



# Mayor Murray's Find It, Fix It Community Walks

## COMMUNITY PROJECT GRANT APPLICATION

### With up to \$3000, how would you improve your community?

In partnership with Cities of Service, the City of Seattle is offering up to \$3,000 in mini-grants for the Find It, Fix It Community Walks neighborhoods to support community-led revitalization and beautification projects.



### What can you do with a Community Project Grant?

- ✘ Host litter pick-up or graffiti clean-up events
- ✘ Paint a mural on a public space
- ✘ Create and install new educational or wayfinding signage
- ✘ Plant trees or flowers along a sidewalk or street median
- ✘ Learn more about past Community Project Grants by visiting [www.seattle.gov/finditfixit](http://www.seattle.gov/finditfixit)



City of Seattle



# Find It, Fix It Community Walks

## COMMUNITY PROJECT GRANT APPLICATION

### **Project Requirements**

*Proposed projects must be:*

- ✘ Funded independently or through a fiscal sponsor prior to being reimbursed
- ✘ Located within the Find It, Fix It neighborhood boundary (see maps on page 7)
- ✘ Visible from the street or another public place
- ✘ Completed (all grant funds used) one year from date of receiving grant award

### **Preference**

*Preference will be given to projects that:*

- ✘ Recruit neighbors and community members as volunteers
- ✘ Partner with neighborhood organizations, nonprofit organizations, and/or businesses
- ✘ Take advantage of City programs (e.g., [Adopt-a-Street](#), [Summer Paint Out](#), [Tree Ambassador](#), [Night Out](#))
- ✘ Improve the safety and/or appearance of a public space or structure

### **Frequently Asked Questions**

Contact Paige Madden at [paige.madden@seattle.gov](mailto:paige.madden@seattle.gov) or (206) 233-5166 for additional questions

#### **Can I apply for a Community Project Grant if I didn't attend the walk?**

Yes! All community members within the walk neighborhood are eligible to apply.

#### **How will I pay for the Find It, Fix It Community Project?**

The City of Seattle cannot grant money in advance for projects. This means that the project must be funded independently or in partnership with an organization that can help pay for the initial expenses. After all materials are purchased for the project and original receipts are turned in, the City of Seattle will send reimbursement within 2 weeks. If you cannot pay for the project up front, please contact Paige Madden at [paige.madden@seattle.gov](mailto:paige.madden@seattle.gov) or (206) 233-5166 to discuss other options.

#### **How do I know if I need permits for my project?**

You can find more information about permits, when they are required, and how to obtain them at <http://www.seattle.gov/dpd/permits/> or call (206) 684-8850. It is good to budget for contingency in case there are additional permits required.

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### **Instructions**

Please type or print your answers to **all** sections (1 through 6) in the spaces provided. In Section 6, include photos or links to photos of the proposed project area. **Incomplete applications will delay grant awards.**

**Note:** Please attach additional pages if necessary. Paper applications available on request.

Please submit applications to:

Seattle Department of Neighborhoods  
Attn: Find It, Fix It Community Walks  
PO Box 94649  
Seattle, WA 98124-4649

Or submit via email to [paige.madden@seattle.gov](mailto:paige.madden@seattle.gov)

**If you missed the application deadline or you have general questions:**

Please contact Paige Madden, Find It, Fix It Community Walks Coordinator, at the above email or at (206) 233-5166.

### **Section 1: Applicant Information**

<b>Organization Name: (if applicable)</b>	
<b>Project Contact Person:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Project Address:</b>	
<b>Neighborhood:</b>	<input type="checkbox"/> Little Brook <input type="checkbox"/> First Hill <input type="checkbox"/> Highland Park <input type="checkbox"/> Northgate <input type="checkbox"/> North Beacon Hill

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### Section 2: *Project Information*

**Please provide a general overview of your proposed project:**

**Describe the purpose of the project and the problem/concern you are addressing:**

**Describe the outcomes/impacts that you hope to achieve:**

**Describe where the project is located. Please include intersections and landmarks if possible:**

**Name the organization(s) you will partner with on the project, if any, and provide its mission(s):**

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### Section 3: *Volunteer Information*

Please check the box with the number of volunteers you expect to be involved:

- 5       10       20       30       50+       Other: \_\_\_\_\_

Describe the specific ways you will recruit and engage community members. Describe who you will reach (e.g. Parent-Teacher Associations, church youth group members, etc.) and how you will contact them:

### Section 4: *Sustainability*

How do you hope to maintain the project beyond the grant period? Please check all that apply:

I plan to:

- Create an ongoing group to maintain the project area twice a year
- Ask an existing community group to perform ongoing maintenance
- Work with Find It, Fix It Coordinators to create a plan for ongoing maintenance
- Organize this as a one-time volunteer effort, but I recognize the need for ongoing community support
- Other:

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### Section 5: Budget (up to \$3,000 total available)

Complete a budget by listing each item you intend to purchase, how it will be used, and the cost of each item including taxes. Costs should consist of one-time expenses such as supplies and/or services including tool rental. The grant cannot compensate individuals for labor (that is where community volunteers come in).

**Grant recipients will be reimbursed for expenses upon submission of receipts and completion of the project**

Example:

Item	Description of Use	Cost
3 gallons of paint	To paint the walls surrounding the community garden	\$50.00
6 paint brushes	Needed to paint the walls of the community garden	\$18.00
<b>Total</b>		<b>\$68.00</b>

Proposed Budget:

Item	Description of Use	Cost
<b>Total</b>		



