



# NEIGHBORHOOD MOW & MAINTENANCE PROGRAM

## Program Background

The Neighborhood Mow & Maintenance Program supports innovative community groups and organizations in fundraising efforts through mowing and maintaining vacant properties owned by the Calhoun County Land Bank Authority (CCLBA). This program provides opportunities for groups to earn funds for neighborhood organizations, youth group activities, field trips, mission trips, outreach programs and other events or community efforts. The program provides excellent exposure for the purposes of publicizing your group and its partnership with the community.

## Earning Potential

The Neighborhood Mow & Maintenance Program pays a seasonal stipend for one mowing season. A minimum sign up of 20 vacant properties is required and properties should be mowed at least every three weeks, in exchange your group will receive a stipend of \$3,000.00. The program kicks-off in April and ends in October (dependent on the weather). The typical mowing season lasts from April 30 through to October 20.

**20 properties for one season = \$3,000.00 !!!**

## Details

A group is defined as an established entity with a Federal Identification Number (IRS form W-9) and a bank account or exists under an organization that does. Proof of liability insurance is required, details on this item are explained more in the application. Additionally, a signed liability release form will be required of all group participants, or their parents/guardians, if under age 18. A group leader and co-leader (must be 18 or over) will need to submit an application. Groups are required to provide their own equipment, tools, fuel and supplies. For most properties, lawn mowers and weed trimmers would be sufficient, although rakes, yard waste bags and shovels would be handy. Gloves, goggles, appropriate footwear and other safety measures are recommended and are the responsibility of the group. In the event that severe weather impacts the program for a sustained period, the CCLBA reserves the right to adjust the stipend amount.

## Application Submission

Applications and required documents must be submitted by March 16, 2017.

Questions? Call 269-781-0777.

### Email your materials to:

[landbank@calhouncountymi.gov](mailto:landbank@calhouncountymi.gov)

Include in subject line:

Neighborhood Mow & Maintenance

(PDF Format Preferred)

### Mailing Address:

Calhoun County Land Bank Authority

Neighborhood Mow & Maintenance Program

315 W Green St

Marshall MI 49068

Deadline for submissions: **March 16, 2017**

A complete application includes:

- Application Forms
- W-9
- Highlighted Map

Submissions should be sent to:

**Hard Copy**

Calhoun County Land Bank Authority  
Neighborhood Mow & Maintenance Program  
315 W Green St  
Marshall MI 49068

**OR**

**Electronic Copy**

[landbank@calhouncountymi.gov](mailto:landbank@calhouncountymi.gov)

Include "Neighborhood Mow & Maintenance Program" in subject line

PDF Format Preferred





# NEIGHBORHOOD MOW & MAINTENANCE APPLICATION

## APPLICANT INFORMATION

Name of Group: \_\_\_\_\_

Address of Group: \_\_\_\_\_

Parent Organization (if applicable): \_\_\_\_\_

Estimated number of adult participants: \_\_\_\_\_ Number of participants under age 18: \_\_\_\_\_

Name of Leader: \_\_\_\_\_ Co-leader: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

## ORGANIZATION TYPE Attach W-9

- |   |   |
|---|---|
| <input type="checkbox"/> Block Club                       | <input type="checkbox"/> Non-Profit (501c3) |
| <input type="checkbox"/> Church or Faith-based Group      | <input type="checkbox"/> School Group       |
| <input type="checkbox"/> Community Development Corp (CDC) | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> Neighborhood Association         |   |

## AREA OF DESIRED ASSIGNMENT

Indicate the area or neighborhood you wish to work in. Please highlight the area on the attached map.

\_\_\_\_\_

Requested number of properties (minimum 20): \_\_\_\_\_

Are you open to working in other neighborhoods within the greater area should your preferred area be unavailable? **Y** or **N**

Fund Raising Goal \$ \_\_\_\_\_

## INSURANCE INFORMATION

Name of Insured (either group applying or parent organization): \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Upon assignment of properties, the CCLBA will need to be added as an additional insured on the policy for the duration of the program and a **certificate of insurance** will need to be provided to the CCLBA before work begins. Your carrier can assist you with this routine requirement.

Likewise, a **waiver of liability form** will be required of all participants before work begins. A parent or guardian will need to sign for participants under 18. Forms will be provided to the group leaders after property assignments have been determined.



## MOW & MAINTENANCE

Often vacant lots and other unoccupied properties become a magnet for trash and other debris. In partnering with the CCLBA, your group will make a positive contribution to your community by caring for properties in your neighborhood and surrounding area. The investment of your group in cleaning these properties encourages good stewardship of other properties. For most properties, lawn mowers and weed trimmers will be your primary tools. Rakes, yard waste bags and shovels are handy items to have available as well. Gloves, goggles, appropriate footwear and other safety measures are recommended and are the responsibility of the group. The group is required to provide their own equipment, tools, fuel and supplies. If you encounter a potentially hazardous item during clean-up, please work around the item and notify the CCLBA.

Properties must be maintained regularly. Regular check-ins with the CCLBA will be required. CCLBA staff will conduct random site inspections throughout the season to evaluate the program. Additionally, local code compliance regularly monitors and reports to the CCLBA problem properties. Any fraudulent submissions will result in immediate dismissal from the program.

The CCLBA will provide instructions on how to submit for payment after your application is approved and your properties are assigned. Each mow is one time through every property in your assignment. After the first mow, your group may request 10% of the stipend in order to have funds available for fuel and supplies for the season. Remaining mows will be submitted on one final bill at the end of the season. In the event that severe weather impacts the program for a sustained period, the CCLBA reserves the right to adjust the stipend amount.

## APPLICANT'S SIGNATURE AND AFFIRMATION

I hereby affirm by my signature affixed hereto that I understand the Neighborhood Mow & Maintenance Program as detailed herein, that I have the authority to sign on behalf of the organization applying, and that all the materials which I have submitted and answers I have provided are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

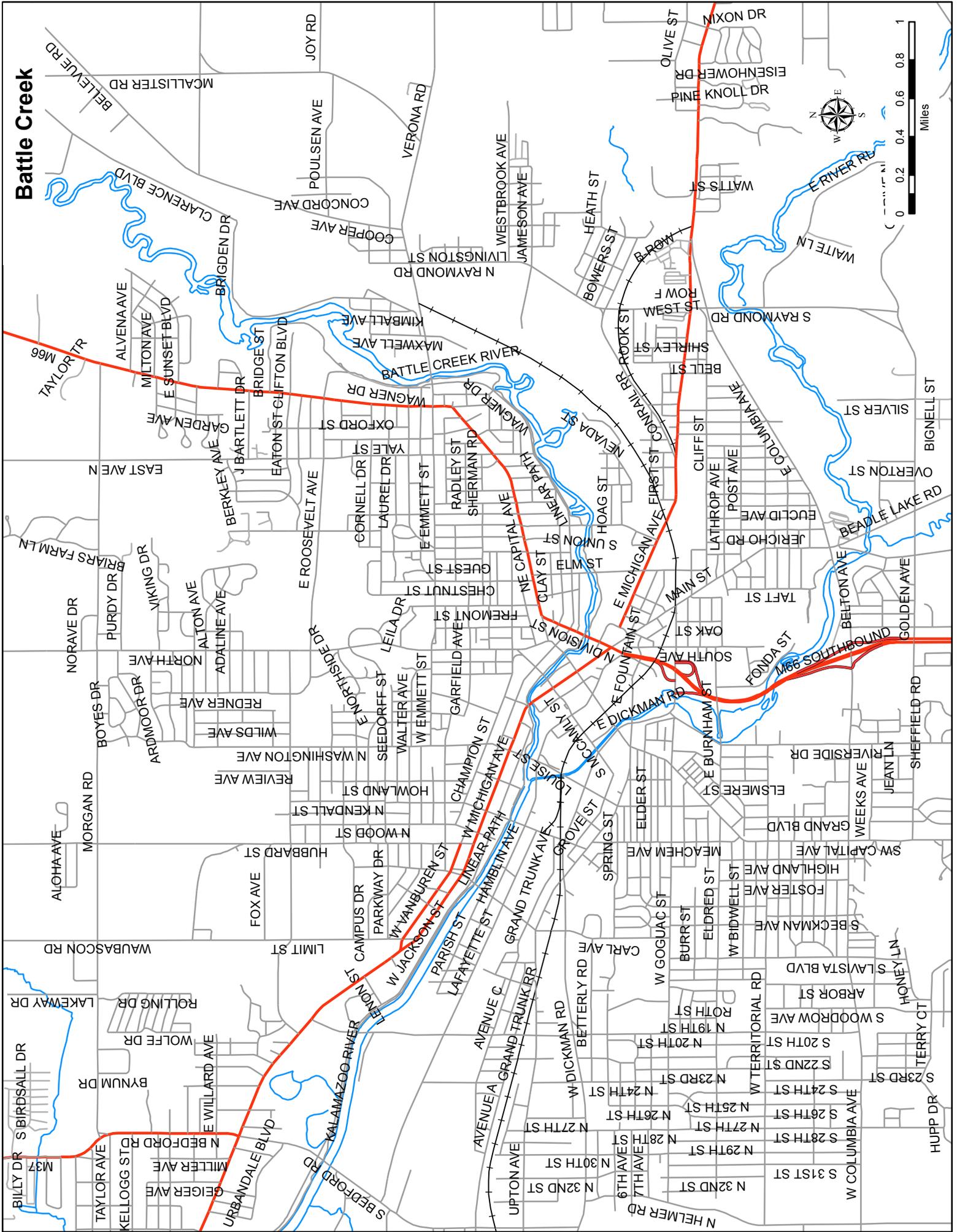
\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

*Be sure to submit W-9 and highlighted map with your completed application!*

STAFF USE ONLY:	NOTES:	DATE:	Staff:
<input type="checkbox"/> W-9 / # of lots <input type="checkbox"/> Insurance info <input type="checkbox"/> Signatures	_____ _____ _____		

# Battle Creek



# City of Albion

