



2022 Environmental Mini-Grant Application

First Review: January 31, 2022

Final Deadline: March 31, 2022

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. Priority will be given to applications submitted prior to January 31, 2022. After that date, grants will be awarded on a first-come, first-served basis dependent on available funding.

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

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

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>
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?

YES NO

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

YES NO

Submit Signed Application to: creed@shorelinewa.gov

Application Due: First review: January 31, 2022

OR Mail to:

Final Deadline: March 31, 2022

Cameron Reed, Environmental Program Specialist

City of Shoreline 17500 Midvale Ave. N. Shoreline, WA 98133

Person Authorized to Sign Agreement between the City & Organization

Print Name	Signature	Date
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SIGNATURE LINE FOR SCHOOL PROJECTS:

School Project Coordinator:

Print Name	Signature	Date
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School Principal:

Print Name	Signature	Date
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