



Community Improvement Grant Application

Instructions

1. Read the attached Community Improvement Grant application packet thoroughly.
2. Choose a project through group discussion with either the entire neighborhood or a subcommittee from the neighborhood. Involve as many neighbors as possible in the selection and planning of the project.
3. Designate a Project Coordinator who will be the contact person.
4. Complete the Grant Application and return it to: City of Newcastle, Department of Community Development, Community Activities Coordinator, 12835 Newcastle Way, Suite 200, Newcastle, WA 98056 or email to wendyk@ci.newcastle.wa.us
Please include the following attachments:
 - Meeting minutes reflecting Board/group approval of project.
 - The application must contain a complete explanation of the project including a description of the actual work you want to do, the location of the project, timeline for completion, and demonstration of the neighborhood match.
5. Applications will be accepted year round and projects must be completed by December 1, 2017.
6. Official homeowners associations will be required to provide a copy of Association Bylaws and Declaration of Covenants, Conditions, Restrictions, and Easements for the purpose of funding authority.
7. Include with your application the following items for physical improvement projects:
 - a) A detailed drawing of the project;
 - b) A detailed site map locating the project site and where the project will be installed at the site;
 - c) Detailed directions to the location of the project site.
8. Upon approval of your project by City Staff (approximately three weeks from the date the of the application submission), you will receive notification with instructions on how to proceed.
9. If you would like to schedule a pre-application meeting or have any questions, call Wendy Kirchner, Community Activities Coordinator at 425-649-4143 X142 or wendyk@ci.newcastle.wa.us



COMMUNITY IMPROVEMENT GRANT APPLICATION

Total Grant Amount Requested for Project \$_____

Total Neighborhood Match \$_____

(This number must be equal to or greater than the total amount of the grant being requested)

Please complete the following:

Name of project: _____

Name of neighborhood group or association: _____

Neighborhood Project Coordinator's name: _____

Project Coordinator's Address (including zip code): _____

Project Coordinator's Telephone: Days _____ Evenings _____

Project Coordinator's Email Address: _____

Project Details:

Describe the project including:

- Problem or opportunity will be addressed by this project
- End goal or tangible product that will result when the project has been completed



What will this project accomplish in your neighborhood?

How will this project benefit the public?

When will the project be completed (approximate date)? _____

Project Location

(NOTE: In order for the project to meet the grant criteria, the project site must be located within Newcastle City Limits. Any site locations that do not fall within this perimeter will not be eligible for the grant.)

- On City public right-of-way _____
- On private property _____ (A letter from the property owner must be submitted with the application granting permission for the project to be constructed on their property)
- Other – Explain

Directions to Location of Project Site

(Please provide a detailed site map locating the project site and where the project will be installed at the site).



Project Work Plan

Please attach a list in chronological order of the major, but specific, steps or key activities you will take to reach your goal. Next to the activity, list the date (month) you estimate it will be done.

Volunteers

How were members of the neighborhood involved in selecting and planning the project?

How do you plan to solicit and engage neighborhood volunteers to participate in the project?

How many people will be involved in the project?

Maintenance

If applicable, how will this project be maintained in future years?

Evaluation

How will you know this project has been successful?

Submitted by: _____

(Print name)

Signature of Project Coordinator

For Office Use Only

Date Approved: _____

Amount Approved _____

COMMENTS:

**Project Budget**

Anticipated budget items are required. List each item for the project separately.

EXAMPLE

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST (including tax)</u>
<i>Mural Project:</i>		
<i>10 gallons latex paint</i>	<i>Home Depot</i>	<i>\$150 (\$15/gallon) including tax</i>
<i>Sign Project:</i>		
<i>8 ea. 24" x 26" signs</i>	<i>Fast Signs</i>	<i>\$720 (\$90/sign) including tax</i>
<u>ESTIMATED TOTAL COST:</u>		<i>\$870 (including tax)</i>

YOUR PROJECT BUDGET

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST (including tax)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
ESTIMATED TOTAL COST: _____		(including tax)



Volunteer Match

What services, labor, materials or money will your neighborhood/group contribute to match either equally or greater than the requested grant amount from the city?

- List how you will arrive at your match for the project. Volunteer labor is valued at \$27.45 an hour (*See the Neighborhood Match criteria in packet*).

EXAMPLE

<u>MATCH ITEM</u>	<u>ESTIMATED VALUE</u>
<i>Volunteer labor 40 hours x \$27.54/hour</i>	<i>\$1,101.60</i>
<i>Donated professional services 10 hours x \$15/hour</i>	<i>\$150</i>
<u>ESTIMATED TOTAL VALUE OF MATCH:</u>	<u>\$1,251.60</u>

YOUR PROJECT:

<u>MATCH ITEM</u>	<u>ESTIMATED VALUE</u>
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ESTIMATED TOTAL OF MATCH: _____