



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: North City Neighborhood Association

Neighborhood Association Mailing Address (if applicable): [Click here to enter](#)

Project Coordinator's Name: Mark Notermann

Telephone (best): 206-235-5528 Telephone (alternate): [Click here to enter](#)

Email: mark.notermann@gmail.com

Coordinator's Mailing Address: 17729 22nd Place NE Shoreline, WA 98155

Name of Project: North City Banner Project

Describe the project and intended impact.

Produce long-life banners to use in existing Lightpole Banner supports created for this purpose during the North City Improvement project completed in 2006. This project is intended to strengthen the sense of place in North City and improve the visual appeal of the existing infrastructure investment.

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?

Currently, the poles are empty and almost appear neglected. The North City Neighborhood Association has chosen the business district as an area to focus its own efforts that would have the best visibility to the public, but also create a collaborative effort with the local businesses.

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.

Several ideas were discussed for potential mini-grant projects. Banners in the business district had the strongest support within the Neighborhood Association. I will submit meeting notes in a separate attachment.

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

We are currently reaching out to the businesses along 15th Avenue to build support for the project. Early conversations with the Water District have shown great enthusiasm.

If you are proposing an activity or event, specify: N/A

Date: Click to enter date

Location Name: Click or tap here to enter text.

Location Address: Click or tap here to enter text.

Estimated Participation: Click or tap here to enter text.

Describe in detail how you plan to involve and reach out to your neighborhood's diversifying population. Click or tap here to enter text.

Describe in detail how you will make this event as environmentally sustainable as possible. Click or tap here to enter text.

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): From 17200 to 18100 15th Avenue NE, Shoreline WA 98155 ([See map](#))

Describe the site (Attach a map or site drawing if necessary to explain site)
<https://www.google.com/maps/d/edit?mid=1wVwNMbTIT0amYHqmvKI7mT-PAjbjkO7x&usp=sharing>

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: N/A

If the project is on private property, what is the project's measurable benefit to the public?
N/A

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.

Our assumption is that this is city property.

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: **November 7, 2021**

Completion date: December 15, 2021

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

Activity	Anticipated Start/Finish Dates
Collect input from Business District	11/1/2021 – 11/04/2021
Obtain Approval from City	11/08/2021
Begin Production	11/08/2021
Begin Installation	12/08/2021

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 Purchased	Vendor	Cost	Reimburse or City Pay?
Marine-Grade fabric Banners with “North City” Custom screenprint design on 2 sides	DiJulio Displays	\$1,276.17	City pay
Lightpole Installation	Banner Boom	\$ 881.30	City pay

REQUEST TOTAL – Amount of funding requested from Mini-Grant: \$2,157.47

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
Professional Design Services	Notermark Graphic Design	\$1,200

TOTAL – estimated value of match: \$1,200.00

TOTAL PROJECT BUDGET (grant request + match to be provided): \$3,357.47

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

For electronic submission:

Name: Mark Notermann Chair, North City Neighborhood Association

Date: November 1, 2021

For hardcopy:



Mark Notermann

Print Name

Signature of Applicant (in blue ink)

11/01/2021

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: _____	

