**Neighborhood Mini-Grant**

**Idea Letter**

***The Idea Letter is the first step of the Neighborhood Mini-Grant application process to allow early review of the project concept.***

**DATE:** Click to enter a date. **Neighborhood Association:**Click to enter text.

**Neighborhood Project Coordinator:** Click to enter text.

**Phone** (best) Click to enter text.

**Email** Click to enter text.

**Project Title** Click to enter text.

*Please answer the following as completely as possible.*

1. **Summary of Idea:** *Describe the scope and intent of the proposed project. What will this project accomplish? Describe the process of neighborhood association leadership in developing this proposal.*

Click to enter text.

1. **Timeline:** *Approximately when do you plan on starting and completing this project?*

Click to enter text.

1. **Budget:** *How much do you anticipate this project will cost? How much do you anticipate requesting in Mini-Grant funds? What research are these figures based on? (*Note: these figures can be general)  
   Click to enter text.
2. **Proposed Ideas for match*:*** *How will neighborhood volunteers be involved in the project? What money, time or services has been identified as a source for a match?*   
   Click to enter text.
3. **Maintenance:** *Will the project require ongoing maintenance? How will it be accomplished by your neighborhood association?*Click to enter text.
4. **Describe how this project benefits the neighborhood.**Click to enter text.