



City of Tumwater

Community Matching Fund | Neighborhood Event Grant Application

To be considered for funding, an event must be non-profit in nature and take place within the City of Tumwater. Events must have a lasting and/or direct benefit to the neighborhood or community.

Please type or print in the space provided. Attach additional sheets if necessary.

About Your Neighborhood

Event Name: _____

Event Location and Address: _____

Sponsoring Community or Neighborhood Group: _____

Contact Person (Grant Coordinator): _____

Phone Number: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

1. Please check the box that best describes your group or organization. *Groups must have at least three members to qualify for funding.*

Homeowner, Neighborhood, or Condo Association

Informal neighborhood group

Non-profit organization

Other (please explain): _____

2. Please describe neighborhood or community support for this event. Attach letters, petitions or related documentation as necessary to support your application. Describe any further communication (flyers, notices, etc.) that will take place once grant funds are received.

Note: Events involving use of private or public land or buildings must include written permission by the owner in the application. Please contact the City's Volunteer Coordinator at (360) 252-5424 or volunteer@ci.tumwater.wa.us for assistance.

About the Event

3. Please describe the proposed event.

Expected date of event: _____

4. What do you hope to accomplish by holding this event?

Example: The goal of our block party is to create an opportunity for people to interact and get to know one another by working together.

5. Please describe any opportunities for neighborhood involvement in the planning and implementation of the proposed event.

Please estimate of the number of people expected to volunteer during the planning phase of the event. _____

Please estimate of the number of people expected to volunteer during the implementation phase of the event. _____

Please estimate the number of people expected to attend the event. _____

Grant Request

6. Grant amount requested: \$ _____

Have you received a Neighborhood Event Grant in the past?

Yes No

If yes, when? _____

Maximum Neighborhood Event Grant award is \$250. Groups are eligible to receive a Neighborhood Event Grant once every three years.

7. How will your group's match be made? Please check all that apply.

Volunteer hours (required)

In-kind donations

Cash resources

Other (please explain): _____

Event Match

8. Please provide details of how your group will contribute to the event match. *(Total value of volunteer hours, in-kind donations, and/or cash resources should be the same or exceed the amount of grant funding that has been requested in item 7, above.) Volunteer hours are valued at \$20 per hour.*

Sample

Event Item	Volunteer Hours <i>(valued at \$20 per hour)</i>	In-Kind Donations	Donated Cash Resources	Total \$
<i>Making/distributing promotional flyers to neighbors</i>	<i>2 volunteers x 4 hours=8 hours</i>			<i>\$160</i>
<i>Event set up and clean up</i>	<i>5 volunteers x 2 hours=10 hours</i>			<i>\$200</i>
<i>Refreshments</i>		<i>\$50</i>		<i>\$50</i>
Total				<i>\$410</i>

Your Event Match

Event Item	Volunteer Hours <i>(valued at \$20 per hour)</i>	In-Kind Donations	Donated Cash Resources	Total \$
Total				

Grant Budget

9. Please provide a detailed budget of how grant funding will be used for your neighborhood event. *(Total value of grant funding requested should be the same or less than the value of volunteer hours, in-kind donations, and/or cash resources provided in the neighborhood match. Maximum request per project is \$250)*

Sample

Budget Item	Total \$
<i>Picnic supplies (plates, cups, utensils)</i>	<i>\$50</i>
<i>Refreshments</i>	<i>\$200</i>
Total	\$250

Your Event Budget

Budget Item	Total \$
Total	

Notes & Signature

Note to Applicants:

If this event is approved, the applicant shall enter into an agreement with the City of Tumwater to ensure the completion of the event as described in this application. This agreement shall indicate that the applicant holds the City of Tumwater harmless from any and all claims emerging out of the project and all related activities.

By signing this application form, the applicant certifies that the information contained is true and complete and has been provided with the intention of obtaining financial assistance from the City of Tumwater for the event as described.

Signature: _____

Print Name: _____

Date: _____

Please Note: The Neighborhood Event Grant program is a reimbursement grant. If this event is approved, funding will be received after the event has been completed. In some cases, direct billing to the City of Tumwater may be pre-approved.