



# Community Investment Fund

## City of Hastings

### PROGRAM INFORMATION, GUIDELINES AND APPLICATION INSTRUCTIONS

Contact:

Parks & Recreation Director Chris Jenkins  
651-480-6175  
[cjenkins@hastingsmn.gov](mailto:cjenkins@hastingsmn.gov)

# **HASTINGS**

## **COMMUNITY INVESTMENT FUND**

### **PROGRAM INFORMATION, GUIDELINES AND APPLICATION INSTRUCTIONS**

#### **SECTION 1: GENERAL PROVISIONS**

##### **A. Purpose**

This is about community partnership. The City will use the Community Investment Fund (CIF) to create vibrant, community-supported, public projects. Vibrant projects contribute to a strong quality of life, sense of place, and Hastings' identity. Community-supported projects demonstrate public awareness, civic engagement, and/or local momentum. Public projects are open and available for public use and enjoyment.

##### **B. Funding Amount**

The City of Hastings has budgeted \$100,000 for this program in 2026. Applications will be accepted on an ongoing basis and should be submitted by March 2, May 4, August 11, and November 16 in order to be on the agenda of the next Finance Committee meeting. Applications will be accepted as long as funds are available. There is not a maximum grant award; however, the City may limit grants in order to fund multiple project applications. Matching dollars are not required by the CIF program but will help demonstrate community support, as well as help the CIF funds go further to partner with multiple projects. The City may carry-over any unused CIF funds to the following year, and the City may budget additional funding to the CIF.

#### **SECTION 2: ELIGIBILITY CONSIDERATIONS**

##### **A. Location**

Eligibility for the Community Investment Fund is for projects within Hastings city limits and on public property.

##### **B. Eligible Projects**

Projects should be community-supported public amenities. Examples include (but not limited to):

- a. Streetscape beautification and walkability.
- b. Enhancements to parks or athletic facilities.
- c. Trails and non-motorized infrastructure.
- d. Public art.
- e. Improved access to public amenities.
- f. Tourism amenities.
- g. Historic preservation or commemoration.
- h. Studies to investigate otherwise eligible projects.
- i. Seed funding for pilot projects.

### **C. Ineligible Projects**

Examples of ineligible projects:

1. Projects not located within Hastings city limits.
2. Projects not located on public property.
3. Projects that won't be completed by December 31, 2027.
4. Direct support of a private business.
5. Ongoing operating expenses.
6. Expenses incurred prior to application/approval.

## **SECTION 3: APPLICATION PROCEDURES**

Applications will be accepted on an ongoing basis and should be submitted by March 2, May 4, August 11, and November 16, 2026 in order to be on the agenda of the next Finance Committee meeting. Applications will be accepted as long as funds remain available. Incomplete applications will not be accepted.

### **A. Preliminary Meeting**

Prior to submission of an application, the potential applicant is encouraged to meet with City staff to discuss the proposed project and CIF requirements. Contact Parks & Recreation Director [Chris Jenkins](#) with questions (651-480-6175 or [cjenkins@hastingsmn.gov](mailto:cjenkins@hastingsmn.gov)).

### **B. Application Format**

Applicants shall submit a CIF application package consisting of the following:

- a. Completed CIF Application form, including any supplementary information.
- b. Documentation of community engagement or support (such as surveys, letters of support, or funding commitments).

### **C. Application Submittal**

The completed application and all required attachments shall be submitted electronically to:  
Parks & Recreation Director Chris Jenkins  
[cjenkins@hastingsmn.gov](mailto:cjenkins@hastingsmn.gov)

## **SECTION 4: REVIEW PROCESS**

### **A. Review and Recommendation**

City staff will review the application for completeness and verification that the proposed project meets the standards and eligibility requirements of the program. Incomplete or ineligible applications will be denied, and the applicant will be notified.

Once an application is deemed complete, staff will schedule the grant application for review by the Finance Committee of the Council. Depending on the nature of the proposed project, other City commissions may also review. For example, the Parks Commission may review proposals for park or athletic facilities. Applicants are encouraged to attend the meeting(s) to provide additional information and/or answer any questions by committee members.

## B. Evaluation Criteria

The Finance Committee will consider the following criteria in its review:

- **Defined and focused project** – Has the project been thought-through and ready to proceed? Is the application complete?
- **Impact on community** – How would the project contribute to a strong quality of life, sense of place, and/or Hastings' identity?
- **Demonstrated community engagement and support** – What public awareness, civic engagement, and/or local momentum does the project have? This may include letters of support and may include financial or in-kind commitments. Matching dollars are not required by the CIF program but will help demonstrate community support.
- **Partnership** – Does the project strengthen community collaboration and partnership?
- **Budget** – Is the project's budget thought-through and realistic?
- **Ongoing operation/maintenance** – Have ongoing operation and maintenance costs been reasonably estimated?
- **Timeline** – Is the project's timeline realistic, including significant milestones and completion date (no later than December 31, 2027)?
- **Project location** – The project must be located within Hastings city limits and must be located on public property.
- **City Compliance** – The project must follow City codes and obtain city permits before commencement of work and disbursement of funds.

## C. Formal Review

The City Council will consider the project application with recommendations from the Finance Committee of the Council and any City commissions. The City Council will decide funding awards and grant agreement, as well as siting on City property or ongoing ownership and responsibility by the City. Applicants are encouraged to attend the meeting(s) to provide additional information and/or answer any questions.

## SECTION 5: DISTRIBUTION OF FUNDS TO APPROVED APPLICANTS

### A. Evidence of Expenditures and Disbursement of Funds

CIF disbursements will be negotiated between the City and the Applicant. Depending on the nature of the approved project, disbursements might be structured as a reimbursement, advance funding, direct payment by the City, or the project managed by the City. In any case, use of CIF funds is expected to comply with purchasing policies, competitive pricing, and documentation.