



# Love Your Community

## Shoreline Community Grant Program

Do you have an idea to  
make community a better place?

The City of Shoreline wants to help you with funding from the Love Your Community Grant Program.

### WHO CAN APPLY?

Love Your Community funding is available to community groups for projects that build and strengthen connections within Shoreline. People of all backgrounds, ages, and abilities are encouraged to apply.

### HOW MUCH FUNDING CAN APPLICANTS ASK FOR?

The minimum amount is \$200, and the maximum is up to \$1,000. We expect the average grant to be between \$200 to \$500.

Applications are accepted on a rolling basis from February through September 2020. They will be reviewed by a committee made up of community members. We recommend applying 4 to 6 weeks before an event or project.

**City staff is available to support applicants every step of the way.**

**To discuss your idea or ask questions, contact:  
Constance Perenyi, Neighborhoods Coordinator  
cperenyi@shorelinewa.gov, 206-801-2253.**

**Application available at: [shorelinewa.gov/communitygrant](http://shorelinewa.gov/communitygrant)**



Love Your Community Grant is a pilot project approved by the Shoreline City Council for 2019-2020.

# Love Your Community Grant Program Guidelines

The purpose of this funding is to foster community connections. It opens more equitable access for community groups that have not had the opportunity to apply for city grants before.

## Who should apply?

Shoreline residents who are part of:

- Community groups
- Cultural groups
- Senior groups
- Youth groups
- Faith-based organizations

## Who is not eligible?

- Individuals not working with a group
- Political organizations
- Any of the 14 recognized Neighborhood Associations in Shoreline

## What are project criteria?

- Projects must serve the purpose of fostering community connections
- Can be completed within 2 months of when your project is approved
- Can be documented with receipts, invoice, and brief final report

## What projects are not eligible?

- Projects/events that do not engage or benefit the community
- Projects/events outside Shoreline city limits

## WHAT CAN BE FUNDED?

Cultural events, educational opportunities, trainings, art projects, and social gatherings are examples of what you can propose to bring your community together.

Be creative!



# Applying for a Love Your Community Grant is easy

- Step 1** Come up with an idea and work with others in your community to build a plan.  
Is your community eligible to receive funding? Does your idea meet project criteria? How much time do you need to plan? Who in your community will help?
- Step 3** Create a budget.  
What resources do you need? Where can you get them and how much will they cost? How do you want to pay for them?
- Step 4** Complete and submit the application.  
Submit your application 4 to 6 weeks before your planned event or project.
- Step 5** Wait to hear if your application has been accepted.  
It will be reviewed by a committee made up of community members. We will contact you with any questions. You will receive notification within 3 weeks of submission of your application.

If your project is approved, work with City staff to get started. Complete your project within 2 months of your award date, or by December 7, 2020, whichever comes first.

Wrap up your project with a brief report and photos. These must be submitted to the City within 30 days after your event or project end date.

## Questions?

If you have questions at any point during the process, contact:  
Constance Perenyi, [cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov), 206-801-2253  
or Suni Tolton, [stolton@shorelinewa.gov](mailto:stolton@shorelinewa.gov), 206-801-2256



## Examples of projects likely to get funded

- ◆ Cultural Events
- ◆ Community Potlucks
- ◆ Know Your Rights Trainings
- ◆ Community Safety Events
- ◆ Intergenerational Art Projects
- ◆ LGBTQIA+ Social Events
- ◆ Renters' Rights Workshops
- ◆ Community Building Events in Multi-Family Housing

## BUDGET AND PAYMENT

What can you ask to be funded? Eligible costs include:

- \* supplies and materials, including printing
- \* training costs, including consultant services
- \* food, including serving ware
- \* rentals, space and equipment

- Alcohol is not an eligible cost.

- Purchase of durable goods, such as tables and sound systems, cannot be funded with this grant, but rental costs for project use can be.

### How is payment made for project expenses?

Successful applicants have different options for covering costs. Please indicate your choice on the application. The options are:

#### Option 1: Reimbursement

Grant recipients will pay for all materials, supplies, and services approved in the grant. Recipients will then submit an invoice and receipts to the City of Shoreline for reimbursement. Note that a W-9 tax form may be required.

#### Option 2: Advance Payment

Grant recipients can request a check from the City ahead of time to cover costs. Recipients need to submit an invoice and receipts, and will pay back any unspent grant money. Note that a W-9 tax form may be required.

#### Option 3: City Pays Vendors Directly

In certain instances, the City can pay vendors directly. This must be arranged with the Neighborhoods Coordinator in advance.

## PREPARE AND SUBMIT YOUR APPLICATION

The application is available in a fillable Word format online at  
[shorelinewa.gov/communitygrant](http://shorelinewa.gov/communitygrant)

Complete it and save as a Word document. Submit only one way.

You can send your saved Word document by email to [cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov)

OR you can print your application and mail to

Constance Perenyi  
Neighborhoods Coordinator, City of Shoreline  
17500 Midvale Avenue North  
Shoreline, WA 98133

OR you can deliver your printed application in person to Shoreline City Hall, address above. Deliver to the 2nd Floor, Community Services Desk.

**QUESTIONS? Contact Constance Perenyi at 206-801-2253**  
**[cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov)**

## **FREQUENTLY ASKED QUESTIONS**

### **What if we need help with this application?**

Please contact: Constance Perenyi, [cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov), 206-801-2253; or Suni Tolton, [stolton@shorelinewa.gov](mailto:stolton@shorelinewa.gov), 206-801-2256. If you need translation support, we can help arrange that.

### **Are there deadlines to submit an application?**

Applications are accepted on a rolling basis until September 30, 2020. That means you can submit any time you are ready. We do recommend applying at least 4 to 6 weeks before an event or project. You must be able to complete your project within two months of when your project is approved.

### **Who will review our application?**

Applications are reviewed by a committee of Shoreline residents from different communities in the City.

### **How is our application evaluated?**

Please see the attached form reviewers will use to evaluate all applications.

### **When will we find out about whether our proposal will be funded?**

You will receive notification within 3 weeks of submission of your application.

### **What if our request is denied?**

You will get a full explanation and comments from the review committee. You will also have a chance to make changes and submit your application again.

### **What is a W-9 form, and why is it required?**

IRS Form W-9, or Request for Taxpayer and Identification Number and Certification, asks for your name, address, and social security number. The City of Shoreline is required to have a W-9 form on file for everyone who gets a check from the City. This applies to grant recipients who request reimbursement or advance payment for approved grant expenses. W-9 forms are kept securely by the Finance Department. The amount you receive as a grant is not reported as earned income to the Internal Revenue Service.

### **Can we apply for more than one grant?**

Yes, under two conditions: there is still money available; and if your first grant is successful and you want to build on what you have started in your community. Please contact us to discuss further before you start work on a second application.

# SAMPLE APPLICATION

## Love Your Community Grant Application

Date: March 15, 2020                      Amount Requested: \$400

Group Name: Pink Triangle Supper Club

Contact Name: Chris Smith

Address: 1234 Meridian Avenue N, Shoreline, WA 98133

Phone: 206-200-1234                      Email: c.s.1234@gmail.com

Project Title: Coming Out Stories

1. Describe your project or event idea. (50 words)

We want to host an intergenerational dinner in Shoreline for LGBTQ people before Pride Week. Over pizza and dessert, we'll share our stories of coming out.

If you are proposing an activity or event, specify:

Date: Sunday, June 21, 2020

Location Name: Richmond Highlands Recreation Center

Location Address: 16554 Fremont Avenue N

Estimated Participation: 30 to 40 people

2. Tell us about your group and community. (200 words)

We are a group of retired people who identify as LGBTQ and come from a lot of different backgrounds. For the last few years, we have gotten together for dinner twice a month. We've been talking about how much we'd like to get to know others in Shoreline, and we want to be able to reach out across generational boundaries so people who might be interested will feel welcome.

How are you partnering with other groups for this project? Who would you like to reach? (100 words)

We have wanted to invite people from other groups to join us, and we have been invited by the Senior Center to talk to people at lunchtime. For this event, we will reach out further and connect with the Gay Student Unions at Shoreline Community College and our local high schools.

How does your proposal help build your community? What is the goal of your project or event? (200 words)

We feel lucky to have met each other. It's hard getting older when you have been told most of your life that you "don't fit." An event like this can bring more people together, people of different ages so we can learn from each other and feel more pride in who we are. Our goal is for this event to be a beginning so we can keep building community.

3. Please describe your planning process. What do you need to accomplish your plan? Who will be involved? When do you expect to complete each step? (200 words)

Our first step will be to reserve the Richmond Highlands Recreation Center for our proposed date in June. We'll do that right after we find out if our proposal is funded. We have already begun to reach out to youth in the community through their GSUs and District staff who support them. Once we have a date confirmed, we'll follow up with invitations. Even though we're not a big group, we have 2 different "committees". One will work on a program for the evening, and the other will plan details such as food and decorations. We will ask youth if they would like to join us in planning. The day of the event, we will get into the Recreation Center as soon as we can to set up. We expect this event to last between 2 to 3 hours, but we will book the space for an extra hour in case participants want to stay longer to talk. We'll end by asking if people want to get together again and if so, what they would like to do next. Our goal is to start building relationships. Will this work? We won't know until we try!

4. Describe how you will use grant funds. What supplies or services do you need to purchase? Please use the table below to provide information for each expense.

Items or Services to Be Purchased	Vendor	Cost
4 hours facility rental at \$63/hr	Parks Department	\$252
5 Pizzas at \$18/each	Central Market	\$90
Cookies and brownies, 5 packages at \$5/each	Fred Meyer	\$43
Canned soda, 3 cartons at \$6/each		
Compostable plates and utensils	Cash and Carry	\$15
	<b>TOTAL</b>	\$400

**Receiving Grant Funds**

Refer to guidelines on page 4, "How is payment made for project expenses?". Please check one box below to indicate how you want to have your costs covered.

- I/we will pay and submit an invoice and receipts to the City of Shoreline for reimbursement. I understand that the person requesting reimbursement will need to provide a W-9 tax form.
- I/we will request a check from the City ahead of time to cover costs. I/we understand that I/we will still need to submit an invoice and receipts, and will pay back any unspent grant money. I understand that the person requesting reimbursement will need to provide a W-9 tax form.
- I/we will need the City to pay vendors directly. This must be arranged with the Neighborhoods Coordinator in advance.

I/we will submit a brief description and photographs within 30 days after the project is complete.

Signed by: Chris Smith

Date: March 15, 2020

**Save your application as a Word document and send by email to [cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov)**

**Or you can print and submit a hardcopy by mail or drop off in person to:**

**Constance Perenyi, Neighborhoods Coordinator, Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, WA 98133**

## HOW APPLICATIONS WILL BE REVIEWED

A committee of community members will review applications. These are the priorities they will use for evaluation.

### Love Your Community Grant Program Application Review Form

Project Title: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Part 1 - Project Description	Priorities	Rating
	<ul style="list-style-type: none"> <li>Proposal is clearly defined and can realistically be accomplished.</li> </ul>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Part 2 - Community	Priorities	Rating
	<ul style="list-style-type: none"> <li>Community meets applicant criteria.</li> <li>Group is working with partners and knows who they want to reach.</li> <li>Proposal has a goal and will help build or strengthen community.</li> </ul>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Part 3 - Planning Process	Priorities	Rating
	<ul style="list-style-type: none"> <li>Timeline is clear and practical.</li> <li>There is enough community support to make this happen.</li> </ul>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Part 4 - Budget	Priorities	Rating
	<ul style="list-style-type: none"> <li>Costs are reasonable.</li> <li>Can be completed with proposed budget.</li> <li>Expenses are allowable under funding guidelines.</li> </ul>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low