



## Love Your Block Mini Grant Program Application Guidelines

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**Purpose:** To support projects and activities organized by residents that bring neighbors together, enhance and beautify neighborhoods, encourage civic engagement, and promote the general interest, health and well-being of our Lynnwood community.

### Project Ideas:

- Create a walking trail through your neighborhood
- Plant a community garden or install hanging baskets on your street
- Host a BBQ, potluck, ice cream social for your neighbors to talk about National Night Out Against Crime, establishing a Block Watch program, or a general topic about emergency preparedness strategies
- Improvements to neighborhood parks such as installing garbage bins, planting trees, installing benches or painting murals
- Neighborhood clean ups, i.e. graffiti, helping neighbors clean up their property, etc.

**Grant Amount:** Grant awards are up to a maximum of \$500.

**Grant Eligibility:** Grants are made to Lynnwood neighborhood/community members of three or more households who have formed together to carry out a Neighborhood Improvement Project/Activity. Grants will not be made to individual persons or businesses, political groups, government agencies, hospitals, newspapers, non-local organizations, religious organizations, unless the project to be funded is for clearly non-religious purposes that serve the community and that it is open to the public at all steps of the project.

### Applications Made Easy

1. Review the application process and contact the Healthy Communities Division to discuss your project or if you have any questions: [mharrington@lynnwoodwa.gov](mailto:mharrington@lynnwoodwa.gov) or 425-670-5532
2. Designate a project manager/organizer and an alternate contact.
3. Contact individuals and organizations to commit volunteer time, materials, services and/or money.
4. Complete and submit project application prior to the deadline.
5. Once grant is awarded – it's time to get to work!



**Each Grant Project and/or Activity MUST:**

- Have a lasting and/or direct benefit to the neighborhood and/or the city as a whole.
- Emphasize self-help action, such as residents and neighbors putting in the effort themselves, in partnership with each other and/or with local organizations and local government.
- Involve residents and neighbors of the community in planning and implementation of the project.
- Take place within Lynnwood City Limits.
- Be open to the public during all phases of the project including when it is **being planned, during the project, and afterwards.**
- Be completed within 12 months of grant award.

**Application Process, Deadlines, and Notification:** All applications will be reviewed within 30 working days after the applicable deadline set forth below.

Applications will be accepted anytime between June 1 – September 30, 2016. Applications must be received by the Healthy Communities Division no later than 5pm on or before September 30, 2016.

Applicants will be notified of award decisions and specific conditions, if any, that need to be met before a contract with a specific timeline and scope of work/activities to be done in the project, is executed.

**Matching Funds:** The neighborhood/community must match the grant award with contributions of volunteer labor, donated materials and professional services, or cash. All projects require a 1 to 1 match ratio (1:1) which means \$1 in value of neighborhood match is contributed for every \$1 dollars in money granted by the city. ***Documenting match is very important and match pledge forms should be submitted no later than the end of the project date to the Healthy Communities Division. See attached matching document form.***

***Please Note:*** All grants are given on a one-time basis and one time per year. Ongoing maintenance and operation costs, if any, for any match projects becomes the responsibility of applicants or other members of the applicant's neighborhood.

***Please Note:*** The City reserves to it the full discretion as to the number and monetary amount of grants to be given out including not giving out any grants at all.