Neighborhood Matching 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 select an option below:
Note: A separate application is necessary for each grant you wish to apply for.

☐ **EVENT GRANT up to $250**
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 $1,000**
Project grants will be reimbursed up to $1,000 match with receipts showing purchases made. Applications are accepted year-round subject to available funding.

Requests for reimbursement must have appropriate receipt documentation. You will need to provide original receipts or clear copies in order to be reimbursed. Receipts must be readable showing the date, vendor, and amount of purchase.

The Neighborhood Matching Grant 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.

Project applications are evaluated by the Recreation Manager and Volunteer Coordinator.

Questions about the application process? Contact the Volunteer Coordinator by email volunteer@ci.tumwater.wa.us or call (360) 754-4167.

YOUR NEIGHBORHOOD

Event or Project Name:

Date of Event or Project:

Project Location/Address:

Note: Projects involving use of private or public land or buildings must include written permission of the owner in the application. Contact the Volunteer Coordinator for assistance.

Sponsoring Community or Neighborhood Group:

Contact Person (Grant Coordinator):

Phone Number: Email:

Mailing Address:

Please select which best describes your group or organization:

- ☐ Homeowners, Neighborhood, or Condominium Association
- ☐ Informal Neighborhood Group
- ☐ Non-Profit Organization
- ☐ Other

ORGANIZATION PHASE (Community Interest & Support)

Please describe the interest or participation for this event or project within your neighborhood. How will you communicate to encourage participation?

PLANNING PHASE (Outcomes, Timeline, & Volunteer Component)

List 3 expected outcomes of this project or event.

1.
2.
3.

What is needed for the project or event to be successful? How will you measure its success?

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

How many volunteers will be needed and how will you recruit them? Identify what role(s) volunteers will have in your project or event.

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)

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 must be completed by the grant recipient who will be reimbursed.

Provide details of how your group will contribute to the project match.

DONATIONS (materials or services provided at no cost)

Donated Material or Service	Donor	Value of Materials or Services	TOTAL $ VALUE
		TOTAL:	$

PURCHASES (outline estimated costs for all expected purchases)

Budgeted Expenses	TOTAL $ VALUE
TOTAL:	$

VOLUNTEER HOURS (list all volunteers who will volunteer during the project or event)

Volunteer Name	Volunteer Hours
TOTAL VOLUNTEER HOURS:	

ACKNOWLEDGMENT & 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 the application. The 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, 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.

Print Name: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

	Date Received	Date Approved or Denied	Initials
Recreation Manager			
Volunteer Coordinator			
Group Notified			