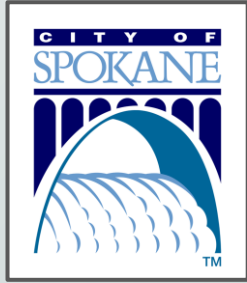


Grant Writing TODAY

and An Event that Went OK

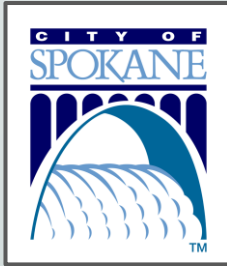


Grant Writing TODAY



Amy Lutz

Spokane Parks Foundation Board Member
Grants Committee Chair



Heather Page

City of Spokane
HCD Program Manager
Spokane Community Housing and Human Services



Shawn Terjeson

Member Lincoln Heights Council
Member of CA Comms Committee



Event Report



© 2009 Katy Chayka





SPOKANE PARKS FOUNDATION

Serving Greater Spokane



Field Day at Lincoln Park + Nature Day with Spokane Urban Nature

NATURALIST

Jack
Nisbet

BIOLOGIST

Lisa
Langelier

THE GREAT INVASIVE WEED PULL

SATURDAY June 7TH 2025



* Upper Lincoln Park *

8:00 ^h - 11:00 ^h



WHERE

SUGGESTED
PARKING ON:

★ E. 17TH

★ E. 25TH

★ MT. VERNON

★ MEET AT
BASECAMP

SCHEDULE

8:00 ^h Get to know Lincoln Park
with writer Jack Nisbet

8:30 ^h Bird & Plant Walk with
Author Lisa Langelier

9:00 ^h Learn about invasive weeds
and help return Lincoln Park
to its original glory!
to 11:00 ^h

SPOKANE PARKS
FOUNDATION
Living Green Spokane

SPOKANE
URBAN
NATURE

LINCOLN
HEIGHTS
Neighborhood Council

BRING A HAND TOOL & GLOVES [WE'VE GOT EXTRAS IF YOU NEED 'EM] | COFFEE ★ DONUTS ★ GIFT BAGS

LINCOLN
HEIGHTS
Neighborhood Council
lincolnheights.spokaneneighborhoods.org

People



Spokane Parks Foundation

Yvonne Trudeau

Event Committee

Carol Tomsic

Hal Rowe

Jeff Lambert

Karen Mobley

Marilyn Lloyd

Sally Phillips

Shawn Terjeson

Sheila Evans

Spokane Parks Dept.

Angel Spell

Cathie Shinsel

Dumpster Truck

Driver

Spokane County Master Gardeners

Kari

Michelle

Nadine

Tina

Spokane County Noxious Weed Control Board

Michelle Anderson

Thurman Johnson

City of Spokane Representatives

Amber Groe

Gabby Ryan

Day of Production Volunteers

Andrew Beagle

Claire Beagle

Ellen Davis

Gail Stewart

Hank Artis

Pam Remmel

Susan Terjeson

Terry McMillan

And Weed Plucking Volunteers!



Luck

Move to
Spokane



```
graph LR; A((Move to Spokane)) --- B((Listen and Learn))
```

**Move to
Spokane**

**Listen
and Learn**



**Move to
Spokane**

**Listen
and Learn**



**Move to
Spokane**

**Listen
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**Spokane
Urban
Nature**

**Move to
Spokane**

**Listen
and Learn**



**Spokane
Urban
Nature**

**Pull Weeds
with a Nice
Man**

**Move to
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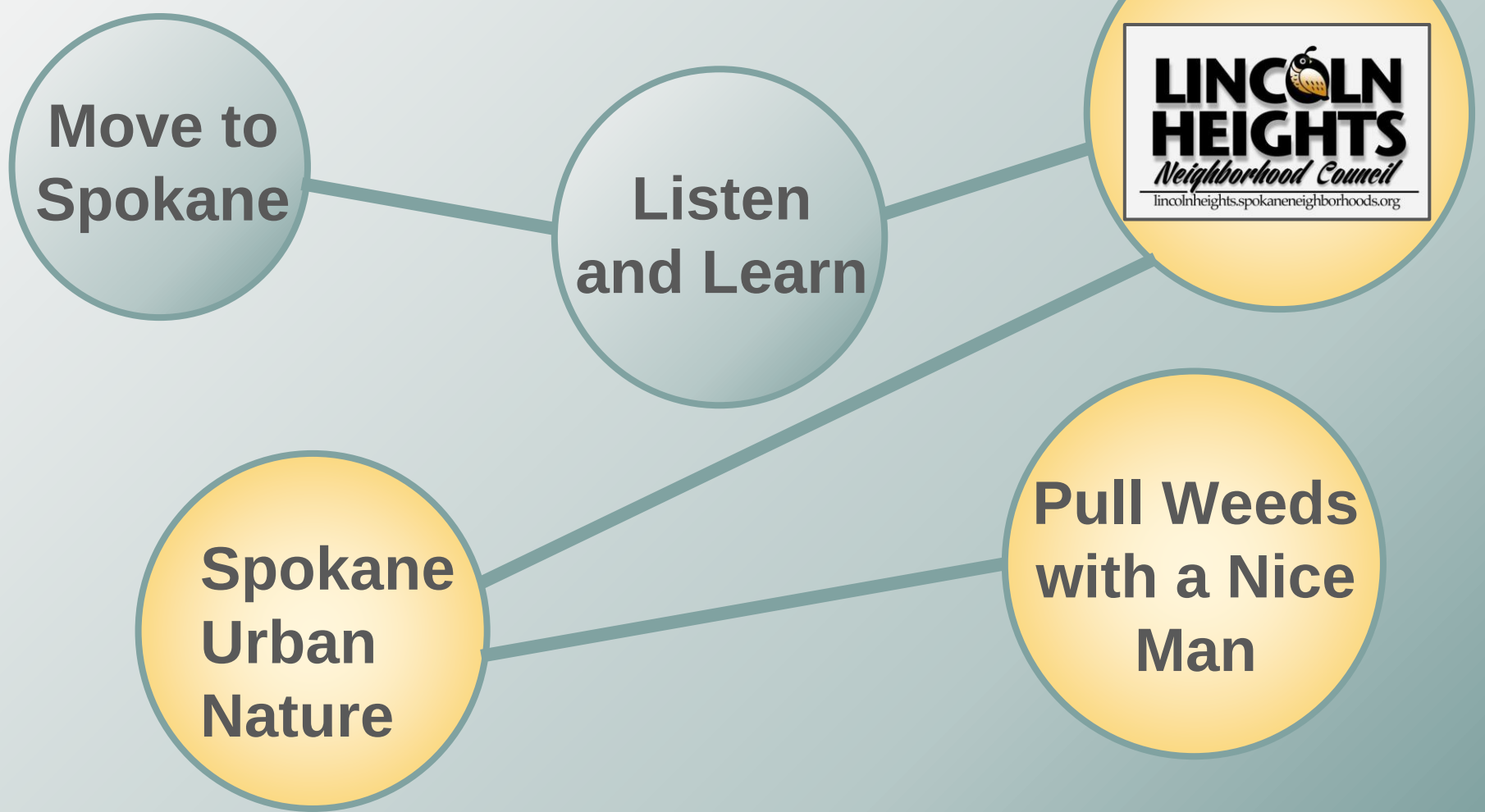
**Move to
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**LINCOLN
HEIGHTS**
Neighborhood Council
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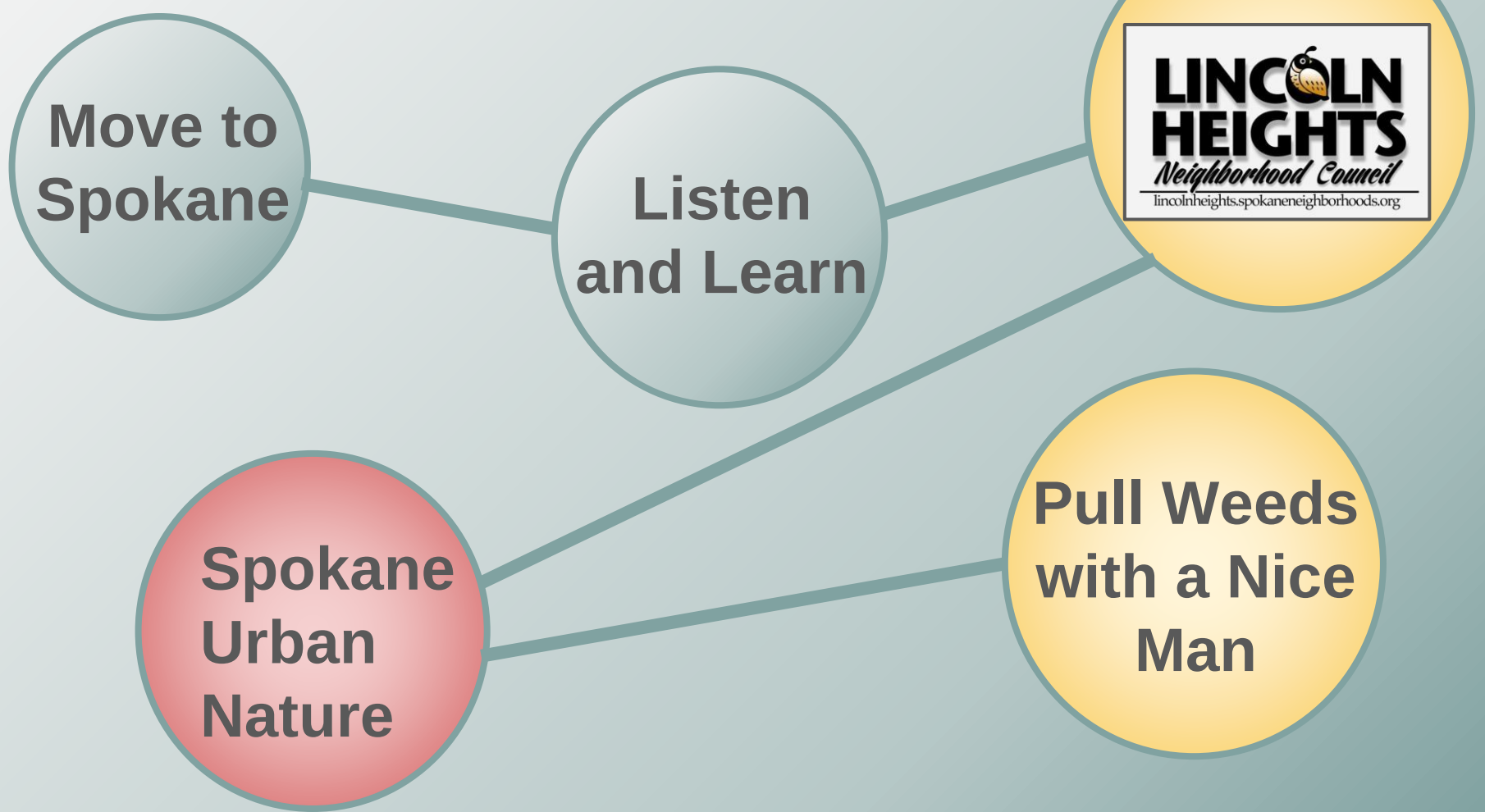
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BRING A HAND TOOL & GLOVES [WE'VE GOT EXTRAS IF YOU NEED 'EM] | COFFEE • DONUTS • GIFT BAGS

NATURALIST

Jack
Nisbet

THE
W

KANE
AN
JRE



YOU NEED 'EM]

| COFFEE

*

DONUTS

*

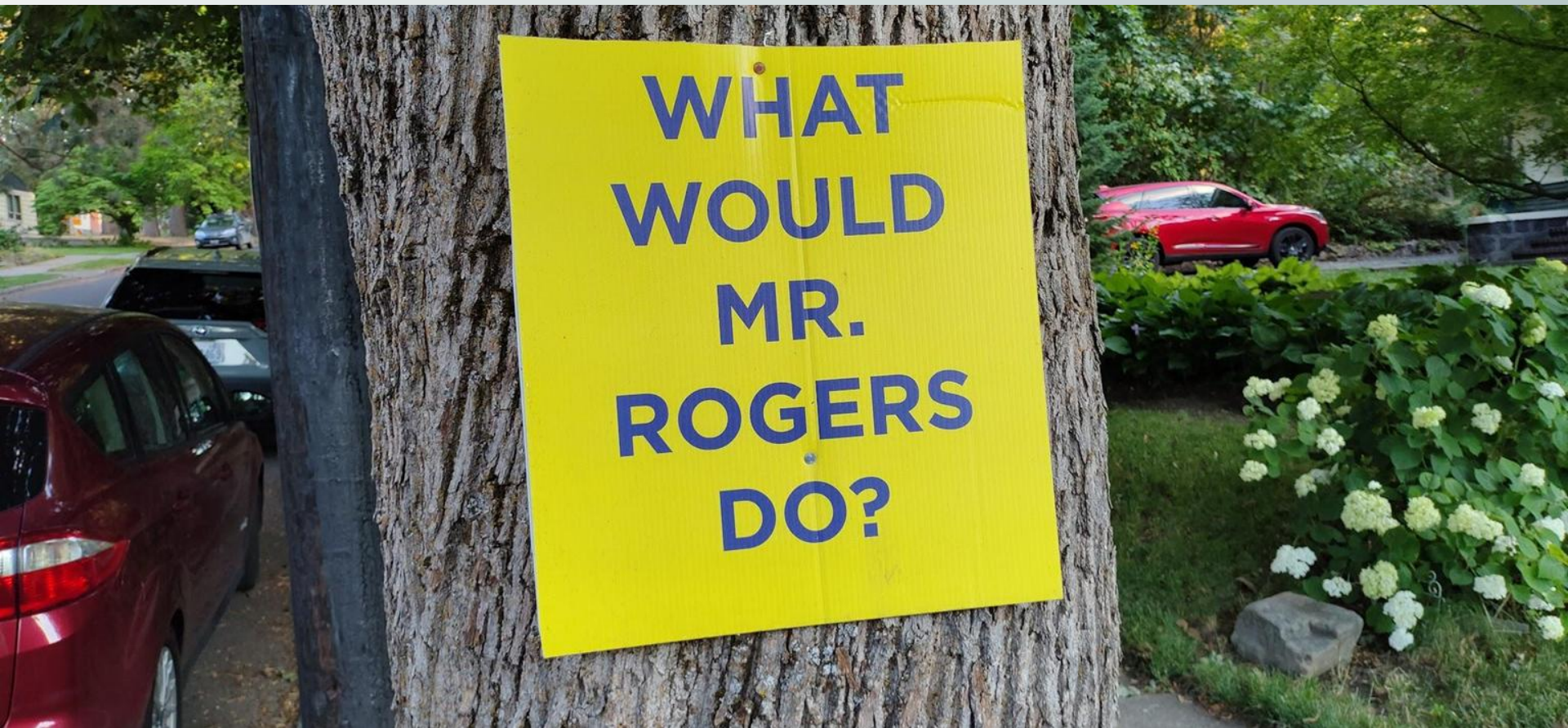
GIFT BAGS

Luck

Luck



**WHAT
WOULD
MR.
ROGERS
DO?**



Grant Application

“?”

Grant Application

	A	B	C	D	E	F	G
1	Weed Pluck						
2	Categories	Details	\$ Estimated	\$ Tax - 9.1	\$ Total	\$ Actual	
3	Expenses: Park						
4		Special Event Permit	Cost covered by Office of Neighborhood Services	\$0.00			
5		Liability Insurance	Cost covered by Spokane Parks Foundation	\$0.00			
6	Subtotal						
7	Expenses: Base Camp						
8		2 tents for shade or rain	Supplied by Neighborhood Community Assembly	\$0.00			
9		2 tables	Supplied by Neighborhood Community Assembly	\$0.00			
10		Dumster Rental	3 Cubic yard dumster, Delivery	\$35.14			
11		Dumster Rental	Dumster Daily Rate: \$2.89 @ 4 days	\$11.56			
12		Dumster Rental	Dumster Disposal	\$120.38			
13		Dumster Rental	Total:	\$167.08	\$15.20	\$182.28	
14		Porta Potty	Rental, Delivery and Pickup	\$179.58	\$16.34	\$195.92	
15		Load Speaker	Battery Powered speaker and microphone	\$39.99	\$3.60	\$43.58	
16		Cleaning Supplies	Trash Bags	\$7.29	\$0.66	\$7.95	
17		Cleaning Supplies	Spray Cleaner	\$4.99	\$0.45	\$5.44	
18		Cleaning Supplies	Paper Towels	\$2.49	\$0.22	\$2.71	
19		Cleaning Supplies	Removable tape	\$6.99	\$0.63	\$7.62	
20		Cleaning Supplies	Hand Sanitizer	\$2.29	\$0.20	\$2.49	
21							
22		Wheelbarrows	Rental - 2	\$36.00	\$3.27	\$39.27	
23	Subtotal					\$487.26	

	A	B	C	D	E	F	G
24	Expenses: Catering						
25		Coffee	Coffee	\$43.60		\$43.60	
26		Creamer	Half and Half - Oat Milk Creamer	\$9.28		\$9.28	
27		Coffee Cups	100 Cups	\$14.99	\$1.36	\$16.35	
28		Napkins	Paper	\$2.29	\$0.21	\$2.50	
29		Pasteries	Pastry - 80% wheat based	\$24.97		\$24.97	
30		Pasteries	Pastry - 20% non wheat	\$13.58		\$13.58	
31		Beverages	Cold Beverages - Fizzy Water - 3-8 packs	\$14.97		\$14.97	
32		Beverages	Cold Beverages - Cokes - 2-6 packs	\$10.89		\$10.89	
33		Drinking Water	5 gallon Igloo Cooler - Supplied by Neighborhood Community Assembly				
34		Other	Small assortment of snacks, hard candy, cookies	\$19.95	\$1.81	\$21.76	
35	Subtotal					\$157.90	
36	Expenses: Promotion						
37		Flyer Artwork	\$150 - \$300	\$200.00	\$18.20	\$218.20	
38		Flyer Printing	100 - 8.5 X 11 flyers	\$54.50	\$4.95	\$59.45	
39		Advertisement	Ad placed in NextDoor or the Inlander				
40		Press Releases	Sent by Volunteers				
41							
42	Subtotal					\$277.65	

	A	B	C	D	E	F	G
43	Expenses: Miscellaneous						
44		Photographer	Volunteer				
45		Sun Screen		\$14.79	\$1.34	\$16.13	
46		Gift Bags	Donations from local retail outlets				
47		Gift Bags	30 Copies of Identifying and Controlling Noxious Weeds in Spokane County booklet				
48		Gift Bags	Large Screwdriver - \$1.99 each 20 - Best for minimun denterlance of ground	\$39.80	\$3.62	\$43.42	
49		Gift Bags	50 Bags - Brown Paper	\$16.99	\$1.54	\$18.53	
50		Spare Gloves	12 one size fis all	\$9.99	\$0.90	\$10.89	
51		Wheelbarrows	Rental - 2				
52		Raffle	Three Gift Cards for plant nurseries - \$50 - \$25 - \$25	\$100.00			
53	Subtotal					\$88.97	
54	Grand Total					\$1,011.78	
55							
56							

Grant Application

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6	Subtotal						
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9		2 tables	Supplied by Neighborhood Community Assembly				
10		Dumster Rental	3 Cubic yard dumster, Deliv				
11		Dumster Rental	Dumster Daily Rate: \$2.89 @ days				
12		Dumster Rental	Dumster Disposal				
13		Dumster Rental	Total:				
14		Porta Potty	Rental, Deliv and Pickup				
15		Loud Speaker	Battery Powere speaker and microphone				
16		Cleaning Supplies	Trash Bags				
17		Cleaning Supplies	Spray Cleaner				
18		Cleaning Supplies	Paper Towels				
19		Cleaning Supplies	Removable tap				
20		Cleaning Supplies	Hand Sanitizer				
21							
22		Wheelbarrows	Rental - 2				
23	Subtotal						

\$88.97

\$1,011.78

F	G
\$16.13	
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Grant Application

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13		Dumster Rental	Total:				
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15		Loud Speaker	Battery Powere speaker and microphone				
16		Cleaning	Trash bags				
17		Cleaning	Spay Cleaner				
18		Cleaning	Paper Towels				
19		Cleaning	Removable tap				
20		Cleaning	Hand Sanitizer				
21							
22		Wheelbar					
23	Subtotal						

Do Your

Homework

F	G
\$16.13	
\$43.42	
\$18.53	
\$10.89	
\$88.97	
\$1,011.78	

Planning - Production

Love The Details

Event Task List 3-23-25

Event Date: Saturday, June 7th

For the Next Meeting

- Settle on an Event Name
- Discuss critical dates - Create Initial Timeline
- Publicity
- Define Production Volunteer Roles - Hit up South Hill Neighborhood | Councils for Production Volunteers

Pre-Event Planning

- Establish critical dates
- Create Working Production Schedule - Put tasks on calendar
- Create rough map of largest invasives patches in the park

Publicity

- Set up Publicity Team
- Write Flyer copy
- Establish Publicity Schedule
 - Social Media
 - Traditional Media
 - Flyer Distribution
- Write press release copy
- Banners?
- Identify Publicity Targets
 - Retail
 - Rockwood Community
 - Perry District
 - Altamont Neighborhood
- Ask retail [venders](#) for gift bag goodies
- Create a full on informational/contact page on Lincoln Heights Neighborhood Council (LHNC) web page
 - Investigate QR Code
- Include information about Spokane Parks Foundation (SPF) on **EVERYTHING**

- Event Photographer: Pictures for SPF, LHNC and SUN (what we did in 2025)

• Planning with Parks Department

- Designate Base Camp, Porta Potty and Dumpster Locations
- Can the Parks Department schedule PP and Dumpster?
- Can we get their discount?

Pre Event Production Tasks

- Scheduling the PP and Dumpster - Confirm week of the event.
- Locking the Porta Potty upon Delivery
- Locking the Dumpster upon Delivery
- Picking up the Base Camp infrastructure - Tables, tents, chairs, banners
- Returning Base Camp infrastructure
- Picking up Rental Items
- Create Production Volunteers sign up sheet, with street address for thank you cards
- **Get Food Handling Gloves**

Rental and CA Equipment, Pickup

- **Rental**
 - Loud Speaker Rental? Battery Powered speaker and microphone
 - Wheelbarrows Rental - 2 or more depending on volunteer supply
- **Community Assembly**
 - Tables
 - Pop-Up Tents
 - Loud Speaker?

Set Up - Production

- Set up plan

Coffee - Water and Snacks .etc

- Determine Coffee and Pastry sources
- Schedule pickup date and time - Confirm pickup on the week of the event.
- Create a shopping List for grocery and hardware purchases and Gift Bags
- Schedule shopping

Day of Event Tasks

- **Pick up Fresh Food Items**
 - Coffee
 - Pastries

- Set Up Base Camp
- Greet Volunteers
- Etc.

Post Event Tasks

- **Return Rental Items**
 - Clean before loading
 - Loud Speaker
 - Wheelbarrows
- **Return Community Assembly Items**
 - Clean before Loading
 - Tables
 - Pop-Up Tents
 - Loud Speaker?
- **Write Thank You Cards**
 - To Production Volunteers
 - To Expert Volunteers
 - To City Personnel

Planning - First Meeting

Agenda - Set Schedule

Pre-Event Planning

Publicity

Planning with the Parks

Department

Pre Event Tasks

Rental Equipment

CA Equipment

Setup Production

Coffee - Water- Snacks

Day Before Tasks

Day of Event Tasks

Return Equipment

Post Event Tasks

Planning - Lessons...

First full Meeting

- When you have a date, schedule volunteers for pickups and returns - Before, day of and after.

Planning - Lessons...

First full Meeting

- When you have a date, schedule volunteers for pickups and returns - Before, day of and after.
- **Schedule a Committee Meeting the week of the event.**
 - Set the plan for the day so everybody knows

Planning - Lessons...

First full Meeting

- When you have a date, schedule volunteers for pickups and returns - Before, day of and after.
- **Schedule a Committee Meeting the week of the event.**
 - Set the plan for the day so everybody knows
- Choose an Event Coordinator

Marketing

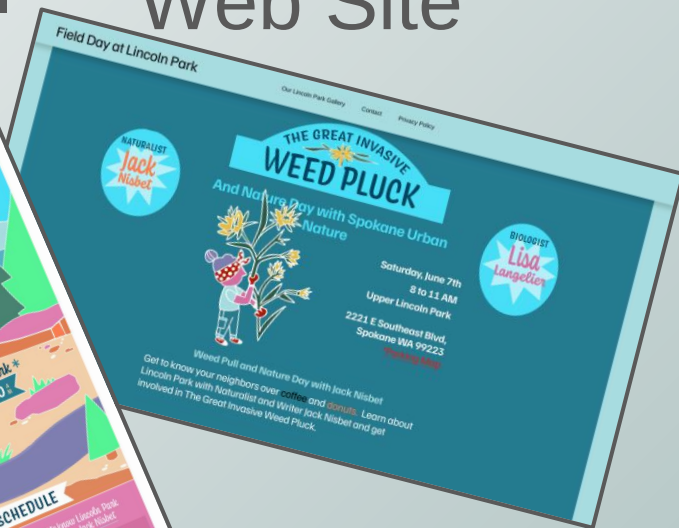
Old School



Marketing

Old School

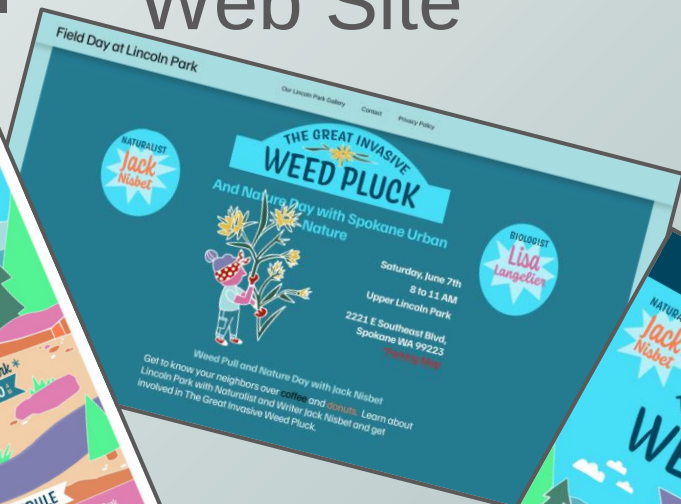
Web Site



Marketing

Old School

Web Site



Social



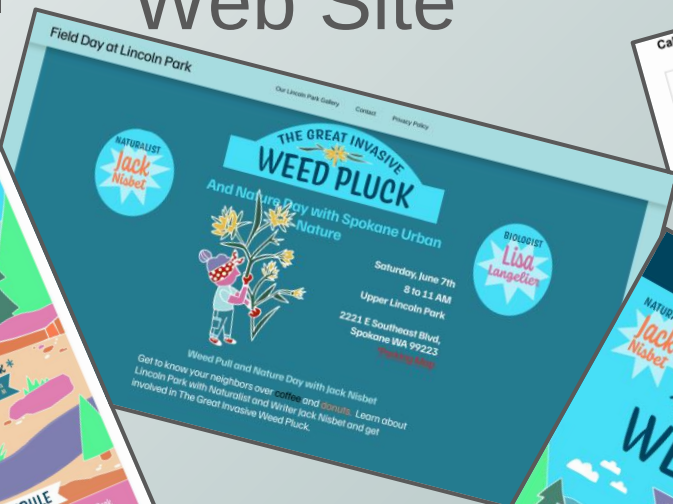
Marketing

Old School

Web Site

Calendars and
Press Releases

Social



Calendar Posting List - 2025		
Name of Organization	Website Link for Submit	Email
Spokane Arts	https://spokanearts.org/submit-an-event/	
Inlander	https://inlander.com/spokane/Events/Submit/	
DownTown Spokane Partnership	https://www.visitspokane.com/	
Visit Spokane	https://www.visitspokane.com/	
Spokesman	https://www.spokesman.com/stories/2025/06/07/submit-an-event/	

PR Done	Calendar Done	Target	Contact
X	X	Inlander	editor@inlander.com
X	X	Void	info@entertainmentspokane.com
X	X	The Fig Tree	development@thefigtree.org
X	X	Spokane Review	https://www.spokesman.com/calendar/suggest/
X	X	Greater Spokane, Inc.	https://www.greater-spokane.org/events-meet/
X	X	KHQ	https://www.khq.com/calendar/
X	X	Spokane Public Radio	https://www.spokanepublicradio.org/community-calendar/events/create
X	X	KXLY	
X	X	Visit Spokane	
X	X	KREM-TV	
X	X	KAYU FOX	

Post Production

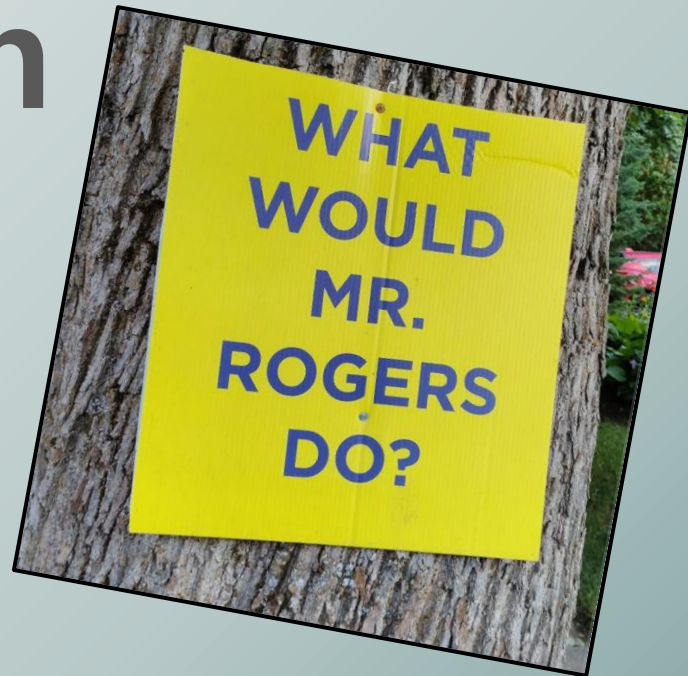
Thank You Notes

- To Your Committee
- To Production Volunteers
- To Expert Volunteers
- To City Personnel
- To Granting Personnel

Post Production

Thank You Notes

- To Your Committee
- To Production Volunteers
- To Expert Volunteers
- To City Personnel
- To Granting Personnel



Grant Writing Today

Amy Lutz and Heather Page

DEFINE YOUR PROJECT:

- Specify your overall goal and objective
- Describe your project, scope of work and intended outcomes
- Determine your specific needs, budget, and timeline

DETERMINE POTENTIAL FUNDERS:

- Neighborhood businesses
- Banks and credit unions
- Local, regional and national organizations

DETERMINE POTENTIAL FUNDERS:

- Document included on your thumbdrive

Potential Funders

Ag West	MultiCare
Albertsons/Safeway	Numerica
Avista Foundation	Providence
Bank of America	Rosauers
Better Health Together	Spokane Arts
BNSF Foundation	Spokane Parks
Canopy Credit Union	Foundation
CHAS Health	Spokane Preservation
Community Building	Advocates
Foundation	Spokane Rotary
Empire Health Foundation	Foundation
Franz Foundation	Spokane Teachers Credit
GESA Credit Union	Union
Greenstone	Spokane Tribe of Indians
Horizon Credit Union	TC Energy
Idaho Central Credit	Umpqua
Union	Union Pacific
Inland Power Community	US Bank
Foundation	Walmart Foundation
Innatai	Washington Trust Bank
Innovia Foundation	Windermere Foundation
Kalispel Tribe of Indians	Women Helping Women
Kiwanis Club of Spokane	Yokes
Lions Club of Spokane	

KNOW YOUR AUDIENCE:

- Review the funder's mission, values and priorities
- Research previous grant award recipients and the types of projects they have supported in the past
- READ THE REQUEST for PROPOSAL - criteria, deadline and funding limits

DRAFT A COMPELLING NARRATIVE:

- Highlight your proposal's alignment with the funder's mission
- Clearly define your objective
- Include data, quotes, testimonials, storytelling
- Include community support, matching funds and approvals (re: Parks Department, etc.)

DETAILS ARE IMPORTANT:

- Be detailed, accurate, realistic and succinct
- Align your budget with your project narrative
- Follow the funder's structure or template, if provided
- Answer ALL the questions without adding excess content

FOLLOW UP IS ESSENTIAL:

- Thank you notes, updates, and photos are appreciated
- Recognize and thank your funders publicly
- Building relationships with funders can be helpful

Spokane Parks Foundation Grant Cycle

- Due November 30, 2025, maximum award amount is \$6,000
- Supports park projects and park programs
- www.spokaneparksfoundation.org/grants

Community Development Block Grant Program

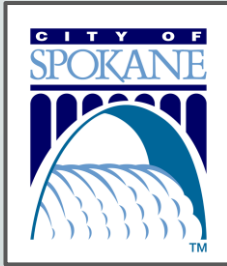
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