



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: Ridgecrest Neighborhood Association

Neighborhood Association Mailing Address (if applicable):

PO Box 55654

Shoreline, WA 98155

Project Coordinator's Name: Dustin McIntyre

Telephone (best): 253-318-0700 Telephone (alternate): [Click here to enter](#)

Email: dustin@ridgecrestneighborhood.org

Coordinator's Mailing Address:

17215 8th Ave NE

Shoreline, WA 98155

Name of Project: Ridgecrest Holiday Tree Lighting

Describe the project and intended impact.

Seasonal lighting of tree in Ridgecrest Business District, to improve mood and visibility conditions at intersection of 5th Ave NE and NE 165th St. A socially-distanced, lightly-structured tree lighting event will coincide with the kickoff of a fund drive for Hopelink.

This is the 4th annual tree lighting event, having started in 2018 as a small DIY project by the Ridgecrest Neighborhood Association. In 2020, we were able to use the mini grant funds to expand the lighting coverage on the tree. This received a positive reception, despite not being able to host an in-person event to coincide with initial lighting. Having this tree serve as a beacon for "Downtown Ridgecrest" on the approach along 5th Avenue NE, opposite The Crest Cinemas, creates a powerful sense of place for our neighborhood and serves as an attraction piece for other Shoreline neighbors to visit.

The RNA food drive has over a 10 year history, but was suspended in 2020 due to pandemic-imposed limitations. Hopelink continues to restrict food donations, but remains in need of funds for the purchase of bulk foods ([Hopelink website](#)). We will use the exposure of the tree lighting event, and throughout the month via social media, to raise funds to be contributed to Hopelink.

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

The tree lighting serves the community as a non-religious event to mark the arrival of all the winter holidays (Nov-Jan), improve lighting, and the general spirit of community of passers-by (placemaking). Previous years saw 50-100 attendees watch the lights turned on the first night; 100's-1000's of passers-by via foot, car and bus see the tree lit up during the month of December and into the weekend following New Year's Day.

The Ridgecrest Business District continues to be a destination for residents during the winter months, and even during COVID-19 pandemic. When sunset occurs well before close of business, the intersection of 5th and 165th serves pedestrian traffic to these businesses but lighting and visibility is poor.

Traditionally, we invite our neighbors to Cafe Aroma and the Ridgecrest Public House to support the business and watch the lighting happen in real time. Taking into account public health orders at the time: we can return to an in-person, socially-distanced lighting event to bring our community together and coincide with our annual Hopelink drive.

Who was involved in the idea development and subsequent decision to pursue this project?

Dustin (project coordinator) received authorization from the Ridgecrest Neighborhood Association board at our October 12th board meeting. Authorization to commit to the project is contingent on the mini grant supplementing RNA's expense. Cafe Aroma continues to support hosting the lighting.

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

Cafe Aroma sponsors the tree lighting by permitting use of their exterior electrical outlet, paying for the utility cost of the lights.

If you are proposing an activity or event, specify:

Date: November 27, 2021 - January 2, 2022 (approx.)

Location Name: Cafe Aroma

Location Address: 509 NE 165th St, Shoreline, WA 98155

Estimated Participation: On-site event TBD, with projected max of 100. Ongoing display seen by est. 100s-1000s of residents and commuters during the duration of tree lighting.

Describe in detail how you plan to involve and reach out to your neighborhood's diversifying population.

General outreach via social media networks (Facebook, Nextdoor), direct outreach to neighboring businesses and multi-family complexes (e.g. Postmark). Secular winter format does not impose on the audience Christmas-specific themes, for example.

Describe in detail how you will make this event as environmentally sustainable as possible.

Lighting vendor supplies LED high-efficiency tree lights, and reuses light strings from our previous years.

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 N/A

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: **November 27, 2021**

Completion date: **January 7, 2022**

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

Activity	Anticipated Start/Finish Dates
Vendor mounts tree lights	11/22/2021
Turn on lights, (optional) outdoor gathering	11/27/2021
Vendor retrieves tree lights	1/7/2022

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?
Light wrapping with power lift for two dates: install & uninstall	Holiday Spirit Lighting	2,270.00	City Pay

REQUEST TOTAL – Amount of funding requested from Mini-Grant: **\$2,270.00**

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 **\$31.72/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.

In-kind volunteer hours from RNA board, above and beyond monthly board meetings. Hours include: event planning (2 hr), vendor communication (1), on-site contact

