



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 to the cover page.

1. Describe your project and its intended impact. How will the project benefit the 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:

- Include a form such as the example below showing all forms of project support, 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>Address</i>	<i>Phone</i>	<i>Support Type</i>	<i>Value</i>
<i>John Jones</i>	<i>123 Main</i>	<i>555-5555</i>	<i>Cash donation</i>	<i>\$25</i>
<i>Jane Smith</i>	<i>129 Main</i>	<i>123-1234</i>	<i>Donated food for workers</i>	<i>\$20</i>
<i>Sue Clark</i>	<i>137 Main</i>	<i>456-7890</i>	<i>Volunteer labor: landscaping (estimate: 8 hours)</i>	<i>\$120</i>

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

- Please provide a simple line-item budget that details how requested funds would be used; please also include in the budget any matching funds that you expect to receive in support of the project.
- Optional/if applicable, provide any design information, site map or other visuals.
- Declaration Page

**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 for the five year period following project completion, unless otherwise agreed to.
- 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