**Neighborhood Partnership 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? How does it help build community?*

Click to enter text.

1. **Collaboration:** *Has your Neighborhood Association identified possible community partnerships for this proposal? How will the NA work with collaborators?*Click to enter text.
2. **Timeline:** *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? Please be as detailed as possible at this stage in planning.* Click to enter text.
2. **Proposed Ideas for match*:*** *How will neighborhood volunteers be involved in the project? Note that you can include hours your partnership group invests in this 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 community.**Click to enter text.