

Example



Submit to: City of Kirkland
 City Manager's Office
 123 5th Avenue, Kirkland, WA 98033
 Attention: Kari Page

2015–2016 Neighborhood Matching Grant Application

Summary Sheet

Neighborhood: Highlands

Neighborhood Chair: Karen Story

Mailing Address: 9017 Slater Ave NE

Email Address: karen@nwnative.us

Day Phone: 425-576-1269

2015–2016

List Each Project

(Please remember to complete a **Project Information Sheet** for EACH project.)

City Funds

Neighborhood Match*

Total Cost

Project 1: Maintenance and Operations

\$1,301.00

\$7,937.60

\$9,238.60

Project 2: Egg hunt

\$100.00

\$902.00

\$1,002.00

Project 3: Picnic

\$1,000.00

\$1,578.50

\$2,578.50

Total Cost of All Projects

\$2,401.00

\$10,418.10

\$12,819.10

*Volunteer Value and Donation/Cash from Project Information Sheets.

The signatory declares that she/he is the elected chairperson or president of the application organization and will assure that any funds received as a result of this grant were used only for the purposes set forth in the application; that a majority of the members of the applicant governing board have voted to approve this project report.

Karen Story

1-18-14

Signature of Chairperson or President of Applicant Organization

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2015–2016 Neighborhood Matching Grant Application

Project Information Sheet

Neighborhood: Highlands			Date: 1-12-15				
Project Name: Maintenance and Operations			Project Number: 1				
Project Manager: Karen Story							
Name of event 2015:			2015 Date:		Location:		
Name of event 2016:			2016 Date:		Location:		
Describe Expenses	City Funds			Neighborhood Match			Total Expenses
	2015	2016	Total City Funds	Volunteer Hours	Value Volunteer Time*	Donation/Cash	
Website	\$40.00	\$40.00	\$80.00	200	\$4,510.00	\$0.00	\$4,590.00
Non-profit fees	\$10.00	\$10.00	\$20.00	50	\$1,127.50	\$0.00	\$1,147.50
stamps and office supplies	\$32.00	\$32.00	\$64.00	0	\$0.00	\$0.00	\$64.00
Cost overrun for 2014 mailer	\$137.00	\$0.00	\$137.00	2	\$45.10	\$0.00	\$182.10
Postcard mailer to all homes OR stair project	\$500.00	\$500.00	\$1,000.00	100	\$2,255.00	\$0.00	\$3,255.00
Total Cost of Project	\$719.00	\$582.00	\$1,301.00	352	\$7,937.60	\$0.00	\$9,238.60

*Volunteer value is \$22.55.

Project Description

Describe the project and the end result when completed: These expenditures allow us to maintain our domain and website, retain our required non-profit status, and pay for stamps and office supplies. Additional funds might be used for postcard mailers with information about our email list, meetings, and events. Or the funds might be used for projects. For example, if the 116th stair project does not receive NSP funds, we may choose to use our grant money to purchase supplies. We may also need a few dollars to replace plants in our landscaped entrance areas.

What will you require from the City to start and/or complete the project? Process reimbursement requests. In the case of postcards, send mailing list to printer. In the case of projects, help with design approval, and possibly with material purchases or gravel delivery, and continue to trim back vegetation.

How will neighborhood volunteers participate in this project? Volunteers maintain the website, handle the State and Federal paperwork, and take care of all NA business. For a postcard, volunteers would create the postcard, interface with the printer, and place the order. For a project, volunteers would provide the labor.

If applicable, how will this project be maintained in future years? For the stair project, volunteers could provide labor to maintain the stairs as needed.



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2015–2016 Neighborhood Matching Grant Application

Project Information Sheet

Neighborhood: Highlands	Date: 1-12-15
Project Name: Egg Hunt	Project Number: 2

Project Manager: Karen Story

Name of event 2015: Egg Hunt	2015 Date: April 4	Location: Highlands Park
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Name of event 2016: Egg Hunt	2016 Date: March 26	Location: Highlands Park
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Describe Expenses	City Funds			Neighborhood Match			Total Expenses
	2015	2016	Total City Funds	Volunteer Hours	Value Volunteer Time*	Donation/ Cash	
Snacks, beverages, paper products	\$50.00	\$50.00	\$100.00	40	\$902.00	\$0.00	\$1,002.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
Total Cost of Project	\$50.00	\$50.00	\$100.00	40	\$902.00	\$0.00	\$1,002.00

*Volunteer value is \$22.55.

Project Description

Describe the project and the end result when completed: Spring egg hunt for Highlands families. Kids of all ages can hunt for eggs while the parents socialize. Snacks and beverages are provided.

What will you require from the City to start and/or complete the project? Event permit, mowing.

How will neighborhood volunteers participate in this project? Volunteers will plan, organize, and run the event.

If applicable, how will this project be maintained in future years? This is an annual event.

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Project Information Sheet							
Neighborhood: Highlands				Date: 1-12-15			
Project Name: Picnic				Project Number: 3			
Project Manager: Karen Story							
Name of event 2015: Norkirk-Highlands Picnic				2015 Date: August 29		Location: Crestwoods Park	
Name of event 2016: Norkirk-Highlands Picnic				2016 Date: August 27		Location: Crestwoods Park	
Describe Expenses	City Funds			Neighborhood Match			Total Expenses
	2015	2016	Total City Funds	Volunteer Hours	Value Volunteer Time*	Donation/ Cash	
Food, supplies, music, bounce house	\$500.00	\$500.00	\$1,000.00	70	\$1,578.50	\$0.00	\$2,578.50
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
Total Cost of Project	\$500.00	\$500.00	\$1,000.00	70	\$1,578.50	\$0.00	\$2,578.50
*Volunteer value is \$22.55.							
Project Description							
Describe the project and the end result when completed: Joint annual picnic with Norkirk neighborhood. The purpose of the event is fun and community-building.							
What will you require from the City to start and/or complete the project? Picnic permit, mowing, insurance?							
How will neighborhood volunteers participate in this project? Neighborhood volunteers will plan the event, organize and run activities, and fundraise as needed.							
If applicable, how will this project be maintained in future years? This is an annual event.							