



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 981558

Name of Project: RNA Ice Cream Social and Movie Night

Describe the project and intended impact. We are combining two of the RNA's traditional summer events into one: Ice Cream Social and Movie Night, respectively. We are hosting the event the Friday of Celebrate Shoreline, as our neighborhood's contribution to the annual city tradition.

Our expected impact is to return to meeting and connecting with our neighborhood residents, and to welcoming other Shoreline residents to our community for a fun evening. We will be able to recruit members to our board of directors as well as volunteers for our neighborhood projects. We will also use the event to inform our community of the impact of our association, such as our annual scholarships and food drive.

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?

The opportunity is a return to pre-pandemic programming, as we can now do with Celebrate Shoreline. Our free event and ice cream serves all in our neighborhood, and anyone else in the city, through this grant.

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. Idea dates back >15 year. [See link to association minutes \(May 2022\)](#)

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

We are including Patty Pan Co-Op as a food vendor, located in Briarcrest and frequent vendor at Shoreline Farmers Markets.

We are also showcasing a musical act that lives in our neighborhood.

If you are proposing an activity or event, specify:

Date: August 19, 2022

Location Name: Paramount School Park

Location Address: 15300 8th Ave NE, Shoreline, WA 98155

Estimated Participation: 500

Describe in detail how you plan to involve and reach out to your neighborhood's diversifying population. We will try to use a geographic mailer for at least each residence in our neighborhood. This removes the dependency on access to technology (e.g. Facebook).

The movie shown will be "Encanto" which has wide appeal and recognition as a positive depiction of Colombian culture, and Latinx representation in cast and production.

Describe in detail how you will make this event as environmentally sustainable as possible. Our selection of ice cream products for the event will be selected, in part, based on having the least waste and/or plastic by-products. e.g. ice cream sandwiches & popsicles having compostable components (sticks, paper wrappers) as opposed to prior hand-scooped sundaes in plastic or other non-compostable bowls.

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

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 as 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: Click or tap to enter a date.

Completion date:Click or tap to enter a date.

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

Activity	Anticipated Start/Finish Dates

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?
Projector, screen, amplification	Epic Events	\$3,198.70	City Pay
Movie license	Swank Motion	\$700	City Pay

	Pictures		

REQUEST TOTAL – Amount of funding requested from Mini-Grant: **\$3898.70**

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 **\$34.87/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.

Five current RNA board members will be volunteers used for labor cost matching. Roles include: volunteer meetings for event planning (5 @ 2hrs); vendor/performer advance planning and communication (5ppl @ 1hr ea.); day-of event staffing incl. set up, ice cream distribution and information table (5 @ 6hrs)

Match Item	Vendor/Source	Estimated Value
Labor	RNA	\$1569.15
Ice Cream	Various retail	\$600
Power generator	In kind (McIntyre family)	\$50 <i>Lowest retail alternative</i>

TOTAL – estimated value of match: \$2219.15

TOTAL PROJECT BUDGET (grant request + match to be provided): \$6117.85

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

For electronic submission:

Name: Dustin McIntyre **Date:** 6/27/2022

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

For Office Use Only

Date Approved:

Amount Approved: \$

Approved _____

Signature: ____

Comments: ____