



# CITY OF CASSELBERRY, FLORIDA

Community Development Department | Planning Division

---

95 Triplet Lake Drive, Casselberry, Florida 32707 | [planning@casselberry.org](mailto:planning@casselberry.org)

## NEIGHBORHOOD IMPROVEMENT GRANT PROGRAM (NIGP)

### PURPOSE

The Neighborhood Improvement Grant Program (NIGP) was established by the City Commission in 2013 to encourage residents and neighborhoods via their Homeowner's Associations (HOAs) to beautify their homes and communities. Born out of a committed partnership between the city and voluntary residents, the program focuses on enhancing the exterior of residential areas.

For the 2024-2025 fiscal year, the City has allocated \$25,000.00 for project funding. There are two funding opportunities available:

1. Home Improvement Grant for qualifying applicants that own, occupy, or rent single-family homes (detached), duplexes, or mobile homes within Casselberry;
2. Neighborhood (HOA) Improvement Grant for eligible contractual Homeowners' Associations.

The grant works on a reimbursement basis with a 50% match up to \$2,500.00. For example, if the project costs \$1,000.00, the city will reimburse \$500.00. If a project costs \$5,000, the city will reimburse \$2,500. However, if the project costs \$10,000.00, the city will only reimburse \$2,500.00.

### ELIGIBILITY

#### Contractual HOAs

- Must have existed for at least one year (365 days) and collect dues from residents.
- Each HOA can apply for one grant per year for two consecutive years, with a break in the third year.

#### Homeowners

- Eligible if you own, occupy, or rent single-family homes (detached), duplexes, or mobile homes within Casselberry.
- Renters must have written permission from the property owner.
- Each household may apply for one project, but property owners with multiple homes are limited to one grant.
- Previous grant recipients can apply again after three years, with preference given to those not awarded previously.

*Properties with open code violations or unpaid utilities will not be eligible.*

## REQUIRED DOCUMENTS/INFO

### General

- Property Survey or Aerial (2024) Showing Project Location
- Photos of Existing Conditions
- Provide three quotes for the project, including one from a local business owner in Casselberry. The more detail you provide, the better. Ensure that the quotes match in terms of the work being proposed. For example, if one quote is for a 4x4 glass window, the others should also specify a 4x4 glass window—not a different size.
  - The quote should include: the address of the business, the total cost of the project, and a detailed breakdown of the specific work to be done and its associated costs.
- A copy of homeowner's insurance
- Written responses to the following questions:
  1. *How does the project improve the neighborhood's appearance? What makes the project site more attractive?*
  2. *How does the project align with the program's purpose?*
  3. *In what ways does it increase property or neighborhood value?*
  4. *To the best of your knowledge, does the project comply with City regulations?*
  5. *Can you describe the current condition of the project site?*
  6. *Does the project support local businesses by including at least one quote from a business in Casselberry?*
  7. *Is this project a one-time expense, or will it require ongoing maintenance? How will you ensure the project is maintained?*
  8. *Is the project designed to last? What is its expected lifespan before it needs to be replaced?*

### For HOAs:

- Proof of a neighborhood group (e.g., meeting minutes or participant signatures).
- Evidence that the project area is common land owned by the HOA.
- Notarized minutes from the HOA board meeting, including:
  - Project name
  - Motion and vote details
  - Project design specifications
  - A designated lead contact for the project.

### Before Reimbursement is Issued:

- Completed W-9 Form
- Photos of the completed project
- Proof of payment (e.g., canceled checks or bank statements). If costs exceed the initial quotes, updated invoices must be provided.

## TIMELINE

- Grant Applications Open: October 24, 2024 (available online via CitizenServe only)
- Applications Due: December 31, 2024
- Scoring & Recommendations: January 2025 (staff review for City Commission)
- City Commission Approval: February 2025 (applicants notified about funding)
- Project Deadline: August 2025 (all projects must be completed, and reimbursement requests submitted)
- 

For any questions, contact the Planning Division at [planning@casselberry.org](mailto:planning@casselberry.org).