



Neighborhood Mini-Grant | Application Form

Project Title: _____

Project Lead/Contact Person: _____

Daytime Phone: _____ E-mail Address: _____

Mailing Address: _____

Host/Sponsoring Organization: _____

Contact Person: _____

Daytime Phone: _____ E-mail Address: _____

Mailing Address: _____

Project Description (Summary): _____

Project Location: _____

Approximate project start date: _____ **and completion date:** _____

Total cost of project: \$ _____ **Amount being requested:** \$ _____

Check which of the purpose statements align with the proposed project (check all that apply):

- Foster neighborhood pride and sense of belonging
- Improve the quality of life for residents
- Increase neighborhood capacity, opportunity, and leadership
- Develop stronger relationships among neighbors and neighborhood groups
- Build capacity for long-term change built by neighbors working together

Please answer the following questions and attach the answers to the cover page.

1. Describe your project and its intended impact. How will the project benefit the neighborhood/community?
2. Explain how you will determine the success of the project upon completion.
3. How will the project involve the community before, during and following implementation? As applicable, highlight how the project involves a diversity of interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, tenants and homeowners, etc.)?
4. If applicable, explain how needed approvals or permits will be obtained and how any other regulatory considerations will be addressed.
5. Discuss any potential liability risks and how these are being considered or addressed.
6. Describe your project's anticipated timetable, and, if applicable, ongoing maintenance commitments and/or ongoing cost considerations.

Additional Attachments:

- Required: include a form, such as the example below, showing all forms of support for the project, including financial support, volunteer support, and other in-kind support (e.g., donations of tools, food for volunteers, professional services, etc).

Example format:

<i>Name</i>	<i>Support Type</i>	<i>Value</i>
<i>John Jones</i>	<i>Cash donation</i>	<i>\$25</i>
<i>Jane Smith</i>	<i>Donated food for workers</i>	<i>\$20</i>
<i>Sue Clark</i>	<i>Volunteer labor: landscaping (estimate: 8 hours)</i>	<i>\$120</i>

Total of estimated cash donations: \$ _____
 Total value of estimated in-kind donations: \$ _____
 Total value of estimated volunteer contributions: \$ _____

*(*Weighted consideration will be given to applications which demonstrate a significant volunteer labor or resources match.)*

- Required: provide a simple line-item budget showing estimated expenses for the project. Also show sources of financial support for the project. If it is projected that costs will exceed financial support, explain how the difference will be made up.
- Optional/if applicable: provide any design information, site map or other visuals that would be helpful to those reviewing the application.
- Required: Signed Declaration Page

[It is recommended that applicants review the Mini-Grant Guidelines document for additional criteria and information, which can be found at:

<https://www.cityofholland.com/846/Neighborhood-Mini-Grant-Program.>]

City of Holland
Neighborhood Mini-Grant Application

DECLARATION PAGE:

We certify that the information given in this application is correct. We agree to the following terms:

- 1) The project or activity will be carried out when and as described in the application. If there are significant changes to the project or activity, or if the project is not completed, we are responsible for notifying the City of Holland of any changes, and are required to return funds received back to the City of Holland.
- 2) The host/sponsoring organization listed on the cover page assumes all liability for activities associated with the implementation of the project or activity and for all lifecycle costs described within the application.
- 3) Implementation of the project or activity will comply with all applicable policies and regulations of the City of Holland respecting use of City property.
- 4) A final report will be submitted within 60 days of completion of the project describing the key outcomes of the project.
- 5) We provide the City of Holland permission to share my/our names and the details of this application to outside organizations for the purpose of assisting other organizations with the process of seeking grant funding.

Project Lead Signature

Date

Host/Sponsoring Org Representative Signature

Date

[Updated 11/2025]