



CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS

# Neighborhood Matching Fund Program

# 2010 Small and Simple Projects Fund Application

FOR INTERNAL USE ONLY

Project #:

Date Received:

## PROJECT INFORMATION

Project name:

Project address or location:

Briefly describe the project:

Project district (check one):

- Ballard   
  Delridge   
  East   
  Lake Union   
  North   
  Northwest   
  Southwest  
 Central   
  Downtown   
  Greater Duwamish   
  Magnolia / Queen Anne   
  Northeast   
  Southeast   
  Citywide

For a map of the districts [click here](#).

## APPLICANT CONTACT INFORMATION All NMF correspondence will be mailed to the contact person.

Applicant group:

Project contact person:

Mailing address:

Zip code:

Day/Work phone:

Evening/Home phone:

Home email address:

## PROJECT FUNDING REQUEST

TOTAL request from the City (up to \$20,000):

\$

TOTAL value of neighborhood match:

\$

## SUPPLEMENTAL INFORMATION

For physical improvement or capital projects, who is the property owner?

Does your group have a current NMF project under contract?  Yes  No

If yes, what is the project name?

## NMF PROJECT MANAGER ASSISTANCE

Provide the name of the NMF Project Manager who assisted you:

**NOTE:** Prior to submitting an application, groups are encouraged to work with a project manager or attend a NMF workshop. A project manager can help applicants develop a competitive proposal and will review a draft application before the deadline. Working with a project manager increases the likelihood of receiving an award.

The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board has voted to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print):

Signature:

Submitted electronically

Address/Zip:

Day Phone:

**PROPOSAL NARRATIVE** Add additional pages as needed.

**PROPOSED IDEA**

The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. We want to know details about exactly how your project will build a more vibrant community.

- 1) Explain **why you want to do this project**.
- 2) Talk about **how the project will benefit the public**.
- 3) Describe **exactly what you will do**.

**PROPOSAL NARRATIVE** cont'd

**PROPOSED IDEA** cont'd

4) In addition to the project description, use this workplan table (or another document formatted in the same way) to list the **detailed, step-by-step activities** of your project. Identify who will be responsible for carrying out each step or activity. Estimate the month and year each step will be completed. (Add pages as needed.)

Step/Activity	Responsible Person/Group	Date Done
<b>Example:</b> Weekly planning meetings	Steering committee members	January-June, 2010

**PROPOSAL NARRATIVE** cont'd

**NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING**

NMF projects build community by intentionally bringing people together. We want to know who is involved in the project, now and during project implementation. Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, including youth, seniors, immigrants and refugees, renters, homeowners, business organizations, GLBT groups, etc.

- 1) Describe your **group**. List **steering committee members**, their contact information (address, phone and email) and their roles.
- 2) Include a detailed **outreach plan** that describes how you will let people know about your project as well as the names or types of individuals and groups you are involving or planning to involve.
- 3) Describe **volunteer opportunities**, showing how people with different interests can all be involved in your project.
- 4) If your NMF funding request includes **hiring people for professional work**, provide a job description highlighting work responsibilities, number of work hours and compensation.

**PROPOSAL NARRATIVE** cont'd

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING cont'd

**PROPOSAL NARRATIVE** cont'd

**OUTCOMES**

A successful project will have a vision for success and be driven by achievable outcomes.

- 1) Talk about how, after your project is completed, your community will be positively changed. Describe **specific outcomes**, both tangible and/or intangible results.
- 2) Describe what **evaluation tools** you will use to measure project success.

**OTHER INFORMATION**

Please share any additional information we should know about your project.





## APPLICATION CHECKLIST

- Review [NMF guidelines](#).
- Complete cover page.
- Complete proposal narrative.
- Complete budget worksheet.
- Complete community match pledge form.
- Enclose letter from property owner or copy of long-term lease agreement (required for physical improvement and capital projects on private property).
- Enclose supplemental information (optional and as appropriate), including letters of support from other community groups, bank statement or letter from fiscal sponsor documenting cash-in-hand, design drawings, maps, photographs, etc.

## Proposal Information

- Consider submitting the application electronically (in PDF) using the Submit button below. If submitted electronically, please check/mark the signature box on the cover page.
- Use 12-point font or larger, single-spacing and 1" margins.
- Do not exceed 10 pages for the proposal narrative, work-plan, volunteer pledges and budget sections together.
- Label all attachments with the name of your applicant group.
- Print in black and white on one side only.
- If submitting by hard copy, do not bind or enclose application materials in folders.

## Deadlines

Small and Simple Projects Fund applications must be received by **5pm**, on **Monday, January 11, 2010** or **Monday, July 12, 2010**. Late applications are not accepted.

## Submission Locations

You can submit your application in any of the following ways. Applications must be **received** by 5pm on deadline dates.

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**IN-PERSON** Department of Neighborhoods  
700 5th Avenue, 17th Floor  
Seattle, WA 98104  
or  
[Neighborhood Service Centers](#)

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**U.S. POSTAL SERVICE** PO Box 94649  
Seattle, WA  
98124-4649

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**EMAIL** [NMFund@seattle.gov](mailto:NMFund@seattle.gov)  
(must be in PDF format,  
including applicant signature)

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**SUBMIT FORM**

I agree that clicking "submit" is equivalent to the **elected chairperson/ president's** signature on this application form. It certifies that I am **authorized to submit** it on behalf of the organization, the statements herein are true, complete and accurate to the best of my knowledge.

## Questions?

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

**PHONE:** (206) 233-0093

**EMAIL:** [NMFund@seattle.gov](mailto:NMFund@seattle.gov)

**WEBSITE:** <http://seattle.gov/neighborhoods/nmf/>