

2017 COMMUNITY GRANT APPLICATION INSTRUCTIONS

Application Due Date – November 30, 2016

The City of Mukilteo is soliciting project proposals for fiscal year 2017 that support and encourage economic development and the general health and well-being of Mukilteo. The City's General Fund is the source of funds for these grants.

Total amount of grant funds available to be awarded: \$10,000.

The objectives of the City of Mukilteo's Community Support Grant process are:

- Promote, support and expand existing and new Mukilteo special events and festivals
- Provide funds to promote, publicize, and support and/or expand economic development programs in Mukilteo
- Provide funding for projects that promote the general health or well-being of the community

For 2016, 8 projects were awarded grants between the amounts of \$1,000 and \$3,210. Some examples are:

- Supporting the Mukilteo Community Orchestra to bring exciting performances to Rosehill Community Center
- Police-sponsored activity Shop with a Cop
- Firefighter's Annual Egg Hunt
- Rebuilding the garden beds for the Mukilteo Community Garden
- Event support for the Future of Flight Foundation A-STEM Family Night
- Emergency preparedness kits for the Work Force Development Center

Applicant Eligibility:

- The program is open to any public or private organization who can demonstrate the ability to accomplish the proposed project and do so by December 31, 2016
- Qualifying organizations can include non-profit volunteer groups, neighborhood groups, educational organizations, public agencies and Chamber of Commerce
- Organizations must be based in Mukilteo

The application deadline for 2017 grants will be:

4:30pm (Pacific Time) November 30, 2016

Application Information

Beginning **October 24, 2016**, application forms will be available online from the City's website at mukilteowa.gov.

Please complete and submit a separate application for each individual project/event. Applications must be submitted by the deadline of 4:30pm on November 30, 2016. Please drop off or mail the application and supporting information to:

Mukilteo City Hall
Attn: Community Support Grants
11930 Cyrus Way
Mukilteo, WA 98275

City Hall hours are: Mon – Thurs 7:30 AM – 5:00 PM and Friday 7:30 AM – 4:30 PM.

Applications received after the deadline will not be considered.

Questions? Contact Nancy Passovoy, Executive Assistant, at 425.263.8018 or n.passovoy@mukilteowa.gov.

Application Requirements

Also see “Guidelines for Community Support Grants”

General Information:

- You will have an opportunity to present your proposal in December to the Finance Committee, which reviews the applications and makes its recommendation to the City Council. Presentations are not required, but it is recommended. *The presentation date will be announced by email to the applicant after the application period has closed.*
- Please submit the original and 3 copies of your application. Only one copy of any supporting documents need be submitted. Please submit all of the documents on white 8-1/2” x 11” paper.
- Any type of special cover will be discarded.
- Faxes will not be accepted.
- Funds are paid on a reimbursement basis. Organizations must first incur the expenses and then request reimbursement from the City.

Non-profits:

- Copy of State and or Federal certificate of non-profit incorporation
- Copies of financial statements for two most current years
- Proof of liability insurance for your organization or event; the City may waive this requirement under certain circumstances
- Copy of meeting minutes showing official approval of project and authorizing application. Emails of authorization will be accepted