Neighborhood Grant Application - EXAMPLE

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: Jane Smith	Daytime Phone: (555) 555-5555
Address: 555 SW Street Avenue	
City, State, Zip: Burien, WA 98166	
Email: jsmith@burienmail.com	

2. PRIMARY CONTACT PERSON (If Different)

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

3. PROJECT & SITE INFORMATION

Street Address: 558 SW Street Avenue, Burien WA 98166

4. PROJECT COST

Option 1: Totals

A. Burien Matching Funds Requested (if known)	$ 5,000
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*)	$ 10,0000

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

C. Number of volunteer hours proposed	424 hours: This includes 100 hours from students on Tree Team (weekly club) plus 3 hours/year from 108 students at the middle school.

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?
N/A
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.
Yes, any contribution to the project will help in the completion.

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:

This project will be located in B-town Park, located at 558 SW Street Avenue, Burien WA 98166. We are proposing to plant 100 new trees in the park while removing existing blackberries and create an educational opportunity for all volunteers.

This project will involve members from our Tree Club, which is associated with Orchard Middle School across the street. Additional students have signed up to volunteer outside of the tree club, and parents may also choose to participate. Jane, the neighborhood coordinator, will organize the event, while the volunteers will plant trees and remove blackberries. Tree club members will help with the selection of trees, to learn more about benefits of species, meeting city code requirements, and tree growth.

Total of 35 tree club members and 108 middle school students will attend. Approximately 10 parents have volunteered as well.

Please provide any additional information here, the more information on how this event will be scheduled and planned, the better for final selection.

Timeline:
- Previous year – preparation and planning
- January – Tree club advertises opportunity and begins tree selection
- Feb – April – educational component within club; tree species, growth, and tree selection
- May – June – meet with City for funding
- June – July – event organization including ordering trees and securing tools to conduct work
- July: event

August – post and share results with school district, other tree clubs, and the City (add to tree club website)

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:

This project will be located in B-town Park, located at 558 SW Street Avenue, Burien WA 98166. We are proposing to plant 100 new trees in the park while removing existing blackberries and create an educational opportunity for all volunteers.

The 100 tree planting will not only provide educational opportunities for youth, but will also provide an opportunity for all community members to invest in beautifying our public spaces, specifically B-Town Park.

Neighboring properties will benefit, as the park will provide more shade opportunities for children and adults, as well as provide more healthy vegetation for the park. The additonal trees will also provide a community benefit through the community investment in the park, and will be a source of story telling for those involved. This also provides opportunities to learn more about tree species for the students involved.

This community event will also bring all ages together with a common goal - to put more trees in our park.

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.

The school has already started to post advertisements on the school website, at events, around local businesses, and throughout the school to start engaging potential volunteers.

We have also sent out a flyer to neighbors of the park, and have met with a few who have had questions, as well as those who wanted to find a way to participate.

The community has shown support of this project through the positive reactions and interest in participating. A few parents have expressed appreciation for the educational opportunity, and the opportunity to have a public event that teaches more about the environment.

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?
Neighbor 1	1223 Burien St	(555) 555-5555	Being able to learn new tree species and watching them grow over time
Neighbor 2	1227 Burien St	(555) 555-5555	Being able to have a gardening and educational opportunity with my children

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