

MATCHING GRANT PROGRAM

PROGRAM PURPOSE

The purpose of the Matching Grant Program is to support Friendswood businesses and HOAs willing to improve the appearance of their business and/or property, which in turn will enhance the appearance of Friendswood.



Table of Contents

About Keep Friendswood Beautiful 1

Beautiful

Program Overview 2-3

Application Requirements 4

How to Get Started 5

Ineligible Projects and 6-7

Maintenance Agreement

Selection Criteria 8

Application 9-11

About Keep Friendswood Beautiful

Keep Friendswood Beautiful (KFB) plans, coordinates, and manages beautification and environmental projects, while engaging the community through education and outreach. The organization recommends budget and project priorities to City Council, pursues grant funding opportunities, and provides recommendations for conserving and protecting natural resources.

The Matching Grant Program is one way KFB invests back into the community—partnering with neighborhood HOAs and local businesses to enhance the appearance of Friendswood. KFB selects the grant recipient and works closely with them to track project progress, offering guidance and recommendations drawn from the committee’s expertise in engineering, landscaping, and native planting. KFB also supports additional initiatives as requested by City Council to promote the beauty and sustainability of Friendswood.



Program Overview

General Information

The Matching Grant Program is a partnership between Keep Friendswood Beautiful (KFB), the City of Friendswood, and local businesses or homeowner associations (HOAs) to initiate appearance improvements and beautification projects that enhance community pride. KFB provides reimbursement for approved appearance improvement or beautification projects (up to \$2,000), with the business/HOA matching the contribution through cash or in-kind donations. In-kind contributions may include volunteer labor, donated materials, professional services, or other local resources. Grants are awarded on a 50/50 matching basis, with a maximum KFB participation of \$2,000 per project.

Friendswood Business/HOA Match Requirements

For every dollar requested from KFB, the applicant must provide an equal or greater value in matching funds or in-kind contributions.

Example: If a \$1,000 grant is requested, the applicant must contribute at least \$1,000 in matching items (cash, professional services, donated materials, or volunteer labor).

- The type and value of the match must be appropriate to the project's needs and will be determined by KFB.
- City staff assistance or City funds cannot be counted as part of the match.
- Volunteer labor can be valued at up to \$34.79/hour.
- Professional services can be valued at a reasonable and customary rate, not exceeding \$30/hour.
- All matches must be pledged and secured, with the donor's contribution clearly described and signed on the Application Form to confirm commitment.

Eligible Volunteer Activities

- Site preparation, painting, removing and planting landscaping.
- Volunteer hours must be supported with photographs and cost comparisons to contractor bids for the same work.
- Volunteer labor should be cost-effective compared to hiring a contractor; values exceeding contractor bids will not be accepted.
- Volunteers must be at least 13 years old for their hours to count toward the match.
- Planning, project management, and application preparation time are not eligible as volunteer hours.

Program Overview

Who Can Apply?

- Organized and active homeowner associations and businesses located within Friendswood city limits. Applicants must demonstrate available funds to cover the entire project cost before reimbursement.
- Example: For a \$6,000 project, with a \$2,000 KFB reimbursement, the applicant must show evidence of \$6,000 in available funds to cover the total cost.

Eligible Projects

- Must be located within Friendswood city limits.
- Must meet and comply with all City codes and ordinances.
- Any project cost increases beyond the approved grant amount will be the responsibility of the applicant and will not be funded by the KFB grant.

Examples of Eligible Projects

- Entryway signage enhancements or replacements
- Entryway landscaping installation or upgrades
- Lighting improvements for public-facing areas
- Median beautification and landscape upgrades

Timeline



**Upon project completion, KFB will contact the applicant to schedule a photo opportunity, and City staff will arrange for disbursement of the matching grant funds.*

Application Requirements

Project Overview

- Detailed project description
- Proposed timeline and detailed budget
- Proposed volunteer value (if applicable)

Site & Design Documentation

- Photos of the project site
- Final bids with landscape and/or design plan
- Design plan with plant list, quantities, and measurements
- Information on existing irrigation (if applicable)
- Specifications sheet for lighting improvements
- Design plan showing surrounding infrastructure

Regulatory & Compliance

- Evidence of required permits and compliance with all City codes
- Contractors must be registered with the City of Friendswood

Contacts & Coordination

- Contact information for Project Coordinator and Secondary Contact

Support & Maintenance

- Maintenance agreement covering 5 years beyond project completion
- Meeting minutes indicating HOA Board support and participation (if applicable)

How to Get Started

- 1 Review the *Program Overview* in full.
- 2 Contact the Program Coordinator early to discuss the program, available resources, and project eligibility.
- 3 Engage your neighbors to determine and select a community project. Keep attendance records and meeting minutes for inclusion with your application.
- 4 Consult with relevant City departments (e.g., Parks and Recreation) to discuss project details based on the selected project type.
- 5 Designate a Primary Project Coordinator and a Secondary Contact.
- 6 Submit a complete application by the deadline. Allow up to one month for review, scoring, and selection. All applicant groups will be notified of the results.
- 7 If your project is selected, a notice to proceed will be issued, and an in-person meeting will be scheduled before the project begins.



Ineligible Projects & Maintenance Agreement

Ineligible Projects

- Projects with no public benefit (not visible or accessible from major streets)
- Projects that have been previously funded through this program
- Events, education programs, or public art installations
- General maintenance (e.g., landscaping, irrigation repairs, tree trimming)
- Projects lacking adequate funding to be completed
- Projects that promote special interests
- Projects that conflict with City ordinances or with current/planned community investment projects

Maintenance Agreement

Failure to Meet Maintenance Obligations:

In the event the Grant Recipient fails to satisfy the maintenance and performance obligations set forth in this Grant Application, including the continued upkeep of the approved beautification improvements for the required maintenance period, the City of Friendswood and/or Keep Friendswood Beautiful shall give written notice of such default and provide the Grant Recipient a period of 30 days to cure the same. If the Grant Recipient fails to cure the default within such cure period, as determined in the City's sole discretion, the City of Friendswood and/or Keep Friendswood Beautiful shall terminate the Grant Agreement.

Upon termination, the Grant Recipient shall reimburse the City of Friendswood within thirty (30) days for grant funds previously disbursed based upon the following:

Year of Non-Compliance	Percentage to be Reimbursed
2026	100%
2027	100%
2028	75%
2029	50%
2030	25%

Ineligible Projects & Maintenance Agreement

Failure to Meet Maintenance Obligations (continued):

Any reimbursement amounts not timely paid shall accrue interest at the rate specified in Section 2251.025 of the Texas Government Code.

In addition, any Grant Recipient found to be in violation of the terms and conditions of this Grant Application shall be ineligible to apply for or receive future Keep Friendswood Beautiful matching grant funding for a period of two (2) years following such violation.

Selection Criteria

Community Benefit & Impact (60 Points Total)

- Addresses a problem or need by improving the appearance of the business or neighborhood – 15 pts
- Accessible to the public and nearby residents – 15 pts
- Visible from public view – 15 pts
- Provides substantial and lasting neighborhood or business benefit – 15 pts

Project Planning (30 Points Total)

- Evidence of broad and diverse support and participation – 10 pts
- Well-planned and thoroughly researched – 10 pts
- Commitment statement from the neighborhood or contract with a maintenance company to maintain the project for at least 5 years – 10 pts

Bonus Points (Up to 10 Points)

- Use of volunteer labor – 4 pts
- First-time applicant – 3 pts
- Native plant incorporation - 3 pts

Application

Submittal Instructions:

Mail or deliver the completed form by December 15, 2025, to:

*City of Friendswood
Parks and Recreation Department – Keep Friendswood Beautiful
910 South Friendswood Dr.
Friendswood, Texas 77546*

Date: _____

Name of Business/Company/HOA: _____

Mailing Address: _____

Primary Project Contact: _____

Position within Business/Organization: _____

Phone Number: _____

Email: _____

Secondary Project Contact: _____

Position within Business/Organization: _____

Phone Number: _____

Email: _____

Project Location/Address: _____

Project Summary:

Application

Applicant Statement

I, _____, wish to apply for the City of Friendswood, Keep Friendswood Beautiful Matching Grant Program. I understand that:

- The grant will not exceed \$2,000, even if the project costs are greater than the match amount.
- The grant is designed to assist with beautification projects, not fully fund any one project.
- The grant may be revoked if the approved project is modified without KFB Board approval.
- The program will not fund any cost increases beyond the pre-approved estimates.
- The project must be completed within 5 months of KFB approval.
- All required permits must be obtained prior to beginning the project.
- Grant funds will be disbursed after project completion has been approved.

By signing this application, for and on behalf of the applicant, I/we understand and agree that if awarded the grant, the applicant shall comply with the requirements of the Keep Friendswood Beautiful Matching Grant Program Guidelines, including, but not limited to, the maintenance and grant refund obligations.

Applicant/Owner Signature: _____ Date: _____

Required Supplemental Material (attach to application)

- Detailed project description
- Site photos
- Bids/quotes
- Project timeline
- Budget
- Proposed volunteer value (if applicable)
- Maintenance agreement (minimum 5 years)
- Meeting minutes of board approval (if applicable)

Winning Project – Required for Final Payment

- After photos of completed project
- Receipts/documentation of expenditures
- Final budget
- Volunteer hours and photos (if applicable)

Application

Project Monitoring:

KFB will monitor the winning project from beginning to end.

Application Window:

- Applications accepted: February 15 - March 15, 2026
- Notification of award: March or April 2026
- Project completion deadline: July 1, 2026

Funding Decision (for KFB use)

Approved Approved with Conditions Denied

Approved for \$ _____

Date: _____

KFB Chair Signature: _____

Director of Parks & Recreation Signature: _____



KEEP FRIENDSWOOD BEAUTIFUL

THANKS

QUESTIONS?

EMAIL: REC@FRIENDSWOOD.COM

CALL: 281-996-3220