



**For Official Use Only**

Date Received:

Amount Awarded: \$

Date Reviewed by Panel:

## Love Your Block Mini Grant Program 2016 APPLICATION

**Program Purpose:** The Love Your Block Mini Grant Program offers grants up to \$500 for small neighborhood projects when one-to-one matched by the community in volunteer labor, professional services, and cash or donated materials. Examples of eligible projects may include neighborhood clean-ups and beautification, small art projects, or neighborhood events. Note: **Food products, gas, and/or alcohol are not eligible for funding.**

**Application Deadline:** Applications are accepted June 1 – September 30, 2016 and must be received by the Healthy Communities Division no later than **5pm Friday, September 30<sup>th</sup>, 2016** to be considered.

Submit application with original signatures on 8-1/2" x 11" size paper. Please do not bind or enclose your application in a folder. Application must be thoroughly completed with all questions answered. Make sure to keep a copy of your application for your records.

**Submit Applications to:**

City of Lynnwood - Healthy Communities Division  
PO Box 5008  
Lynnwood WA 98046-5008

Or, by email to [mharrington@lynnwoodwa.gov](mailto:mharrington@lynnwoodwa.gov)

Questions: Staff are available to assist you in addressing your questions or concerns or to discuss potential grant proposals at 425-670-5532.

**Please Check-off that your project meets the following requirements:**

- I have read and understand the eligibility requirements and grant guidelines
- Project emphasizes residents and neighbors putting in the effort themselves
- Project involves residents and neighbors of the community in planning and implementation.
- Project takes place within Lynnwood City Limits.
- Project is open to the public during **all** phases of the project (planning, implementation, after)
- Project will be completed by December 1, 2016
- Project matching form is attached and filled out completely
- The names and addresses of three Lynnwood residents are included

<b>A. Project Information</b>	
1. Project/Activity Name:	2. Request Date:
3. Project/Activity Address or Location:	
4. Are any permits or letters of permission required? (Permission is required if applicant does not own property). If so, please list and attach.	
5. Brief Description of Project/Activity:	
6. Total Award Requested from the City:	\$
7. Total Value of Neighborhood Match:	\$

<b>B. Applicant Contact Information</b>	
Project Manager or Organizer:	
Address:	
Day Phone:	
Evening Phone:	
Email Address:	
Alternate Contact:	
Address:	
Day Phone:	
Evening Phone:	
Email Address:	

**C. Supplemental Questions**

(Answer all questions completely. Please use another sheet of paper if you require more room.)

1. Describe in detail your proposed project:

2. How will neighborhood residents and/or organization members be involved in the planning and implementation of the project? How many people will be involved?

3. How will this project benefit the neighborhood and city?

4. What is your anticipated project start and end date? Please list any other important milestone dates.

5. How did you learn about the mini grant program?



## **F. Acknowledgement & General Terms**

The signatory declares that s/he is the designated Project Manager and assumes responsibility for the undertaking of this project, that s/he has read and understands the Mini Grant Guidelines and Application, and assures that any funds received as a result of the application will be used only for purposes set forth herein.

*All awards are given on a one-time basis. Ongoing maintenance for all match projects becomes the responsibility of applicants or other members of the applicant's community.*

### **General Terms & Provisions**

The City will cover persons who work on the project as volunteers on behalf of the Grantee with worker's compensation. Minors will not operate equipment. The Grantee will be required to submit a list of volunteers physically working on the project to the City. Volunteers injured while working on this project shall immediately report the injury to the Project Coordinator, who shall in turn report the injury to the City.

It is understood that the Grantee is an independent contractor and is not an agent of the City and all personnel used by the Grantee in connections with the proposed project by this agreement shall be volunteer and/or employees of the Grantee and not the City, and shall have no claim against the City for compensation or other benefits available to the employees of the City.

The completed project will be open to everyone without discrimination based on the City's Declaration of Policy.

The Grantee will hold the City harmless from all claims of every kind and character arising out of or in any way connected with the project.

The final decision in resolving any dispute arising between the Grantee and the City will rest with the City of Lynnwood.

Name:

Date:

Signature:

## Grant Matching Commitment Form

The individuals, or organizations listed below commit to donate volunteer time, materials, services, money or a combination of those items for the above project. Note: Volunteer labor is valued at \$27/hr., match 1:1 (1 dollar value of neighborhood match for every 1 dollar awarded by the City)

Name (please print) Address/Phone/Email	Signature	Item or Number of Hours Pledged	Monetary Value	Types of Match (Volunteer time, service, material, etc.)
<b>Totals:</b>			\$	