



2019 NEIGHBORHOOD COUNCIL & COMMUNITY ASSEMBLY GRANT APPLICATION

APPLICATION DUE: MAY 3, 2019



This is public funding from the City of Spokane and has certain restrictions identified in the 2019 Neighborhood Council and Community Assembly Grant Program Guidelines. The grant is available to neighborhood councils recognized by the City of Spokane under SMC 4.27 and Community Assembly including the Committees. Funding under this grant is for use by neighborhood councils and committees and is not authorized for third party groups. Services that are provided by the City or City vendors are required to be obtained through the city as identified the Grant Program Guidelines.

Neighborhood Council/Community Assembly Committee: _____

Neighborhood/Committee Contact (person who attends training): _____

Phone: _____ Email: _____

(Note: This person will be the contact for the program's liaisons and will be the sole executor of the grant/point of contact for ONS in processing the grant.)

Have you reviewed the [2019 Grant Program Guidelines](#)? Yes _____

Have you attached your Council/Committee Minutes demonstrating the approval of this use of grant funds? Yes _____

Instructions:

- Questions regarding how to complete the Budget Request should be directed to the Budget Committee member working with you, your Liaison [here](#)
- All printing should be processed through Maren Murphy, ONS, mmurphy@spokanecity.org. These jobs are produced through Reprographics, the City's print shop.
- You may reference the [pricing sheet](#) when coming up with the estimated cost for your itemized budget.
- If you need assistance with performance metrics, see an example [here](#)
- *Applications that do not address all requirements will be determined incomplete and will be returned.*

(a) Please describe the exact nature of your project, including: description, rationale and measurable outcome of the project that will increase Neighborhood Council or Community Assembly engagement. Feel free to attach another sheet if the space below is insufficient, but please fully address these points.

(b) How will you know the project impacted your neighborhood in a positive way? What will you do to specifically monitor this progress? Feel free to attach another sheet if the space below is insufficient, but please fully address these points.

(c) If your Neighborhood Council/Committee received community engagement grant funds in 2018, please attach your report, including performance measure(s) that demonstrates community engagement.

Engagement Grant Request Summary

Please specify item, description details, number of item or not to exceed total for each item. Examples of commonly requested items include:

- Copies
- Rackcards/doorhangers
- Movie night
- Magnets
- Dump passes
- Band
- Banners
- Yard signs
- Media

Optional Catch-all: If your cost estimate is lower than actual costs, you may add an item description such as "more banners" or "more copies" to reach your total allocation of \$650 as the last line.

Item	Description	Not to Exceed \$ Item Cost
For any "catch-all" items up to the maximum amount, please indicate item and description below		
		As needed to total \$650
TOTAL \$ REQUESTED – CANNOT EXCEED \$650		

Reallocation Request – Cannot Exceed \$300

Note: Reallocation funds are NOT guaranteed. This section must be completed and delivered by May 3, 2019 to be considered for any reallocation.

Item	Description	Not to Exceed \$ Item Cost
For any "catch-all" items up to the maximum amount, please indicate item and description below		
		As needed to total \$300
TOTAL REQUESTED – CANNOT EXCEED \$300		

NO FOOD, GIFTS, GIVEAWAYS.
PLEASE REFER TO THE [GUIDELINES](#) FOR QUESTIONS!

To submit application:

- Email completed application and prior performance measures, if applicable, to Maren Murphy, ONS, at mmurphy@spokanecity.org. This must occur on or before May 3, 2019.

Neighborhood/Committee Contact Signature:

Date: