



## Community Matching Fund Neighborhood Grant Application

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 you wish to apply for.

**EVENT GRANT up to \$250** (Former grant recipients may only 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** (You may apply annually for new projects)

Project grants will be reimbursed up to a \$1000 match with receipts showing purchases made. Applications are only accepted during open periods as posted.

Requests for reimbursement must have appropriate receipt documentation. Original receipts or clear copies for all purchases submitted must be clearly readable showing the date, vendor, and amount of purchases indicated relating to the event or project.

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 Programs Office at City Hall.

Project Applications are evaluated by a selection committee that will recommend events and projects for consideration by the Tumwater City Council. The final funding decision will be approved by the Tumwater City Council and grant recipients will be notified in writing of the decision.

### Your Neighborhood

*Please type in the space provided. Incomplete applications are not accepted.*

Event or Project Name:

Date of Event or Project:

Project Location and Address:

*Note: Projects involving use of private or public land or buildings must include written permission by the owner in the application. Please contact the City's Volunteer Coordinator at (360) 252-5424 or [volunteer@ci.tumwater.wa.us](mailto:volunteer@ci.tumwater.wa.us) for assistance.*

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.*

- Homeowners, 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 to encourage participation?**

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

**2. Define 3 outcomes for this project or event.**

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

**4. Define a timeline for your event or project (start date to finish date)**

**5. How many volunteers will be needed and how will recruit them? Identify what roles will be assigned to volunteers in implementing your event or project.**

**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: \$**

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 the same as 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 Hoursx\$20=

<b>Subtotal</b>			<b>\$</b>
<b>Donated materials or services</b>	<b>Donor</b>	<b>Value of materials or services</b>	<b>Total \$ Value</b>
<b>Subtotal</b>			<b>\$</b>
<b>Budgeted Expenses (Outline estimated cost for all expected purchases)</b>			<b>Total \$ Value</b>
<b>Subtotal</b>			<b>\$</b>
<b>Grand Totals ( add up each subtotal and enter it here)</b>			

(Chart above may be expanded if you need to add additional line items by clicking the DESIGN MENU RIBBON and DRAW TABLE.)

## Acknowledgement and Signature

If approved, the applicant shall enter into an agreement with the City of Tumwater to ensure the completion of the project as described in this application. This agreement shall indicate that the applicant holds the City of Tumwater harmless from any and all claims emerging out of the project and all related activities.

By signing this application form, the applicant certifies that the information contained is true and complete and has been provided with the intention of obtaining financial assistance from the City of Tumwater for the project or event as described.

Signature:

Print Name:

Date:

For office use only:			
Approval Queue:	Date Received	Date Approved or Denied	Initials
Volunteer Coordinator			
Administrator Review			
Council Committee (projects only)			
Full Council Consent (projects only)			
Group notified			

Revised May 29, 2019