



Neighborhood Improvement Program



Project Application

DUE: Monday, April 9, 2018 by 5:00 p.m.

Email/Mail/Drop-Off:

Community and Human Development Department, Neighborhood Services Division
City 3 - 801 Texas Ave., 3rd Floor - El Paso, TX 79901

Email: neighborhoodservices@elpasotexas.gov

Phone: (915)212-1681

Today's Date: _____

1) Representative District where proposed project will be located:

2) Neighborhood/Civic Association Name:

3) First Contact Person:

Second Contact Person:

Name/Title: _____

Name/Title: _____

Address: _____

Address: _____

Zip: _____

Zip: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

4) Please Check: *(To the best of your knowledge)*

- Yes No Is your association currently registered with the City of El Paso?
- Yes No Was your association awarded a project in the previous NIP round?
- Yes No Is your proposed project on City-owned property?

5) Location of Project: *(ex. Park name, physical address or street names)*

6) Project Goal Statement: *(1-sentence that states the main goal of the requested project)*

7) Project Background: *(1-4 sentences that explain the community need for the requested project AND how the project will address that need)*

8) Project Scope Description: *(1-6 sentences that describe the project scope. Please be as detailed as possible, and if applicable, include quantities, distance measurements, and/or desired specifications for project items.)*

9) Project Map: *(1-page map marking the proposed location(s) of project item(s).)*

Included as attachment

10) Project Site Photos: *(1-4 pictures of what the current site looks like)*

Included as attachment

11) Project Illustration: *(1-4 pictures of a similar project to replicate or a rendering of envisioned project)*

Included as attachment

12) How did the association agree upon this project request? *(Check all that apply)*

Voted upon at neighborhood meeting

Neighborhood survey

Referred to NIP by City Representative

Other: _____

Please Note:

- It is strongly advised that you refer to the NIP Guide frequently as you complete this application. The NIP Guide is available on the City of El Paso's website at:
www.elpasotexas.gov/community-and-human-development/neighborhood-services/neighborhood-improvement-program
- NIP applications compete for funding with all other applications from the same Representative District.
- Incomplete or illegible portions of this form will NOT be reviewed and may result in rejection of the application.
- Applicants will receive periodic notices from the Neighborhood Services Division regarding the status of their project application throughout the review process.
- Upon request, the Neighborhood Services Division may assist associations with the application process (ex. assistance with maps, photos, etc.)
- If you have any questions regarding the NIP or this application form, please contact Neighborhood Services Division staff.