Neighborhood Grant Application

Do you need assistance with the application? Contact Community Development with questions regarding the application at: planning@burienwa.gov

The City provides funds, up to $5,000 per project, and the neighborhood matches the City's contribution with local resources of volunteer labor, donated materials or professional services, or cash. The goal of the neighborhood matching fund is to encourage projects that foster community and create community improvements.

It is anticipated that the application will take between 2-8 hours to complete, depending on the level of detail provided.

1. APPLICANT INFORMATION (Neighborhood Project Coordinator)

Name:	Daytime Phone:
Address:	
City, State, Zip:	
Email:	

2. PRIMARY CONTACT PERSON (If Different)

Name:	Daytime Phone:
Address:	
City, State, Zip:	
Email:	

3. PROJECT & SITE INFORMATION

Street Address:

4. PROJECT COST

Option 1: Totals

A. Burien Matching Funds Requested (if known)	$
B. Total Project Cost (including volunteer labor and materials, this must meet or exceed request. *Note: volunteer time is valued at $40.28/hour in the state of Washington*)	$

Option 2: Total number of volunteer hours, including hours for follow-up maintenance

C. Number of volunteer hours proposed	

5. PROJECT CRITERIA

Indicate whether the project meets the following criteria:

Yes	No	
☐	☐	The project will include participation from two or more Burien community members.
☐	☐	The project will provide a specific and direct benefit to the Burien community.
☐	☐	Burien residents will be involved directly in the planning and implementation of the project.
☐	☐	The project will be completed by the end of 2026.
☐	☐	The project will be low maintenance or maintained by volunteers.
☐	☐	The project will be located on publicly accessible property.
☐	☐	The project will be free, open, and accessible to the public.

If you answered no to any of the above, please indicate why below:

Applications by organizations and individuals not yet funded by the City of Burien will be given priority in consideration, however all interested parties are encouraged to apply. Please answer the question below

Yes	No	
☐	☐	Will there be other Burien grants associated with the project or event?

If you answered yes to the question above, please provide the grant that was awarded?
Would you like your project to be continued to be considered if we are unable to grant the full requested amount? This response will not impact the chances of being awarded this grant.

6. WORK PLAN

The information in this section may be provided partially or fully in an alternate format, such as a video submission, website, drawings/art, or an in person or recorded presentation. Alternative format submissions must contain responses to all the requested information, or the submission will be deemed incomplete.

Are you providing the any of the information requested below in an alternate format? Select one or more of the following:

- ☐ No
- ☐ Yes, as an attachment to the application.
- ☐ Yes, as a web link: _____
- ☐ Yes, I would like to schedule a time to present my project to City staff.
- ☐ Other: _____

A. Provide a description of the following: project location, overall project timeline, major steps in completing the project and how the neighborhood or neighbors will be involved in the project, and the number of volunteers.

Description:

B. Provide a description of the proposed project, including how the project will benefit the Burien community. Provide specific examples of community benefits and describe who will benefit from the project.
Description:

7. NEIGHBORHOOD/COMMUNITY SUPPORT

A. Provide any community outreach efforts that have already taken place, and examples of how this project is supported by the community.

B. Provide a list of those who are within the community that support the project. You can also attach any neighborhood or community letter of support to showcase how this project is supported.

We, the undersigned, have read the application, including the work plan and agree with its intent and its implementation. We are not aware of any opposition. *Please note that the City understands that additional people may be added as you get organized.*

Name and Signature	Address	Phone	What about this project excites you?

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