



Neighborhood Mini-Grant Application

For Office Use Only

Date Received by City: _____

Application Directions: *Please read the Neighborhood Mini-Grant application packet thoroughly before submitting your Application. The Application should contain a thorough scope of work, timeline, budget, and details of the neighborhood match.*

Neighborhood Association Name: Richmond Beach Community Association (RBCA)

Neighborhood Association Mailing Address (if applicable): P. O. Box 60186, Shoreline, WA 98160-0186

Project Coordinator's Name: Teresa Pape, Executive Director

Telephone (best): (206) 930-9731 Telephone (alternate): [Click here to enter](#)

Email: execdirector@richmondbeachwa.org

Coordinator's Mailing Address: P.O. Box 60186, Richmond Beach, WA 98160

Name of Project: **RBCA Pumpkins in the Park – A Mini Carnival**

Describe the project and intended impact. This is the 35th anniversary of the Halloween Carnival. It is an annual community tradition that has been evolving and changing over the years. This year, the RBCA is excited to try something new, well sort of new.

The Richmond Beach Community Association (RBCA) with the help of the City of Shoreline would like to create an event called Pumpkins in the Park – A Mini Carnival taking place outside at the Richmond Beach Community Park on Saturday, October 23, 2021. This event is structured to be ever changing and a bit more flexible than the carnival of the past. What that means is at its core is a pumpkin patch in the park with a popcorn stand. The bigger picture is a pumpkin patch, and some carnival style games with a few treats along the way. This year's event will be simpler. It is a way to honor the 35th year of a community tradition by bringing friends and families together again.

The structure of a potential large scale community event is being tested here. We are taking a chance on creating a template for a new way of planning events for the community. The health of our community and volunteers has and will also be a priority. Trending guidelines about the Delta variant and the simple fact that our youngest population is not able to be vaccinated yet must figure into the equation. The location of the event this year is in the park so it can be outside, and attractions can be spaced far enough part as to reduce crowding and provide social distancing. RBCA's Pumpkins in the Park is a low-cost public event. Some of the activities are free to participate in while others may cost up to \$1.00. The plan for this event is to expand and contract

activities as needed. One of the most popular activities from last year will be returning, the scavenger hunt. The free to participate in scavenger hunt arranged by the Carnival committee will kick off on or around October 10 and run through the 23rd. We will create a passport which can be picked up at 13 participating businesses. Each location will have an easily identified participation sign displayed in front of their establishment. Each business will be given themed decorations to display. Those participating in the scavenger hunt will be able to find the correlating item from a safe distance and mark it off in their passport. Passports will then be exchanged for a participation prize/goodie bag during the event in the park on the 23rd. The pumpkin committee will create a small pumpkin patch where families can take selfies and even purchase pumpkins. A carnival isn't complete without some popcorn. There will also be a popcorn tent set up and perhaps some cotton candy too.

If things are feeling safe and if the weather is favorable, the committee will add a few ticketed carnival games to the park. Participants will be rewarded with a small prize or candy. The number of attractions in this part of the park is the flexible part of the plan. We can add up to 10 activities, including rock painting, story time, a treat walk, and family friendly games like sucker pick or a prize wheel.

It is estimated for the biggest outline that we will need 70 volunteers including carnival volunteers, local businesses, families, and other community residents to make this event successful. If we are unable to get this many volunteers, then we scale back the number of activities to fit our volunteer count. We have never been able to adjust on the fly before and this is an exciting challenge for us this year.

What is the neighborhood opportunity or need identified and how does the project address it? Who will be served? How this project build neighborhood connections?

This fall event provides an important opportunity for community building among the residents of Richmond Beach as well as nurturing engagement with all Shoreline residents. There is a 35-year history of a carnival style event in the community. This event offers safe and fun entertainment for the youth and families in the area. This is a chance for people of all ages and abilities to work together. Teens have the opportunity to earn community service hours for school, adults are giving back to the community and businesses are volunteering and supporting the event. All of these builds relationships and strengthens community ties.

Children with special needs are often not comfortable attending functions such as this due to the commotion of large crowds and noises. The carnival's soft opening provides an opportunity for kids with special needs to have the facility to themselves for one hour to play carnival games in a less busy environment while also allowing any modifications possible to meet their skills and abilities. Their parents and/or caretakers will be given a chance to volunteer at the function and use the special skills and knowledge they possess to staff the carnival games.

Who was involved in the idea development and subsequent decision to pursue this project? Please attach Neighborhood Association meeting minutes at which this project was identified and approved by the Association for a Mini-Grant request.

The yearly carnival was discussed at the July Board Meeting of the RBCA. It was agreed upon to reach out to the past Carnival planning committee volunteers to create an updated event. At the August Board meeting, the RBCA Board voted to apply for the Mini-Grant as a way of supporting a fall event. The planning committee met at the park on August 5 and created an accordion style event which can expand, and contract as needed.

If you have engaged other community partners, describe who has been involved in developing this project and how they are involved.

RBCA will be looking for 13 community businesses to host the scavenger hunt locations. They will have one of the items from the scavenger hunt passport and a sign in front of their establishment showing they are a participant. The RBCA also hopes to partner with the Richmond Beach Library and the Friends of the Richmond Beach Library to offer a story time for individuals which may need some quiet time during the event.

If you are proposing an activity or event, specify:

Date: Saturday, October 23, 2021

Location Name: Richmond Beach Community Park

Location Address: 2201 NW 197th St, Shoreline, WA 98177

Estimated Participation: 13 local businesses and up to 300 families participating in the scavenger hunt and park activities.

Describe in detail how you plan to involve and reach out to your neighborhood's diversifying population. Shoreline schools have diverse populations, and RBCA reaches out to all elementary schools in the district. This is an intergenerational event that brings together populations of all ages including preschoolers through high school age youth, parents, grandparents, and caregivers. Many parts of this event are free or low cost and available to all economic groups. We will also offer an early opening of the event to those families needed to have a bit more time together.

Describe in detail how you will make this event as environmentally sustainable as possible. Many of the prizes are consumable or like in the case of pumpkins compostable. We hope to reuse many of the stored decorations, lights, signs, and selfie stands, reducing the number of items we need to purchase.

If you are planning an event in a Shoreline park, you will need to submit an event request and relevant permits. Indicate if you have done this yet.

Yes No

If you are planning a physical improvement project, answer the following:

Location (address): Click or tap here to enter text

Describe the site (Attach a map or site drawing if necessary to explain site)
Click or tap here to enter text.

Note that if this is not City property, the proposal must be reviewed and approved prior to submission of Mini-Grant application.

If this is not City property, who owns it? Click or tap here to enter text.

Describe location and ownership of property: Click or tap here to enter text

If the project is on private property, what is the project's measurable benefit to the public?
Click or tap here to enter text

Will your project require on-going maintenance or repair? If so, how will it be provided?

Note: If the Mini-Grant project has been installed on private property, or on property owned by another public entity, such as the School District, King County, or Seattle City Light, the applicant will be required to work with the property owner to develop and implement a maintenance plan.

Click or tap here to enter text.

If your project includes an event such an unveiling or celebration, give details here.

Indicate where, when, and who will be invited.

Click or tap here to enter text.

Timelines

What is the proposed project start date: August 3, 2021

Completion date: December 1, 2021

Project work plan (describe key project activities and when each will occur)

Activity	Anticipated Start/Finish Dates
Begin Planning of Event scheduled for 10/23/21	6/3/21
Mini-Grant application	8/7/21
Sort storage unit for reusable items	8/29/21
Order Pumpkins	9/1/21
Publicity	9/1/21
Recruit participating businesses	9/15/21
Create scavenger Hunt Book	10/1/21
Purchase Food, Drink Supplies	10/22/21
Facilitate Event	10/23/21
Clean up	10/23 – 10/28/21
Wrap up (pay bills, gather feedback, post event publicity)	12/1/20

BUDGET - Anticipated items and budget required for project

Mini-Grant recipients have two different options for covering project expenses. Indicate below which you would prefer. There can be a mix of both options.

Option 1: Reimbursement

Grant recipients will pay for all materials, supplies, and services approved in the grant. Recipients will then submit an invoice and receipts to the City of Shoreline for reimbursement. A current W-9 tax form for the neighborhood association must be on file. If the project coordinator or other volunteer requests reimbursement, the City requires a current W-9 form for them as well.

Option 2: City Pays Vendors Directly

In certain instances, the City can pay vendors directly. This must be arranged with the Neighborhoods Coordinator in advance.

In this grid, specify items/expenses that will be covered with Mini-Grant funding. Be sure to include estimated tax. *Note that if a vendor does not include tax on materials and supplies, the City will need to pay the tax and will deduct it from the grant amount funded.*

Item or Service to Be	Vendor	Cost	Reimburse
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Purchased			or City Pay?
Passport Printing	The Branding Iron – Edmonds	\$710.00	Reimburse
Publicity Posters printing of double-sided event posters (quantity 25)	The Branding Iron – Edmonds	\$50.00	Reimburse
13 double sided 18x24 yard type signs with stakes for businesses to display	The Branding Iron – Edmonds	\$375.00	
Pumpkin Purchase and delivery Hay bales	Pumpkin farm – there are not current wholesale options – Craven Farms \$5-10 each x 100 Sky Nursey Hay Bales \$32.36 x 6 = \$195.78	\$1,000.00 \$195.78	Reimburse
U-Haul Truck rental	U-Haul \$19.99 x 2 days (\$39.98) Plus 1.40 a mile for 20 miles (\$28.00)	\$67.98	Reimburse
Rental of Pop CORN MACHINE	Aurora Rents	\$210.00	Reimburse
Scavenger Hunt and Carnival decorations for 13 different locations	Oriental Trading Company, Amazon, Dollar Store Example: Hanging Tissue fans \$15.99 Wall Hanging \$5.98 Scarecrow \$18.29 Black cat \$5.19 Skulls \$18.59 x 2 = \$37.18	\$500.00	Reimburse
Carnival Supplies: paints, tickets, wristbands, tattoos, stickers, prizes, decorations, treat bags, decorations, prizes	Amazon.com, Lowe, Hobby Lobby, Oriental Trading Company, Dollar Tree, Ace Hardware, Walmart, Fred Meyer Example: garland \$5.19 x 4 = \$20.76	\$500.00	Reimburse

	Splat balls \$14.99 Sticker Roll \$3.49 x 2 = \$6.98 Wrist bands \$10.49 x 2 = \$20.98 Paints \$6.99 x 2 = \$13.98 Treat bags \$9.95 Tattoos \$7.99 x6 = \$47.94 Tickets \$7.99 x 5 = \$39.95 Emoji key chains \$24.64 Party Favors \$19.98 x 5 = \$99.99		
Carnival Candy and Food items Wrappers	Costco, Amazon Bulk Candy (\$16.99 x4 = \$67.96) Tootsie Pops (\$14.58 x 3 = \$43.74) Hot Dogs (13.99 for 36 x 3 packages -= \$40.20) Buns (\$3.49 for 24 x 5 packages = \$17.45) Water (4.39 for 40 bottles X 3 = \$13.70) Chips (\$15.59 for 54 bags x 2 boxes = \$31.18) Napkins \$6.94 Wrappers \$30.57	\$500.00	Reimburse
Rocks for painting	Amazon	\$140.00	Reimburse

REQUEST TOTAL – Amount of funding requested from Mini-Grant: \$3500.00

MATCH

List how you will arrive at your 1:2 match for the project (\$1 of neighborhood contribution for every \$2 of city grant funding) e.g. in-kind services, donated materials or money, or volunteer labor. The value of volunteer labor is **\$33.02/hour** (most current Independent Sector data). Technical/professional services may be values at market rate, with proof of market rate.

If using volunteers please describe specifically who you will recruit, how you have or will secure their participation in the project and their specific role(s) in this mini-grant project.

Click here to enter

Match Item	Vendor/Source	Estimated Value
Postage Stamps	Costco	\$54.75
Executive Director	Administrative	\$1,500
Volunteers Hours	Adults and Students (70 x 2 hrs) 140	\$4622.80
Appreciation Dinner	Spiros	\$300.00

TOTAL – estimated value of match: \$6477.55

TOTAL PROJECT BUDGET (grant request + match to be provided): \$9977.55

Signed by Person Authorized to Sign Agreement between the City & Neighborhood Association

For electronic submission:

Name: Click or tap here to enter text. **Date:** Click or tap to enter a date.

For hardcopy:

Print Name

Signature of Applicant (in blue ink)

Date

Submit one original copy of Application to Neighborhood Coordinator, City of Shoreline, 17500 Midvale N., Shoreline, WA 98133; and send one electronic (unsigned) copy of application to cperenyi@shorelinewa.gov

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Date Approved: _____ Amount Approved: \$ _____

Approved by: _____ Signature: _____

Comments: _____