



# 2025 NEIGHBORHOOD COUNCIL & COMMUNITY ASSEMBLY GRANT APPLICATION



APPLICATION DUE: JUNE 16, 2025

*This is public funding from the City of Spokane and has certain restrictions identified in the 2025 Neighborhood Council and Community Engagement 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 2025 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 Budget Committee Liaison.*
- *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
<b>TOTAL REQUESTED – CANNOT EXCEED \$850</b>		

### Alternate Request

Note: This section must be completed and delivered by June 16, 2025, to be considered for an alternate request. Should your initial plans for funding not be available/feasible, alternate requests are what the money would be spent on.

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
<b>TOTAL REQUESTED – CANNOT EXCEED \$850</b>		

**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](mailto:gryan@spokanecity.org). This must occur on or before June 16, 2025.

Community Engagement Coordinator Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_