditions for Grant Application

The General Conditions are terms and conditions that the City expects all of its Award Recipients to meet. By applying, the Grant Applicant agrees to be bound by these requirements unless otherwise noted in the Grant Application. The Grant Applicant may suggest alternative language to any section. Some negotiation is possible to accommodate the Grant Applicant's suggestions.

1. City's Rights

The City reserves the right to reject any or all Grant Applications on the basis of the evaluation criteria outlined in the Application Guidelines.

2. Interest of Members of City

The Applicant agrees that no member of the governing body, officer, employee or volunteer or agent of the City shall have any interest, financial or otherwise, direct or indirect, in the Project.

3. Equal Opportunity Statement

Applicant agrees to comply with the provisions of all applicable federal, state and City of Minneapolis statutes, ordinances and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59 and Chapter 363A, and Minneapolis Code of Ordinances, Chapter 139, incorporated herein by reference.

4. Non-Discrimination

The Applicant will not discriminate against any employee or volunteer or applicant for employment or volunteerism because of race, color, creed, religion, ancestry, sex, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment or volunteerism, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

5. In the event of the Applicant's noncompliance with the non-discrimination clauses of this Project, this Project may be canceled, terminated, or suspended, in whole or part, and the Applicant may be declared ineligible by the Minneapolis City Council from any further participation in City Projects in addition to other remedies as provided by law.

Hold Harmless

6. The Applicant agrees to defend, indemnify and hold harmless the City, its officers and employee or volunteers, from any liabilities, claims, damages, costs, judgments, and expenses, including reasonable attorney's fees, resulting directly or indirectly from any negligent act or omission of the Applicant, its employee or volunteers, its agents, in the performance of the work or services provided by or through this Project or by reason of the failure of the Applicant to fully perform, in any respect, any of its obligations under this Project. If an Applicant is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statutes, section 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes, Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

Assignment or Transfer of Interest

7. The Applicant shall not assign any interest in the Project, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City, provided, however, that claims for award money due to the Applicant may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice to any such assignment or transfer shall be furnished to the City. The Applicant shall not reassign services under this Project without prior written approval of the City Department Project Manager designated herein.

8. General Compliance

The Applicant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Project.

9. Performance Monitoring

The City will monitor the performance of the Applicant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Project. If action to correct such substandard performance is not taken by the Applicant within a reasonable period of time after being notified by the City, Project termination procedures will be initiated. All work submitted by Applicant shall be subject to the approval and acceptance by the City Department Project Manager designated herein. The City Department Project Manager designated herein shall review each portion of the work when certified as complete and submitted by the Applicant and shall inform the Applicant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

Independent Applicant

10. Nothing contained in this Project is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee or volunteer between the parties. The Applicant shall at all times remain an independent Applicant with respect to the work and/or services to be performed under this Project. Any and all employee or volunteers of Applicant or other persons engaged in the performance of any work or services required by Applicant under this Project shall be considered employee or volunteers or sub-Award Recipients of the Applicant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employee or volunteers or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of Applicant.

Accounting Standards

11. The Applicant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Project.

Retention of Records

12. The Applicant shall retain all records pertinent to expenditures incurred under this Project for a period of six years after the resolution of all audit findings, with the exception that such records shall be kept for a period of ten years after both the terms of a monitoring agreement have been fulfilled and all audit findings have been resolved for abatement programs. Records for non-expendable property acquired with funds under this Project shall be retained for six years after final disposition of such property.

Data Practices

13. The Applicant agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Applicant must immediately report to the City any requests from third parties for information relating to this Project. The City agrees to promptly respond to inquiries from the Applicant concerning data requests. The Applicant agrees to hold the City, its officers, and employee or volunteers harmless from any claims resulting from the Applicant's unlawful disclosure or use of data protected under state and federal laws.

14. All Grant Applications shall be treated as non-public information until the Grant Applications are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Project with the selected Applicant. At that time, the Grant Applications and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

Inspection of Records

15. All Applicant records with respect to any matters covered by this Project shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

Applicable Law

16. The laws of the State of Minnesota shall govern all interpretations of this Project, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the

County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Applicant.

Conflict and Priority

17. In the event that a conflict is found between provisions in this Project, the Applicant's Grant Applications or the City's Request for Grant Applications, the provisions in the following rank order shall take precedence: 1) Project; 2) Grant Applications; and last 3) Request for Grant Applications (only for Projects awarded using GRANT APPLICATION).

Conflict of Interest/Code of Ethics

18. By signing this Project, the Applicant agrees that it will not represent any other party or other client which may create a conflict of interest in its representation with the City. If the Applicant is unclear if a conflict of interest exists, the Applicant will immediately contact the City department Project manager and ask for an interpretation.
19. Applicant agrees to comply with the City's Code of Ethics, City Code of Ordinances, and Chapter 15. Applicant certifies that to the best of its knowledge all City employees or volunteers and officers participating in this Project have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code of Ethics constitutes grounds for the City to void this Project. All questions relative to this section shall be referred to the City and shall be promptly answered.

Ownership of Materials

20. All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Project shall become the property of the City upon final approval of the final report or upon request by the City at any time before then. The City may use, extend, or enlarge any document produced under this Project without the consent, permission of, or further compensation to the Applicant.

Intellectual Property

21. Unless the Applicant is subject to one or more of the intellectual property provisions in sub-section (a), (b) or (c) below, the City owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in any "Work" created, in progress, produced or completed and paid by this Project. Work covered includes inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, or other media.
22. All Work under this Project will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Project. The Applicant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

For Artwork: The City shall possess and own the Public Artwork to be provided by the Applicant. The Applicant retains all other rights provided through the Copyright Act of 1976, 17 U.S.C. Section 101 et. seq. to the Public Artwork.

- a. Since the artistic designs leading up to and including the final design and dimension of the Public Artwork are unique, the Applicant shall not make any additional, exact duplicate reproductions of the final design and dimension, nor shall the Applicant grant to a third party, the right to replicate the artistic designs and dimensions of the Public Artwork, without the written permission of the City.
- b. The Applicant grants to the City and its successors or assigns, an irrevocable license to make two-dimensional reproductions of the Public Artwork and the final designs to be used in brochures, media, publicity and catalogs or other similar, non-profit publications.
- c. The Public Artwork and designs developed under this Project shall be the exclusive property of the City and will be surrendered to the City upon the completion of the Public Artwork or upon the cancellation, termination or expiration of this Project.
- d. If the Public Artwork prepared under this Project is work or service provided by the Applicant using a proprietary system for which the Applicant has proprietary rights, then the City will not own or

claim the Public Artwork as the City's exclusive property. The Applicant represents and warrants that said work or service does not and will not infringe upon the proprietary or any intellectual property rights of any other persons or entities.

23. For Licensed Software: Applicant retains ownership, intellectual property rights and title to its software. Applicant also retains proprietary rights to documentation, manuals and related documents associated with its software. Applicant also retains ownership, title and interest in all intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in any "work" created, produced or completed as a result of this Agreement. "Work" shall be limited to inventions, improvements, discoveries, computer programs or specifications developed as a result of the City's receipt of the license key or the access code to, and installation of the software.
- a. All rights of the City to use the software are indicated with particularity in the "License and Maintenance Agreement" between the Applicant and the City, attached hereto and made a part of this Project. Any additional terms or conditions regarding intellectual property rights, ownership rights confidentiality and indemnification shall be in accordance with the License and Maintenance Agreement.
 - b. The City understands and agrees that upon the expiration or termination of this Project, the Applicant will cancel the license key or access code and the software will be disabled or removed.
 - c. Applicant recognizes and agrees that reports, data, diagrams and other results and outcomes from the City's use of the software and the information and data entered into the software by the City is retained by the City as its property.
24. For specifically commissioned development of intellectual technology: Subject to sub-paragraph (i), "Pre-existing Technology" below, the City will own all right, title and interest in and to any "work" that is specifically commissioned for development under this Project. Subject to the ownership rights in the preceding sentence and in the pre-existing technology paragraph below, the Applicant will retain property rights to all "know-how", data processing techniques, software documentation, diagrams, specifications, schematics or blueprints developed by the Applicant. The Applicant grants the City a perpetual, non-exclusive, non-transferable license to use any of the foregoing for its internal purposes.
- a. (i) Pre-existing Technology: Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Project. This Project does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it is to acquire no rights under this Project to the other party's pre-existing, intellectual property, other than any limited right explicitly granted in this Project.
 - b. (ii) Data-Ownership: The City is the sole owner of all information, data, algorithms, policies or programs used by the Applicant in designing, developing and producing the "Work" that is the subject of this Project.
 - c. Further Assurances: Each party agrees to cooperate with the other party and take all reasonable actions required to vest and secure in such party all ownership rights, including all intellectual property rights as may be indicated in this Project.



2011 Innovative Graffiti Prevention Micro-Grant
Anticipated Budget Work Sheet

Anticipated Budget Work Sheet

Personnel	Grant Dollars	In-Kind or Alternate Funding
<i>Staff Person Name, Title, Hours, Wage</i>	\$	\$
Total Salary/Wages	\$	\$
Total Staff Costs	\$	\$

Supplies		
<i>Specify Line Items</i>	\$	\$
Total Supplies	\$	\$
Contractual		
<i>Specify Line Items</i>	\$	\$
Total Contractual	\$	\$

Other Expenses		
<i>Mileage, Rate per Mile is \$0.55</i>	_____ X 0.55 = \$	_____ X 0.55 = \$
<i>Equipment Rental</i>	\$	\$
<i>Printing</i>	\$	\$
<i>Postage</i>	\$	\$
<i>Specify Other Line Items</i>	\$	\$
Total Other Expenses	\$	\$

Total Direct Costs	\$	\$
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Indirect Admin / Overhead		
<i>Should not exceed 10% of Direct Costs</i>	\$	\$

Total Project Costs	\$	\$
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Budget Instructions

Personnel: Identify specific staff time allotted to the project

Supplies: Identify necessary supplies for the project and their anticipated cost

Contractual: Include services to be provided under contract with another party

Other Expenses: Itemize each category of expenses (e.g. anticipated 500 miles of travel from office to project sites at \$0.55 cents/per mile; printing 1000 flyers at \$0.25 cents each, etc.)

Indirect Administrative Costs/Overhead: Room rental for meeting at \$50.00, etc.



**2011 Innovative Graffiti Prevention Micro-Grant
Application Scoring Sheet**

Evaluation Section	Possible Points	Points Given	Comments
Description of Program Activities			
Organization is a qualified applicant: Non-Profit Organization, Neighborhood Association, Faith Based Organization, Business Association, School, Park and Recreation Center, other Organization that serves Minneapolis residents and/or businesses, owner of property routinely vandalized by graffiti.	Pass / Fail		
Level of Need. Determined using the Neighborhood of the target area(s). Based on the number of documented graffiti incidents per capita using the 2010 census and 2010 Graffiti statistics and/or number of graffiti incidents per annum for location intended to receive physical prevention installation.	25		
Focus on Prevention of Gang Related Graffiti. Extent to which application specifically includes measurable steps to prevent gang related graffiti, eradicate gang related graffiti, or offer education for the prevention of gang related graffiti within the timeframe allowed.	20		
Project tasks, work plan and timeline are consistent with grant purpose and guidelines.	5		
Benefiting community is clearly described and their participation and support level has been described. Application explains that project activities are centered on Minneapolis residents, business owners or visitors.	5		
Project is original, pioneering and innovative.	15		
Outcomes			
Outcomes. Clear description of outcomes, measurements, evaluation and tracking methods related to the prevention or eradication of all graffiti the education about graffiti. Specifies how outcomes will be measured. Outcomes are realistic, time specific, and relate to the target community. Explains how outcomes fit into program objectives.	10		
Project leaders have the capacity to successfully complete the project, including the capacity to collect data for the outcome evaluation	10		
Budget			
Extent to which the budget is clear and consistent with the project activities and consistent with the grant use and restrictions.	10		
Grant dollars will be matched 1:1 with in-kind or cash funds.	Pass / Fail		



Innovative Graffiti Prevention Micro-Grant 2011 Final Report

The Minneapolis 2011 *Innovative Graffiti Prevention Micro Grant* supported efforts that focused on community based projects for engaging Minneapolis residents, business owners and youth to take concrete actions to reduce, prevent, and eradicate graffiti. These final reports are important in helping the City improve future outreach efforts.

Final Report Due: January 13th, 2012 by 4:00pm

Delivered or Mailed to:

City of Minneapolis
Innovative Graffiti Prevention Micro Grant Program
309 2nd Avenue South, Room 210
Minneapolis, MN 55401

Name of Organization: _____

Contact Name: _____ Phone: _____ Email: _____

Project Update

- 1) Provide a brief recap of the project.
- 2) Described what worked well and why, and what did not work and why.
- 3) Describe challenges and ways you overcame them, include ideas for the future.

Project Budget

Provide an itemized expense sheet that shows how the grant award was used. Attach all applicable receipts for purchases. List all other sources of funding. Include both in-kind and cash funding and amounts.

Measuring and Evaluating Results

Provide statistics from each applicable measurement category.

Prevention of Graffiti

1. Graffiti Study Area (i.e. 2-block radius from intended target)
2. Number of graffiti sites prior to project activities
3. Number of graffiti sites after project activities
 - a. Three weeks after project activities
 - b. Six weeks after project activities
4. Number of sites for each physical graffiti prevention installation.
5. Location of each physical graffiti prevention installation.
6. Photograph of installation site prior to installation.
7. Photograph of installation sites after installation.
 - a. Mural
 - b. Trellis
 - c. Vegetation
 - d. Trellis and Vegetation
 - e. Mosaic
 - f. Lighting
 - g. Rapid Removal
 - h. Other (must specify)

Measuring and Evaluating Results – continued

8. Number of participants in each of the following categories
 - a. 6 – 13 years
 - b. 14 – 18 years
 - c. 18 – 27 years
 - d. 27 years and older

Removal of Graffiti

1. Graffiti Focus Area (i.e. boundaries of removal area)
2. Number of graffiti sites prior to removal activities
3. Number of graffiti sites after removal activities
 - a. Three weeks after removal activities
 - b. Six weeks after removal activities
4. Graffiti removal timeframe
 - a. Less than 24 hours
 - b. Less than 72 hours, but more than 24 hours
 - c. More than 72 hours
5. Number of participants in each of the following categories
 - a. 6 – 13 years
 - b. 14 – 18 years
 - c. 18 – 27 years
 - d. 27 years and older

Education about Graffiti

1. Graffiti Study Group (same participants should be used in both surveys)
2. Survey questions and rating scale
3. Summary of survey answers before education activities
4. Summary of survey answers after education activities
5. Number of participants in each of the following categories
 - a. 6 – 13 years
 - b. 14 – 18 years
 - c. 18 – 27 years
 - d. 27 years and older

Photographs

Photographs of your installation projects, participating volunteers, and activities are a great way to pass along the benefits of your project. If possible, please submit at least two (2) photographs with your Final Report.

Additional Comments

Comment on what the City can do to make future projects more successful. Include all other information that you would like to provide.

Make sure to attach your final invoice to the City for eligible expenses