



**Environmental Mini-Grant
Application: Due by midnight on January 18, 2021**

Application Directions: Applications must be limited to 5 pages total in 10-point type size. Please be clear and succinct. Please contact Cameron Reed, Environmental Program Specialist, at 206-801-2455 with questions regarding project eligibility prior to submitting your application.

Please note: The City typically cannot pay in advance for goods and/or services. Recipients must submit an invoice for reimbursement of approved expenses, as documented in the grant agreement.

Date Application Submitted: _____

| | |
|-----------------------------------|--|
| Project Title | |
| Organization/School Name | |
| Address | |
| Website | |
| Telephone | |
| Project Coordinator's Name | |
| Project Coordinator's Telephone | |
| Project Coordinator's Email | |

1. Does your project address any of the following priority areas of focus?

- _____ Work Towards a Zero Waste Shoreline
- _____ Support Reduction of Greenhouse Gas Emissions
- _____ Protect Our Natural Environment

2. Briefly describe your project and how it aligns with one or more of the priority areas above.

3. What is the goal of the project and the environmental need identified?

4. Where will the project be conducted? Please provide the address and indicate if the project will take place on public or private property.

Address: _____

_____ Public property

_____ Private property

5. **If the project is on private property, what is the project’s measurable benefit to the public? Please document approval from the private property owner for this project to take place (below or as an attachment).**

6. **Will this project take place in a City of Shoreline park? If so, have you received approval for this project from the Parks Department? If a project will take place in a City park, please document approval (below or as an attachment).**

7. **Anticipated project start date:** _____ **Anticipated project end date:** _____

8. **Project work plan:** *Briefly describe each project activity and when it will occur. Add rows as needed.*

| Activity | Projected Date of Completion |
|----------|------------------------------|
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9. **Are permits or letters of permission required for this project? If so, please list and attach.**

10. **Anticipated Project Items and Budget:** *Please include ALL anticipated project costs – not just project costs for which you are requesting grant funding. Attach any quotes for items or services, including hourly rates. If a vendor does not include tax on materials and supplies, the City will need to pay the tax and will deduct it from the grant amount funded.*

| Item / Services | Source / Vendor | Estimated cost / Hourly rate |
|-----------------|-----------------|------------------------------|
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11. What is the total amount of funding requested from the Environmental Mini-Grant Program?
 \$ _____

12. **Project Match: Indicate how you will arrive at your 20% match for this project (e.g. labor, materials, or money) during the grant period.** *The value of one general volunteer hour is \$31.72. Professional services that are donated are valued at the 'reasonable and customary rate' for that service. Justification for a specific professional rate must be provided by the applicant and approved by the City before the service is utilized in the project.*

| Match Item | Estimated Value |
|--|-------------------|
| <i>example: Volunteer labor, 60 hours X \$31.72/hr</i> | <i>\$1,903.20</i> |
| | |
| | |
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| | |
| Estimated Total Value of Match: | |

13. If you will be using volunteers for non-technical services, please describe how you will secure their participation in the project.

14. Does your project feature an active partnership with a Shoreline community organization (such as schools, neighborhood associations, or businesses)? If yes, please indicate the community organization with which you will partner and their role in the project.

15. Will your project require on-going maintenance or repair? If so, how will it be provided? If the project involves plantings on City property, please provide a plant list, site map and 3-year maintenance and watering plan. *Please note: If the Mini-Grant project has been installed on private property, or on property owned by another public entity, such as the School District, King County, or Seattle City Light, the applicant will need to work with the property owner to develop and implement a maintenance plan.*

16. Has your organization previously received funding from the Environmental Mini-Grant program?

17. Has the proposed project previously received funding from the Environmental Mini-Grant program?

Signed by Person Authorized to Sign Agreement between the City & Organization

Print Applicant Name

Applicant Signature
(in blue ink)

Date

SIGNATURE LINE FOR SCHOOL PROJECTS

Signed by Project Coordinator

Print Name

Signature
(in blue ink)

Date

Signed by School Principal

Print Name

Signature
(in blue ink)

Date

Application due:

No later than January 18, 2021

Submit Un-signed Application to:

creed@shorelinewa.gov

Submit Signed Print Application to:

Cameron Reed
Environmental Program Specialist
City of Shoreline
17500 Midvale Ave. N.
Shoreline, WA 98133