

**Neighborhood Partnership Mini-Grant Application**

*For Office Use Only* Date Received by City:

**Application Directions: *Please read the Neighborhood Partnership Mini-Grant application information thoroughly before submitting your application. The Application should contain a thorough scope of work including collaboration information, timeline, budget, and details of the match.  
  
Applications will be accepted on a rolling basis until October 1, 2023. Funding will be contingent upon remaining budget and whether the project can be completed and all paperwork completed before the end of the year.***

Neighborhood Association Name: Click here to enter

Neighborhood Association Mailing Address (if applicable): Click here to enter

Project Coordinator’s Name: Click here to enter

Telephone (best): Click here to enter Telephone (alternate): Click here to enter

Email: Click here to enter

Coordinator’s Mailing Address: Click here to enter

Who was involved in the idea development and subsequent decision to pursue this project?*Please attach Neighborhood Association meeting minutes at which this project was identified and approved by the Association for a Mini-Grant request.*

Click here to enter

# Name of Project: Click here to enter

Describe the project and intended impact.Click or tap here to enter text.

What is the neighborhood opportunity or need identified and how does the project address  
it? Who will be served? How does this project build community connections?  
Click or tap here to enter text.

Who have you engaged as a partner/partners to develop this project? Please be specific: include names and contact information for all collaborators.  
Click or tap here to enter text.

How are your collaborators involved? Give specific information starting with visioning and planning. What role will partners have throughout the process, including evaluation at the end?  
Click or tap here to enter text.

**If you are proposing an activity or event, specify:**

Date: Click to enter date

Location Name: Click or tap here to enter text.

Location Address: Click or tap here to enter text.

Estimated Participation: Click or tap here to enter text.

With the goal of reaching out to as many people as possible in your neighborhood, describe in detail how you plan to involve and welcome your neighbors.Click or tap here to enter text.

Describe in detail how you will make this event as environmentally sustainable as possible. Click or tap here to enter text.

If you are planning an event in a Shoreline park, you will need to submit an event request and relevant permits. Indicate if you have done this yet.

Yes No

# If you are planning a physical improvement project, answer the following:

# Location (address): Click or tap here to enter text

# Describe the site (Attach a map or site drawing if necessary to explain site) Click or tap here to enter text.

# *Note that if this is not City property, the proposal must be reviewed and approved prior to submission of Mini-Grant application.*

# If this is not City property, who owns it?Click or tap here to enter text.

Describe location and ownership of property: Click or tap here to enter text

If the project is on private property, what is the project’s measurable benefit to the public?

Click or tap here to enter text

# Will your project require on-going maintenance or repair? If so, how will it be provided?

*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 be required to work with the property owner to develop and implement a maintenance plan.*

Click or tap here to enter text.

If your project includes an event such an unveiling or celebration, give details here. Indicate where, when, and who will be invited.

Click or tap here to enter text.

# Timelines What is the proposed project start date: Click or tap to enter a date. Completion date:Click or tap to enter a date.

**Project work plan** (*describe key project activities and when each will occur)*

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| --- | --- |
| Activity | Anticipated Start/Finish Dates |
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# BUDGET - Anticipated items and budget required for project *Mini-Grant recipients have two different options for covering project expenses. Indicate below which you would prefer. There can be a mix of both options.*

**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. A current W-9 tax form for the neighborhood association must be on file. If the project coordinator or other volunteer requests reimbursement, the City requires a current W-9 form for them as well. **Option 2: City Pays Vendors Directly**   
In certain instances, the City can pay vendors directly. This must be arranged with the Neighborhoods Coordinator in advance.

In this grid, specify items/expenses that will be covered with Mini-Grant funding. Be sure to include estimated tax. *Note that 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.*

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| --- | --- | --- | --- |
| **Item or Service to Be Purchased** | **Vendor** | **Cost** | **Reimburse or City Pay?** |
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**REQUEST TOTAL** – Amount of funding requested from Mini-Grant: $Click to enter

# MATCH

List how you will arrive at your 1:2 match for the project ($1 of neighborhood and partner contribution for every $2 of city grant funding) e.g. in-kind services, donated materials or money, or volunteer labor. The value of volunteer labor is **$34.87/hour** (most current Independent Sector data). Technical/professional services may be values at market rate, with proof of market rate.

If using volunteers please describe specifically who you will recruit, how you have or will secure their participation in the project and their specific role(s) in this mini-grant project.

Click here to enter

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| --- | --- | --- |
| Match Item | Vendor/Source | Estimated Value |
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**TOTAL** – estimated value of match: $Click here to enter

**TOTAL PROJECT BUDGET** (grant request + match to be provided): $Click here to enter

# Signed by Person Authorized to Sign Agreement between the City & Neighborhood Association

# For electronic submission:

**Name:** Click or tap here to enter text. **Date:**Click or tap to enter a date.

**For hardcopy:**

Print Name Signature of Applicant **(in blue ink)** Date

# Submit one original copy of Application to Neighborhood Coordinator, City of Shoreline, 17500 Midvale N., Shoreline, WA 98133; and send one electronic (un-signed) copy of application to [cperenyi@shorelinewa.gov](mailto:nsmith@shorelinewa.gov)

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Date Approved: Amount Approved: $

Approved by:

Signature:

Comments: