



City of Tumwater

Application Due March 15, 2017

Community Matching Fund | Neighborhood Project Grant Application

To be considered for funding, a project must be non-profit in nature, take place within the City of Tumwater, and have a volunteer component. Projects 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

Project Name: _____

Project 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 project. 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: Projects 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 Project

3. Please describe the proposed project. *Projects **must** include a volunteer component that builds community connections to be considered for funding.*

Expected start date for the project: _____

Expected completion date: _____

4. What do you hope to accomplish by completing this project?

Example: The goal of our street tree planting project is to improve the appearance of our neighborhood and to create an opportunity for people to interact and get to know one another by working together.

5. Please describe the required volunteer component of this project. Describe any opportunities for neighborhood involvement in the planning and implementation of the proposed project.

Please estimate of the number of people expected to volunteer during the planning phase of the project? _____

Please estimate of the number of people expected to volunteer during the implementation phase of the project? _____

6. What arrangements have been made for continued operation or maintenance of the project, if needed?

Grant Request

7. Grant amount requested: \$ _____

Have you received a Neighborhood Project Grant in the past?

Yes No

If yes, when? _____

Maximum Neighborhood Project Grant award is \$1,000. To receive funds of \$600 or more, applicant/group must have a federal employer identification number (EIN#) for tax reporting purposes. If your group or organization does not have a federal identification number and would like to apply for funds over \$600, fiscal sponsorship will be required. Please contact City of Tumwater Volunteer Coordinator at (360) 252-5424 or volunteer@ci.tumwater.wa.us for assistance.

8. How will your group's match be made? Please check all that apply. All projects must include a volunteer component that demonstrates community engagement to qualify for funding.

Volunteer hours (required)

In-kind donations

Cash resources

Other (please explain): _____

Project Match

9. Please provide details of how your group will contribute to the project 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. Volunteer hours **must** be included in the neighborhood match.

Sample

Project 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>Planting of street trees</i>	<i>15 volunteers x 3 hours=45 hours</i>			<i>\$900</i>
<i>Garden tools</i>		<i>\$50</i>		<i>\$50</i>
Total				<i>\$1,110</i>

Your Project Match

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

Grant Budget

10. Please provide a detailed budget of how grant funding will be used for your neighborhood project. *(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 \$1,000.)*

Sample

Budget Item	Total \$
<i>Street trees</i>	<i>\$950</i>
<i>Gardening supplies</i>	<i>\$50</i>
Total	\$1,000

Your Project Budget

Budget Item	Total \$
Total	

Notes & Signature

Note to Applicants:

If this project is approved, the applicant shall enter into an agreement with the City of Tumwater to ensure the completion of the project 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 project as described.

Signature: _____

Print Name: _____

Date: _____

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

Applications are evaluated by a selection committee using project readiness, community engagement, and community benefit as criteria. The final funding decision will be approved by the Tumwater City Council.