

# 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.*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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?*

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\_\_\_\_\_

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

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\_\_\_\_\_