



Environmental Mini-Grant Application

For Office Use Only

Date Received by City: _____

Application Directions:

Applications must be limited to 5 pages total in 10 point type size. Please be clear, succinct and number all pages.

1. Name of person / organization / business: _____

Project Coordinator's Name: _____

Address: _____

Telephone: _____ email: _____

2. What is the environmental need identified and the goal of the project:

3. Briefly describe your project:

4. Where will the project be done: public property _____

private property _____

If the project is on private property, what is the project's measurable benefit to the public?

5. What is the project start date: _____ Completion date: _____

6. Project work plan *(briefly describe each project activity and when it will occur)*

<u>Activity</u>	<u>Projected date of completion</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Are any permits or letters of permission required for this project. If so, please list & attach.

8. Anticipated items and budget required for project: *(attach any quotes for items or services)*

<u>Item</u>	<u>Source/vendor</u>	<u>Estimated cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Amount of funding requested from Environmental Mini-Grant Program: _____

10. Project match *(indicate how you will arrive at your 20% match for this project, e.g. services, labor, materials or money. The value of one general volunteer hour is \$10; one volunteer hour of technical/professional services is \$20)*

<u>Match item</u>	<u>Estimated value</u>
<i>example: Volunteer labor 60 hours X \$10/hr</i>	<i>\$600</i>
_____	_____
_____	_____

Estimated Total Value of Match: _____

11. If you will be using volunteers for non-technical services, please describe how you will secure their participation in the project.

12. If any partner organizations, such as schools, neighborhood associations or businesses, will be involved in this project, describe how they will be contributing to the project.

13. Will your project require on-going maintenance or repair? If so, how will it be provided?

Note: If the Mini-Grant project has been installed on private property, or on property owned by another public entity, such as the School District, King County, or Seattle City Light, the applicant will work with the property owner to develop and implement a maintenance plan.

Submitted by: _____
Print Name

Signature of Applicant

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Date Approved: _____ Amount Approved: \$ _____

Approved by: Rika Cecil Signature: _____

Comments: _____
