



Community Matching Fund Neighborhood Grant Application

The Community Matching Fund was established to monetarily match financial contributions for worthwhile neighborhood projects and events that build community involvement up to a defined dollar amount. To be considered for funding, a project or event must be non-profit in nature, take place within the City of Tumwater, and ***have a significant volunteer component*** that demonstrates community engagement. Events and Projects should have a measurable beneficial outcome for the residents of the community. Projects cannot be temporary in nature and should have a plan for maintenance and/or sustainability.

Please click one option below. Note: a separate application is necessary for each grant.

EVENT GRANT up to \$250 reimbursement (*Neighborhoods may apply once every two years*)

Event grants will be reimbursed up to a \$250 match with receipts showing purchases made.
Applications are accepted year-round subject to available funding.

PROJECT GRANT up to \$1000 reimbursement (*You may apply annually for new projects*)

Project grants will be reimbursed up to a \$1000 match with receipts showing purchases made.
Applications are accepted year-round subject to available funding.

Requests for reimbursement must have appropriate receipt documentation. **Original receipts** for all purchases submitted must be clearly readable showing the date, vendor, and amount of purchases indicated relating to the event or project. Reimbursement cannot be made if receipts are missing or photocopied.

The Neighborhood Grant program is a reimbursement grant. If approved, funding will be received after the project or event has been completed and all required documentation has been submitted to the Volunteer Coordinator at City Hall.

Project Applications are evaluated approved by a selection committee. The final funding decision will be approved by the Tumwater City Council, and Grant recipients will be notified in writing of the decision.

For questions or assistance with your application, please call (360) 353-5424 or email volunteer@ci.tumwater.wa.us

Your Neighborhood

Please type or print in the space provided.

Event or Project Name:

Date of Event or Project:

Project Location and Address:

Note: Projects involving use of private property must include written permission by the owner in the application. Liability insurance will be required when conducting events or projects in a public right-of-way and a copy of your policy must accompany your application. Please consult with your association to obtain a copy of your policy coverage. Please contact the City's Volunteer Coordinator if you have questions.

Sponsoring Community or Neighborhood Group:

Contact Person (Grant Coordinator):

Phone Number:

Email:

Mailing Address of Contact:

City:

State:

ZIP:

Please click the box that best describes your group or organization. *Groups require at least three members to be eligible to apply.*

- Homeowner, Neighborhood, or Condominium Association
- Informal neighborhood group
- Non-profit organization
- Other-

ORGANIZATION PHASE (Community Interest and Support)

1. Please describe the interest or participation you have within your neighborhood for this event or project. How will you communicate with neighbors to encourage participation? *Please attach copies of the project or event flyers or any marketing items that you will be using at the end of the application.*

PLANNING PHASE (Define outcomes, a timeline, and your volunteer component)

2. Define three outcomes for this project or event. What do you hope to achieve?

3. What is needed for the event or project to be successful and how will you measure its success?

5. How many volunteers will participate in your event or project and how will recruit them? Identify the roles that will be assigned to volunteers.

6. For project grants, what arrangements have been made for continued operation or maintenance, if needed? For event grants, write N/A

IMPLEMENTATION PHASE (Budget Proposal)

7. Grant amount requested: \$ **Project max. \$1000/Event max. \$250**

To receive funds of \$600 or more, applicant/group must have a federal employer identification number (EIN#) for tax reporting purposes. If your group or organization does not have a federal identification number and would like to apply for funds over \$600, fiscal sponsorship will be required. A W-9 should be completed by the grant recipient who will be reimbursed.

8. Please provide details of how your group will contribute to the project match including budgeted expenses. *(Include the total value of volunteer hours, any donations (materials or services provided at no cost), and total purchases. Purchases should be equal to or exceed the amount of grant funding requested. Of the Total \$ Value of hours contributed by volunteers, the role of planning should be limited to no more than 25% of the match.*

Your project match and expenditures including estimated volunteer hours, donations, and purchases (you may attach additional sheets or add to the table if you need additional blocks)

Volunteer Name	Role	Hours served	Total \$ Value Hours x \$20=

