

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Neighborhood Mini-Grant Funding for Ballinger and North City Neighborhood Associations.
DEPARTMENT:	Community Services Division, City Manager's Office
PRESENTED BY:	Rob Beem, Community Services Division Manager Nora Smith, Neighborhood Coordinator

PROBLEM / ISSUE STATEMENT:

As established in Resolution 54, the annual City budget includes funding for Neighborhood Mini-Grants and City Council approval is required. One Neighborhood Mini-Grant is currently proposed for City Council approval.

Ballinger and North City Neighborhood Associations are partnering to request \$2,500 to host a summer outdoor movie night at Aldercrest Annex as a community-building event.

The two neighborhood groups propose to jointly sponsor an Outdoor Movie Night on the first Saturday in August as a National Night Out event.

FINANCIAL IMPACT:

City Council authorized \$20,000 in the 2010 budget to fund Neighborhood Mini-Grants. This is the first 2010 Neighborhood Mini-Grant submitted for approval. The requested funding budget for this project is \$2,500; the project budget is included in Attachment A.

RECOMMENDATION

Staff recommends Council approve \$2,500 in Neighborhood Mini-Grant funds to Ballinger Neighborhood Association and North City Neighborhood Association for a joint community event.

Approved By: City Manager  City Attorney _____

INTRODUCTION

Ballinger and North City Neighborhood Associations are requesting Neighborhood Mini-Grant funds to produce an outdoor movie night on the first Saturday in August at Aldercrest Annex to celebrate National Night Out Against Crime. Ballinger Neighborhood Association held its first annual Outdoor Movie Night on August 1, 2009, with the aid of Neighborhood Mini-Grant funding.

Ballinger Neighborhood Association established a successful blueprint for a movie night based on their experience last year. For 2010 the two adjacent neighborhood associations propose to expand the audience and give both Neighborhood Associations the opportunity to do outreach through this free community event.

The benefits of an Outdoor Movie Night as a community-building event are its appeal to a wide audience, bringing residents together for a long period of time and promoting contact at the pre-movie activities. The event has an interactive, intergenerational component, with gates opening early to allow for picnicking and participation pre-movie activities such as arts and crafts for children and simple field games to promote multi-generational interaction.

The Neighborhood Associations will have booths with neighborhood information, and concessions at the event.

Ballinger Neighborhood Association faces a challenge in creating community cohesion due to the geography of a large bisecting arterial, and the combination of commercial, multi-family residential and single family residential land use. North City Neighborhood Association is currently in a rebuilding cycle, and would benefit from outreach through the movie night.

An outdoor movie night is designed to provide free, family entertainment to build community spirit and raise awareness of the neighborhood associations. The event will start with options for family activities or picnicking, and culminate in a family-friendly feature film on the big screen. Ballinger Neighborhood Association (BALNA) has received permission from Shoreline School District to use the Aldercrest Annex site and has met the District's insurance requirements.

BACKGROUND

Resolution No. 54 established the Neighborhood Mini-Grant program, with the process and administration of the funds to be handled by Neighborhoods staff. The allocation of the total funds available is determined from year to year by appropriation of the City Council. All such grants to individual neighborhood associations are governed by rules approved by the City Council on October 7, 1996 and amended on November 23, 1998. Grants must be approved by City Council prior to their implementation.

The Neighborhood Mini-Grant program provides grants of up to \$5,000 to each of the actively organized, qualifying neighborhood associations in the City of Shoreline. Neighborhood Associations are required to match Neighborhood Mini-Grant funds. A

match may be generated from co-sponsoring groups, businesses, organizations, schools, media, in-kind donations and/or "sweat equity".

Neighborhood Mini-Grant project categories include the following:

- Projects that create or enhance a tangible improvement in the neighborhood;
- Projects that disseminate information and increase awareness of the goals and mission of the neighborhood association to the neighborhood community;
- Projects that directly benefit a public agency or organization and its immediate neighborhood, and that require the active involvement of both the public agency and members of the neighborhood in planning and carrying out the program.

The project meets the goals of the Neighborhood Mini-Grant program by enhancing awareness of the sponsoring Neighborhood Associations, providing a venue for talking to residents about the Associations' goals and connecting neighbors to each other.

Ballinger Neighborhood Association has successfully completed two Neighborhood Mini-Grants, using 2005 funds for design neighborhood identity signs, a banner and sandwich boards to publicize events and meetings and 2009 funds for an Outdoor Movie Night.

North City Neighborhood Association successfully completed six Neighborhood Mini-Grants from 1997 – 2003, acquiring flower baskets, holiday decorations and banners for the North City business district.

RECOMMENDATION

Staff recommends Council approve \$2,500 in Neighborhood Mini-Grant funds to Ballinger Neighborhood Association and North City Neighborhood Association for a joint community event.

ATTACHMENTS

- A – Outdoor Movie Night Budget
- B – Epic Events Vendor Flyer
- C- Background Information on Mini Grant Regulations

**Ballinger and North City Neighborhood Associations
2010 Mini-Grant Project Budget
Neighborhood Outdoor Movie Night**

<u>Item</u>	<u>Cost*</u>
Movie Production Crew/Staging/Equipment Epic Events	\$1900
Movie License Fee Swank Motion Pictures	\$ 295
Off-Duty Police Officer (5 hrs @ \$45/hr) King County Officer's Guild	\$ 225
Miscellaneous Printing and Supplies	\$ 80
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Total Mini-Grant Request	\$2500

* Estimated costs include tax and may be adjusted based on final pricing.
Pre-event family entertainment may vary, depending on availability.

Other Project Costs (to be paid by Neighborhood Associations)

Portable Toilet Rental (2 @ \$110)	Honey Bucket	\$ 220
Publicity, Signs, Traffic Control, Supplies		\$ 320
Concession Expenses		\$ 300

Project Match

The Ballinger and North City Neighborhood Associations propose to provide project match for its Mini-Grant by providing all event planning, coordination and implementation. The Association will provide the following: coordination with Shoreline School District and vendors, drafting and designing all publicity (press release, mailer, poster, flyer), door-to-door flyer distribution, site cleanup and preparation, event set up, staffing and clean up.

The total cost of the project is approximately \$3,340, of which \$2,500 would be Mini-Grant funds. The \$840 balance will be paid by Neighborhood Associations and/or solicited as contributions from area businesses.

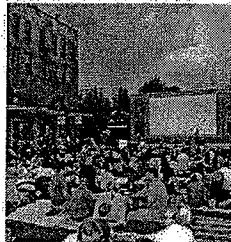


Outdoor Cinema Event Services

Epic Events & Promotion is the Pacific Northwest's #1 provider of outdoor cinema event services and outdoor movie equipment. We specialize in outdoor movie events and provide everything necessary for the ultimate outdoor movie theater experience!

Outdoor Cinema Services

Professional Equipment & Production
Inflatable Movie Screens
Digital Projection
Professional Audio Systems
Film Licensing Assistance
Event Planning & Logistics
Fun, Experienced Technicians
Event Programming
Pre-Movie Entertainment
and much more!



Whether it's a one-night event, traveling tour or summer cinema series, we bring the outdoor movie theater to you! We are located near Seattle, WA and serve the Pacific Northwest including Washington, Oregon, Idaho and lower mainland British Columbia.

What's Your Occasion?

Outdoor movies are great for city events, parks departments, counties, golf courses, country clubs, chambers of commerce, corporate events, company parties, community get-togethers, family entertainment, sponsor tours, festivals, themed events, college events, back-to-school night, graduation parties and more...

Planning Your Event

We guide you through the planning process and provide professional advice to ensure that your event is hassle-free for you and memorable for your sponsors, clients and audience. Throughout the entire planning and event process we are there to help make your event a success. In addition to planning assistance, we offer full service event management for corporate events and special occasions.

Projector Rentals & Audio Equipment

We also rent LCD projectors, audio equipment and offer professional live sound for special events and conferences.

Competitive Pricing & Scheduling

Epic Events is committed to the best equipment and service at the best price. Our competitive rates and outstanding service are what makes us #1. Please contact us for pricing information and to schedule a date.



EPIC EVENTS
& PROMOTION

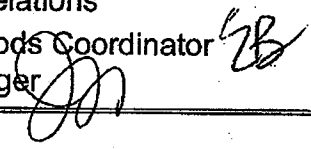
360 733-2682
info@epicevents.us
www.EpicEvents.US

P.O. Box 1293
Bellingham, WA 98227

Council Meeting Date: November 23, 1998**Agenda Item: 9(b)**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Mini-Grant Program Revisions
DEPARTMENT:	Community/Government Relations
PRESENTED BY:	Ellen Broeske, Neighborhoods Coordinator Joyce Nichols, C/GR Manager

**EXECUTIVE / COUNCIL SUMMARY**

Resolution No. 54 adopted by your Council in 1996 established the Neighborhood Mini-Grant Program. To date, 16 Mini-Grant projects from nine neighborhood organizations have received approval for funding and 12 projects have been completed. These projects have enabled neighborhoods to beautify their community, improve neighborhood identity and increase participation in neighborhood organizations.

Response to the Mini-Grant Program has been overwhelmingly positive. However, two years experience with the program has shown that certain aspects of the program are vague and create confusion for both applicants and staff. This confusion has occasionally resulted in producing an incomplete application and an unnecessarily long approval process. Revisions of certain policies and procedures of the Mini-Grant program are necessary.

We have received applications from 9 of 12 eligible groups to date and have an application from a 10th group (Briarcrest) in progress. A few groups have not applied for Mini-Grant funds for reasons unrelated to the application process: generally because they have not yet identified a project or because they don't feel they have adequate participation to commit to a project at this time. Several groups have applied more than once.

To address the need for policy revisions a Mini-Grant Program Review Committee was formed in spring 1998. The committee consisted of six representatives of the Council of Neighborhoods and was staffed by the Community/Government Relations Department. A primary goal of the committee was to maintain the flexibility of the Mini-Grant program while providing guidelines that ensure good stewardship of taxpayers' funds.

The committee met over a period of three months and developed a series of recommendations that were presented and discussed at the September Council of Neighborhoods meeting. Neighborhood representatives have indicated they are supportive of these program changes. A workshop to present revised guidelines and

application procedures to potential Mini-Grant applicants is planned for early 1999. The workshop will include an exchange between "experienced" Mini-Grant applicants, staff and new applicants to help generate project ideas and guide them through the application and project management process.

The committee's recommendations resulted in the revision of Mini-Grant program materials to provide more specific definitions and guidelines for neighborhood groups to use in applying for funds.

Recommendations from the committee include:

- Neighborhood organizations will submit an "Idea Letter" describing their Mini-Grant proposal;
- Volunteer time spent preparing the Mini-Grant application can be used toward fulfilling neighborhood match requirements to a maximum of 25% of the total match;
- Mini-Grant funds should be applied for and expended within the same budget year;
- No expenses incurred prior to City Council approval of a Mini-Grant project are reimbursable;
- Mini-Grant projects must not create ongoing funding or staffing costs;
- Neighborhood Mini-Grant projects that create permanent facilities must include plans for the neighborhood's role in maintaining the facility;
- Neighborhood organizations will be required to provide a brief project summary to the City at the completion of the project. Other documents created and printed with the use of Mini-Grant funds will be available for inspection and copying by the City and the public.

Because the Mini-Grant Program is relatively new, ongoing evaluation and periodic revision of program practices will be necessary. The committee believes the recommendations presented to your Council will significantly improve and clarify the Mini-Grant Program while continuing to allow neighborhood initiative and creativity.

RECOMMENDATION

Staff recommends approval of the revised program guidelines for the Mini-Grant Program. These guidelines will be implemented in 1999.

Approved By: City Manager LB City Attorney NJA

BACKGROUND / ANALYSIS

Response to the Mini-Grant program, to date, has been overwhelmingly positive. Neighborhood representatives have been pleased by the program's flexibility and its effect in encouraging neighborhood initiative, identity, pride and volunteer leadership.

Staff and Mini-Grant applicants agree, however, that the current application form is unclear about what information is required to receive funding approval. There is also confusion about the requirements for neighborhood match, how volunteer labor is tracked, and whether Mini-Grant funds from previous or future years are available for neighborhood use.

The Neighborhood Mini-Grant Review Committee was composed of the following neighborhood representatives: Darlene Feikema, Briarcrest; Charlotte Haines, North City; Joanne Hargrave, Meridian Park; Mary Jo Heller, Westminster Triangle; Grace Marshall; Richmond Beach and Dick Nicholson; Ridgecrest. The committee met six times over the summer. Their recommendations were as follows:

1. Neighborhood organizations will submit an "Idea Letter" describing their Mini-Grant proposal. Staff will notify the neighborhood organization within two weeks whether the project represents a viable use of Mini-Grant funds and what additional information is necessary for the final application.
2. No expenses incurred prior to City Council approval of a Mini-Grant project are reimbursable.
3. Volunteer Match: Mini-Grants require that the neighborhood match the City's contribution through donated time, materials or cash. Volunteer time spent preparing the Mini-Grant application can be used towards fulfilling neighborhood match requirements to a maximum of 25% of the total match. All volunteer match hours must relate specifically to the project described in the "Idea Letter." The committee also considered whether other kinds of work completed prior to project approval, such as site preparation, should be permitted as match. This possibility was eliminated because some projects create liability issues that can't be identified until the full scope of the project is known. Projects that create liability will be required to obtain insurance. Staff is researching how to obtain such insurance in a cost-effective manner.
4. Mini-Grant funds should be applied for and expended within the same budget year. In past years, the City has carried forward unexpended Mini-Grant funds from year to year. The committee felt those funds could be used for other purposes.
5. Mini-Grant applications will be accepted until June 30 of each year. Funds awarded should be used by December 31 of the same year. In the event of unanticipated circumstances, neighborhood associations may request an extension of their Mini-Grant project. June 30 was selected for the application deadline for two reasons: first, some neighborhood projects are weather dependent. A spring deadline makes

it possible for neighborhood organizations to receive Council approval and complete the project during summer and fall months when we traditionally experience better weather. Second, many neighborhood organizations operate on a "school year" type calendar: they meet from September through June. The recommended application timeline encourages neighborhood organizations to begin planning their Mini-Grant project in the fall and apply for funding early in the calendar year.

6. Neighborhoods Mini-Grant projects that create permanent facilities must include plans for the neighborhood's role in maintaining the facility.
7. Upon completion of a Mini-Grant project, a final evaluation and summary of the project should be provided to City staff. Documents and other printed materials created with the use of Mini-grant funds will be available for inspection and copying by the City and the public. This documentation provides necessary accountability for use of public funds as well as ensuring the creation of Mini-Grant archives that will be useful to other neighborhood groups considering similar projects.

SUMMARY

The proposed revisions to the Mini-Grant guidelines clarify the program. They make explicit restrictions on how and when the funds can be used while retaining the program's basic features that make it a valuable source of support to encourage neighborhood creativity and initiative.

RECOMMENDATION

Staff recommends approval of the revised program guidelines for the Mini-Grant Program. These guidelines will be implemented in 1999.

ATTACHMENTS

Attachment A: City of Shoreline Neighborhood Mini-Grant Information & Application Materials

**City of Shoreline
Neighborhood Mini-Grant Information & Application Materials**

This Information Packet will assist you with writing your Idea Letter and developing your Neighborhood Mini-Grant application. If you have questions after reading this material, please contact the Office of Neighborhoods at (206) 546-8564.

The Neighborhood Mini-Grant Program provides equal grants to each of the neighborhood associations formally recognized by the City Council in the City of Shoreline which properly applies for a Mini-Grant. The City recognizes neighborhood associations as formal groups of citizens who have organized themselves for the purpose of improving or developing services and amenities for their communities, and who are publicly incorporated or have established rules making their deliberations open and available to the community and general public.

Mini-Grant projects may include:

- Projects that create or enhance a tangible improvement in the neighborhood;
- Projects that disseminate information and increase awareness of the goals and mission of the neighborhood association to the neighborhood community;
- Projects that directly benefit a public agency or organization and its immediate neighborhood, and that require the active involvement of both the public agency and members of the neighborhood in planning and carrying out the program.

Mini-Grant applications are reviewed by the Office of Neighborhoods prior to being submitted for City Council approval. All projects must benefit the City of Shoreline. No project shall be for the benefit of any individual or private entity. Projects that require ongoing funding or staffing will not be considered for funding. Projects must result in a tangible benefit to the neighborhood within one year of approval.

Neighborhood associations are encouraged to involve other neighborhood or community groups in joint projects. These might include groups such as Scouts, PTA, businesses, service and civic organizations, youth service organizations, and others.

NEIGHBORHOOD PROJECT COORDINATOR

The Neighborhood Project Coordinator oversees the project on behalf of its neighborhood association. Typical roles of the Neighborhood Project Coordinator include: organizing project planning meetings and work parties; obtaining volunteer labor pledges; submitting invoices; and coordinating the project with the Office of Neighborhoods and appropriate government entities.

Limitations on Match

Assistance from City staff or funds from elsewhere in the City cannot be counted as match. Professional services must be either wholly donated or wholly paid for with grant funds. "Partial donations" (i.e. professional services delivered for a discount) or other arrangements are not acceptable. This is intended to ensure that persons hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, not on their willingness to donate services.

PAYMENT OF PROVIDERS

Because Mini-Grant funds are public dollars, the City must meet certain audit requirements for funds it expends. All grant accounts are handled by the City Finance Department.

Generally, an invoice from the vendor and a Mini-Grant invoice, signed by the Neighborhood Project Coordinator, are required in order for the vendor to receive payment. Invoices should be addressed to the City of Shoreline, not the neighborhood association.

A City purchase order may also be used. Neighborhood Project Coordinators should work out the details of the purchase order with the provider before requesting the Purchase Order from the City. The City Finance Department needs a minimum of two weeks notice to process a purchase order request.

The City cannot pay in advance for goods and/or services and must follow the above procedures.

After approval of a Mini-Grant project by the City Council, the Office of Neighborhoods will provide the Neighborhood Project Coordinator more detailed information regarding the payment of providers and vendors. Please contact the Office of Neighborhoods if you have any questions.

MAINTENANCE OF PUBLIC FACILITIES

Whenever Mini-Grant funds are used towards the purchase or construction of neighborhood assets or facilities, the neighborhood will be required to plan for, and take responsibility for ongoing maintenance of the asset. In the event that the neighborhood is unable to continue maintenance the City will assume responsibility. Ultimate ownership and responsibility for City facilities, including Mini-Grant Projects, rests with the City. If the Mini-Grant project has been installed on private property, or on property owned with another public entity, such as the School District, King County, or Seattle City Light, the neighborhood will work with the property owner to develop a maintenance plan. (Projects on private property must result in a demonstrable, ongoing public benefit).

DEVELOPING A PROJECT BUDGET

Applicants need to include a project budget in their application which includes all costs for doing the project. Researching costs as the project takes shape is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project;
- Get cost estimates for each item from more than one reliable source;
- If you are proposing a physical improvement project, be certain that City staff has confirmed cost of permits, potential design review costs, installation costs and/or any required survey work.

Until a project receives City Council approval, the City is not responsible for nor will it pay for any expenses or costs incurred by the applicant organization for the project.

NEIGHBORHOOD MATCH

Mini-Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the Mini-Grant fund, one dollar of match must be provided by the applicant organization.

Match may be composed of many different things, including cash resources from the neighborhood association, volunteer labor, and donated materials or services. Match may be generated from co-sponsoring groups, businesses, organizations, schools, media, and in-kind donations. The best way to consider ideas for match is to look over a list of all resources needed to complete the project and to identify those items which can be found in the neighborhood. Don't forget human resources, such as expertise needed to develop a design, to supervise construction or to analyze data.

For purposes of match, an hour of labor is worth \$10.00. Professional services that are donated are valued at the "reasonable and customary rate" for that service.

Following are some guidelines to use when determining how to provide neighborhood match:

- To qualify as a volunteer labor match hour, volunteers should be working on the City Council approved Mini-Grant project, as described in the "Idea Letter" and Mini-Grant application.
- Up to 25% of volunteer labor match hours may be expended on application preparation.
- The intent of Mini-Grant projects is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the Mini-Grant project itself.
- The neighborhood association which pledged the match will be responsible for delivering the match in all cases - no matter who acts as Neighborhood Project Coordinator. All commitments for match must be in hand at the start of the project.

LIABILITY

Neighborhood associations proposing Mini-Grant projects that present risk to the neighborhood association and/or the City will be required to obtain liability insurance. The City Attorney will review Mini-Grant proposals to determine whether liability insurance will be required.

IDEA LETTER

Proposal for Mini-Grant Project

Please read the Neighborhood Mini-Grant application packet thoroughly before submitting your Idea Letter.

DATE: _____

TO: City of Shoreline
Neighborhoods Coordinator
17544 Midvale Avenue North
Shoreline, WA 98133

FROM: _____ **Neighborhood Association**
_____ **Neighborhood Project Coordinator**
_____ **Telephone**
_____ **Address**
_____ **Project Title**

1. Summary of Idea: *Describe the project your neighborhood association proposes to do.*

2. Timeline: *Approximately when do you plan on starting and completing this project?*

3. Budget: *How much do you anticipate this project costing? How much do you anticipate requesting in Mini-Grant funds? These figures can be very general - they are simply to assist City staff in knowing your Mini-Grant goals for the year.*

4. Proposed Ideas for match: *How will neighborhood volunteers be involved in the project?*

5. Maintenance: *Will the project require ongoing maintenance? How will it be accomplished?*

Date Submitted by Neighborhood Association: _____

For office use only

Date Received by City: _____

NEIGHBORHOOD APPLICATION FOR MINI-GRANT

Action Steps

1. Read the Neighborhood Mini-Grant Information Packet thoroughly.
2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood.
3. Designate a Project Coordinator who will be the Office of Neighborhoods contact person.
4. Submit an "Idea Letter" to the Office of Neighborhoods.
5. Within two weeks of receipt of the "Idea Letter" by the City, you will be notified a) whether the project is feasible and b) information required to complete the Mini-Grant application.
6. If your project is determined to be feasible begin tracking volunteer hours dedicated to preparing the application. Up to 25% of your volunteer match can be accrued during this phase of the project.
7. Complete *Mini-Grant Application* and turn it in to:
Office of Neighborhoods, City of Shoreline, 17544 Midvale Ave. N., Shoreline WA 98133.
Application must contain a complete explanation of the project including scope of work, timeline for completion, demonstration of neighborhood match, and all necessary permits or authorizations required to complete the project.
8. Once your project is approved by the City Council you will receive a supply of Mini-Grant Invoices to send in with requests for payment of expenses.
9. Deadline for application is June 30, 1999. Applications received after this date will generally be considered for funding in the following year.

IF YOU HAVE ANY QUESTIONS, CALL the Neighborhoods Coordinator, (206) 546-8564

Please complete the following questions:

Name of Project: _____

Name of Neighborhood Association: _____

Neighborhood Project Coordinator's Name: _____

Project Coordinator's Address: _____

Project Coordinator's Telephone: Days _____ Evenings _____

Briefly Describe Your Project:

Total Dollar Request for Project \$ _____ Value of Neighborhood Match \$ _____

What will this project accomplish? How was the need for it identified? Who was involved?
(You may wish to include minutes of the meeting(s) at which this project was identified or describe the process for the group's decision to pursue this project.)

PROJECT WORK PLAN

Briefly describe each project activity and when it will occur

Activity	Projected Date of Completion
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What is your anticipated project completion date? _____

Are any permits or letters of permission required for this project? Please list and attach.

ANTICIPATED BUDGET ITEMS REQUIRED

If you have more than one project, list items and total cost for each project separately. Then total the costs for all the projects at end.

ITEM	SOURCE	ESTIMATED COST
<i>Example:</i>		
<i>Mural Project</i>		
<i>10 Gallons latex paint</i>	<i>Home Depot</i>	<i>\$150 (\$15/gal)</i>
<i>Sign Project:</i>		
<i>8 - 24x26" signs</i>	<i>Fast Signs</i>	<i>\$720 (\$90/sign)</i>
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ESTIMATED TOTAL COST: \$870

Please attach any requested quotes for items or services.

Indicate below how you will arrive at your neighborhood match for this project (what services, labor, materials, or money your neighborhood association will be contributing):

Match item

Estimated Value

Example: Volunteer labor 60 hours x \$10/hr (see pledge forms, attached)

\$600

Date Work Completed

Work Description

Hours

Value

Example: June, 1999

Application Preparation

20

\$200

ESTIMATED TOTAL VALUE OF MATCH:

If you will be using neighborhood volunteers, please describe how you will secure their participation in the Mini-Grant project:

Will your project require ongoing maintenance or repair? How will it be provided?

Submitted by:

Print Name _____

Signature of Applicant

For Office Use Only

Date Council Approved _____

Amount Approved \$

COMMENTS

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