



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 purpose 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 assignment 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 \$3,600.00. This program kicks-off in April and ends in October.

20 properties for one season = \$3,600.00 !!!

Details

An eligible group is defined as an established entity based in Calhoun County with a Federal Identification Number (IRS form W-9) and a bank account, or exists under an organization that meets that criteria. 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 by 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 will 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 15, 2023.

Questions? Call 269-781-0777.

Email your materials to:

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 15, 2023**

A complete application includes:

- Application Forms
- W-9

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

Include “Neighborhood Mow & Maintenance Program” in subject line

PDF Format Preferred





NEIGHBORHOOD MOW & MAINTENANCE APPLICATION

Name of Group: _____

Address of Group: _____

Parent Organization (if applicable): _____

Estimated number of adult participants: _____ Estimated number under age 18: _____

Name of Leader: _____ Name of 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

- Albion
- Battle Creek

ABOUT YOUR GROUP (you may attach this information on a separate sheet if necessary)

What is the mission of your group and its history?

What is the group hoping to fund with the earnings from this program?

What equipment does your group have to utilize for this program?

Share your plan for completing the work in your assigned area, including: how your group will work together; how the work will be coordinated among your crew; and if applicable, how youth participants would be engaged in the efforts.

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 any problem properties. Any fraudulent submissions will result in immediate dismissal from the program.

GETTING PAID

The CCLBA pays at the end of the season, which historically works for most participants. However, for those who need support with fuel and supplies, an early payment out of the stipend can be requested after two full mows. This option will be covered in full at the start of the program. In the event that severe weather impacts the program for a sustained period, the CCLBA reserves the right to adjust the stipend amount.

INSURANCE INFORMATION

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.

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.

Leader Signature

Date

Co-Leader Signature

Date

Be sure to submit W-9 with your completed application!

STAFF USE ONLY

NOTES: