



2024 NEIGHBORHOOD COUNCIL & COMMUNITY ASSEMBLY GRANT APPLICATION



APPLICATION DUE: JUNE 14, 2024

This is public funding from the City of Spokane and has certain restrictions identified in the 2024 Neighborhood Council and Community Engagement Grant Program Guidelines. The grant is available to neighborhood councils recognized by the City of Spokane under SMC 4.2.7 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 2024 Grant Program Guidelines? Yes: ___ Date of CE Grant Training you attended: _____

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, see your Liaison.
- All printing requests should be processed through Gabby Ryan, ONS, gryan@spokanecity.org. These jobs are produced through Reprographics, the City's print shop.
- You may reference the Reprographics pricing sheet when coming up with the estimated cost for your itemized budget.
- **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.

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/Block party
- Magnets
- Food
- Band
- Banners
- Yard signs
- Media/Zoom

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 \$850 as the last line. If you’re unsure of actual costs, put “up to \$_____” to show a max limit and flexibility under that amount.

Item	Description	Not to Exceed \$ Item Cost
<i>Ex.: Fliers for Annual NC Potluck</i>	<i>Advertising of NC event, marketing</i>	<i>Up to \$200</i>
<i>For any “catch-all” items up to the maximum amount, please indicate item and description below</i>		
		As needed to total \$850
TOTAL REQUESTED – CANNOT EXCEED \$850		

Alternate Request

Note: This section must be completed and delivered by June 14, 2024, to be considered for an alternate request. Neighborhoods can have an Event Request, and an alternate request if any restrictions make the event impossible.

Item	Description	Not to Exceed \$ Item Cost
<i>For any “catch-all” items up to the maximum amount, please indicate item and description below</i>		
		As needed to total \$850
TOTAL REQUESTED – CANNOT EXCEED \$850		

**NO GIFTS, GIFT CARDS, RAFFLES OR GIVEAWAYS.
PLEASE REFER TO THE GUIDELINES FOR QUESTIONS!**

To submit application:

- Email completed application and prior performance measures, and NC meeting minutes to Gabby Ryan (ONS) at gryan@spokanecity.org. This must occur on or before June 14, 2024.

Community Engagement Coordinator Signature: _____

Date of Signature: _____