



2017 Community Support Grant Application

Application Due Date – November 30, 2016

Project Dates: Beginning on/after 1/1/17 and ending no later than 12/31/17

Project Title: _____

Applicant Information		
Organization: <i>(must be a public or private non-profit entity and provide proof of non-profit status)</i>		
Contact Person: <i>(person who wrote or has most knowledge about this application):</i>		
Address:		
City:	State:	Zip:
Phone:	Email:	
Signature:		
Organization Information		
Type of Organization:	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Public Agency
Organizational Demographics:		
Number of full-time staff:	Number of part-time staff:	
Number of volunteers:	Year organization incorporated:	
Please list the names and titles of your Board Members:		
Funding Request		
Amount of Request:		
City General Fund \$ _____	Match \$ _____	
<i>(Your Agency Match: Calculate 25% of total requested)</i>		

Project Summary

In the space below, provide a concise, one paragraph summary of your proposed project and how it promotes economic development for the City of Mukilteo. If your request is part of a larger project, you may briefly describe the over-all project; however, please focus the majority of your answer on the specific element for which you are requesting funding.

Project Scope of Work

Fully describe the project by providing a brief history of the project and/or the organization. Provide an outline of your marketing plan. Be sure to address such issues as:

- *What is it you wish to do?*
- *How and why the community will benefit?*
- *What measures will apply to evaluate the project/event's success?*

Date(s) of Your Project: _____

Project Eligibility

How does your project meet the eligibility guidelines and objectives for economic development or promoting community health and well-being?

Project Collaboration

Is the project you are seeking funds for being done in collaboration with other agencies? If so, please name the other agencies and describe the relationship.

Alternative Funding Sources

Have alternative sources of funding been explored? If so, please explain.

Project Budget

Please provide a detailed budget for your project. List the proposed revenue sources and expenditures for your project. Be sure to split out what you expect to receive through in-kind donations versus cash donations.

Revenue:

Source:	Cash	In-Kind	TOTAL
TOTALS:	\$	\$	\$

Expenditures:

Item or Service:	Cash	In-Kind	TOTAL
TOTALS:	\$	\$	\$

Budget Narrative

Please offer any information which you feel may provide useful background on your proposed budget such as numbers of promotional pieces to be produced, number of media ads to be placed, media outlets to be used, etc.

Projected Community Benefit

The Community Support grants are funded by the City's General Fund. The amount of funding available for each year varies depending on the City's General Fund. Please indicate how the results of your project would enhance economic development or the general health & well-being of the City of Mukilteo.

Expected Number of Participants: _____

Describe in detail the expected participants to be attracted by the project (i.e., inside & outside Mukilteo and inside & outside Snohomish County).

Explain the methodology your organization will use to evaluate the community benefit of your project, such as surveys, registrations, sign-in sheets, number of people served, etc.

Project Time Line

Please use the chart below to break out your project into its major milestones, showing when each will be accomplished. You may not need to fill in something for each month. For example, items you might list are: develop program plan, solicit sponsors/donations, submit for permits, order supplies, create advertising documents, print flyers, ads in newspapers, distribute flyers/posters, hold event, evaluation of event.

MONTH	TASK ITEM
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Please use this space to provide any necessary background on elements of your project time line. Examples may be to explain how many posters/flyers you are printing up and where they will be distributed, or which newspapers you are planning on running ads.

You may attach any additional information about your organization or project that you think is relevant to this application.

Application Certification

On behalf of (insert organization's name) _____, I hereby acknowledge that the information provided on and with this application is accurate to the best of my knowledge and that I am authorized by my organization to submit this application on its behalf. I have read and understand the criteria by which our application will be evaluated and understand that if our application is selected for funding, our organization will have to enter into a binding agreement with the City to ensure completion of the project.

Print Name

Signature

Date

Application Review Process/Presentations

All applications will be reviewed by the City's Finance Committee, consisting of three (3) City Council members and others as designated. All applicants will have an opportunity to make a 10-minute presentation to the Finance Committee on a date TBD after the application period, and we strongly recommend that you take the opportunity to give a presentation of your project/event. The Committee will then make recommendations to the Mukilteo City Council based on the project's merits and available funds.

The final funding decisions will be made by the Mukilteo City Council in January 2017 at a regular City Council meeting.

For more information about the selection process, please review "City of Mukilteo Community Support Grant Guidelines."