



# FIRST COLONY

COMMUNITY ASSOCIATION

## Neighborhood Matching Funds

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The Neighborhood Matching Funds Program is sponsored by First Colony Community Association (FCCA) in an effort to promote community involvement. The Program allows neighborhoods to offset expenses of certain projects (i.e. landscaping, lighting, etc) by submitting an application to FCCA for consideration of financial assistance. The Association allocates a certain dollar amount each year to assist neighborhoods with these projects. A Committee reviews all applications and determines funding for projects that meet the need of the neighborhood, the community, and the Association.

### Program Information & Guidelines

1. FCCA has allocated a total of \$20,000 in 2008 for the Neighborhood Matching Funds Program.
2. Selected projects are eligible to receive a maximum of \$5,000 of the allocated funds.
3. Matching funds that are approved will be matched dollar-for-dollar by FCCA, up to \$5,000. If the total cost of the project is more than \$10,000, the remaining portion will be the responsibility of the neighborhood.
4. Neighborhoods are only able to receive matching funds every three (3) years. If a neighborhood submits an application and does not receive funding, they may apply again the next year. If a neighborhood submits an application and DOES receive funding (any amount), they may apply again in two years in order to be funded for the third year.
5. When reviewing applications, preferences may be given to neighborhoods that meet the following criteria:
  - Neighborhood(s) that have not previously received matching funds
  - Neighborhood(s) that have not received funds for the longest period of time
  - Projects that benefit more than one neighborhood
6. Projects involving private property are not eligible for matching funds.
7. The Matching Funds Program is intended to provide neighborhoods with assistance in performing neighborhood enhancements, not for routine maintenance related issues.
8. Projects that have already been initiated are not eligible for matching funds.
9. The project should be viable to the community, neighborhood, and FCCA. There is no guarantee that an application will be selected.
10. Assistance with projects is available through FCCA's Landscape and / or Operations Departments. The Association can assist the neighborhoods with obtaining design proposals and cost estimates. Contractors for FCCA projects must meet minimal insurance requirements for the Association. Minor irrigation modifications costing less than \$400 will be provided by FCCA. Major re-design of landscape areas requiring significant irrigation modifications of \$400 or greater will be at the cost of the neighborhood using their voluntary funds. FCCA landscape contractor must install and/or modify irrigation. FCCA does not replace or maintain seasonal color.

## Funding Neighborhood Projects

1. Neighborhoods must have at least 50% of the projects funding in place by January 31. The FCCA Finance department will confirm a neighborhood's available funds at that time.
2. In order to raise funds for the project, a Neighborhood Fund can be set up through FCCA to collect funds. Neighborhood Reps. will need to create a one (1) page flyer/information sheet to be inserted in the assessment billing. The flyer will ask for a voluntary contribution from each homeowner in the neighborhood. If the homeowner elects to contribute to the voluntary fund, that money will be set aside in the respective neighborhood fund. Typically, Neighborhood Reps. request \$5 - \$30 per household to fund future projects. The Neighborhood Fund can be used not only for the Matching Funds Program, but any other Neighborhood expense (i.e. socials, holiday decorations, meetings, etc).
3. If the money collected does not meet the minimum requirement for the project (50% of the project cost) by January 31, the money in the fund can be used for other neighborhood expenses or saved for a future Matching Funds request. An application must be re-submitted the next year for consideration of the project.

## Application Procedure

1. Applications must be submitted by a Neighborhood Representative.
2. Please include visuals and additional information (drawings, photographs, cost estimates, etc.) with the completed application.
3. As applicable, the submittal of an FCCA Modification Request may be required.
4. Neighborhood Representatives are expected to coordinate project ideas, gather costs and design information, and submit completed application prior to the deadline.
5. All applications shall be submitted by mail, fax or walk-in no later than **5:00 pm Friday, September 26, 2008** to the following address:

First Colony Community Association  
Matching Funds Program  
4350 Austin Parkway  
Sugar Land, Texas 77479

6. For questions regarding the Matching Funds Program, please contact Alice Fish at (281) 634-9557 or e-mail [alicef@firstcolony.org](mailto:alicef@firstcolony.org).

## Important Dates

Application Deadline	September 26, 2008
Assessment Billing Insert Deadline	October 1, 2008
Projects Funds (50%) must be secured	January 31, 2009

For more information regarding the Matching Funds Program, please contact  
Alice Fish, FCCA Community Relations Coordinator  
(281) 634-9557  
[alicef@firstcolony.org](mailto:alicef@firstcolony.org)



# FIRST COLONY COMMUNITY ASSOCIATION

## Neighborhood Matching Funds Application

Neighborhood: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Neighborhood Representative(s): \_\_\_\_\_

Are all the Neighborhood Rep(s) aware of this application submittal? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated Project Budget \$ \_\_\_\_\_

Neighborhood Funds Currently Available \$ \_\_\_\_\_

Matching Funds Requested \$ \_\_\_\_\_

Estimated Project Timeframe \_\_\_\_\_

Does the project benefit more than one neighborhood? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list which neighborhoods the project will benefit and why:

\_\_\_\_\_  
\_\_\_\_\_

### Projects Specifications

Please provide a detailed description of the project. As applicable, include photographs, conceptual drawings, contractor proposals/cost estimates, materials list, site map, etc. Attach an additional sheet of paper if you need more space for the project description.

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\_\_\_\_\_  
\_\_\_\_\_

All applications should be submitted to FCCA by mail or walk-in no later than  
**5:00 pm Friday, September 28, 2007**

First Colony Community Association 4350 Austin Parkway Sugar Land, Texas 77479 [www.firstcolony.org](http://www.firstcolony.org)