



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: **Ballinger Neighborhood Association (BALNA)**

Neighborhood Association Mailing Address (if applicable): **19541 14th Ave NE, Shoreline, WA 98155**

Project Coordinator's Name: **Londa Jacques** and **Stephanie Angelis** (Co-Coordinators)

Telephone (best): **(Londa) 206-437-9118**

Telephone (alternate): **(Stephanie) 206-353-0614**

Email: **lpjacques11@gmail.com** or **stephaniea.angelis@gmail.com**

Coordinator's Mailing Address: **(Londa) 19541 – 14th Ave NE, Shoreline, WA 98155**

Name of Project: Ballinger Friendship Festival

Describe the project and intended impact.

Ballinger Neighborhood Association proposes to hold its 2nd Annual Ballinger Friendship Festival at Brugger's Bog Park on Saturday, September 10, 2022, in the afternoon. September is a time when the school year is underway, and our thoughts turn to Fall and harvest time—a time of celebration worldwide for thousands of years. What better time to highlight the heritages and rich cultural traditions alive in our diverse neighborhood? The festival will serve to increase cultural awareness, and help build global respect, trust, and inclusiveness among neighbors—all while providing fun for everyone!

Set up will be from 10:30 AM to 1:00 PM. The festival will take place between 1:00 PM and 5:00 PM, with break down and clean-up from 5:00 to 6:00 PM. The event will have expanded neighborhood-wide appeal, including folks in adjacent Mountlake Terrace and Lake Forest Park. Most importantly, we want to reconnect with the many cross-cultural friends we made in 2019 and give folks an opportunity to reconnect with us, affirming that Ballinger Neighborhood Association is still here and active in the community.

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

BALNA's first Friendship Festival held in September 2019 was an overwhelming success. The event was designed to be as inclusive as possible of the many cultures in our neighborhood, and an opportunity to demonstrate our commitment and sincerity for our long-time mission *"to capture the best of community life, believing that neighbors need neighbors and embracing our urban diversity and all who call Ballinger Neighborhood 'home'."*

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

The Ballinger Neighborhood Association Board developed the idea for the Ballinger Friendship Festival as a more inclusive event in place of our annual Outdoor Movie event held from 2009-2018, and the entire board is participating in the summer planning of this event. An electronic copy of the meeting minutes from BALNA's June 14, 2022, Regular Meeting identifying the board's consensus to pursue a 2022 Neighborhood Mini-Grant is attached.

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

We have not yet reached out to many community partners. We have confirmed that JP Legacy (Eben Pobe) will attend and provide entertainment. Reconnecting with community partners has already begun. To date have also reached out to The Community of Bosniaks, Shoreline PRCS, Brugger's Bog Stewards, Black Lives Matter / Shoreline, and Moms Demand Action. We plan to extend invitations to and develop partnerships with other multicultural communities we were unable to engage in 2019.

If you are proposing an activity or event, specify:

Date: September 10, 2022:

Location Name: Brugger's Bog Park

Location Address: 19553 – 25th Ave NE, Shoreline, WA 98155

Estimated Participation: 250-300 people

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

We plan to build on this festival and continue to improve it so that it will be even more inclusive of the many cultures Neighborhoods who call Ballinger Neighborhood home. We plan to work closely with Constance Perenyi (City of Shoreline Neighborhoods Coordinator), Suni Tolton (City of Shoreline Diversity and Inclusion Coordinator), Tanya Laskelle (Center for Human Services at Ballinger Homes), Eben Pobe of JHP Legacy, and Elvira Vojnikovic the Islamic Community of Bosniaks to assure we reach as many diverse populations as possible, and we have already engaged JHP Legacy. We also plan to reach out to children, teachers, and families of Cascade K-8 Community School, and Shoreline Community College. As we identify other diverse groups, we plan to invite and encourage them to come to our planning sessions. We are also seeking connections to the Latinx, LGBTQIA+, and Asian-Pacific communities.

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

It's a tradition of BALNA to have craft activities for adults and kids alike using upcycled or recycled materials. The hay bales used for our selfie-photo booth will be donated to Shoreline PRCS, Brugger's Bog Native Plant Stewards, or Ballinger Neighborhood garden. The majority of our publicity will be done electronically. Our food vendors will be required to use compostable plates, cups, and flatware. Beverages will be limited to bottled water. Extra recycle and yard waste bins from Recology will be onsite. We will stage the event in an area at Brugger's Bog that is away from the environmentally-sensitive creek. Additionally, we plan to have booths from Recology, Shoreline PRCS, and Brugger's Bog Native Plant Stewards.

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: N/A

Location (address):

Describe the site (Attach a map or site drawing if necessary to explain site)

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?

Describe location and ownership of property:

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

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.

If your project includes an event such an unveiling or celebration, give details here. Indicate where, when, and who will be invited.

N/A

Timelines

What is the proposed project start date: July 30, 2022

Completion date: September 10, 2022

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

<u>Activity</u>	<u>Anticipated Start / Finish Dates</u>
<u>Weekly Meetings</u>	<u>Aug 1 – September 10, 2022</u>
<u>Finalize Volunteersignup.org page & distribute to volunteers</u>	<u>July 30 – Aug 1, 2022</u>
<u>Initial Site Walk-through & Site Map with Committee</u>	<u>Aug 15, 2022</u>
<u>Confirmation of Exhibitors, Musicians and Food Vendors</u>	<u>July 20, 2022</u>
<u>Poster Development</u>	<u>July 30, 2022</u>
<u>Publicity Plan and Distribution</u>	<u>July 30 – September 1, 2022</u>
<u>Final Site Walk-through w/ PRCS</u>	<u>Week of August 22 - 26, 2022</u>
<u>Finalize Map for Participants</u>	<u>September 2, 2022</u>
<u>Children's Activities & Games Development</u>	<u>July 30 – September 2, 2022</u>
<u>Craft preparation & Supply Purchases</u>	<u>Aug 1 – September 9, 2022</u>
<u>Food Purchases by BALNA</u>	<u>September 9, 2022</u>
<u>Post-Event Debrief</u>	<u>by October 3 Board Meeting, 2022</u>

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?
Professional Musicians	JHP Cultural & Diversity Legacy	\$1,200	Reimburse
Food	Patty Pan Cooperative	\$200	City Pay
Food	Pop Master Kettle Corn	\$150	Reimburse
Food	BALNA	\$350	Reimburse
Craft supplies & kid prizes, etc.	Various	\$200	Reimburse
1 port-a-potties (1 ADA) 2 handwashing sinks	Honey Bucket (City Contract)	\$385	City Pay
Garbage cans	Shoreline PRCS	-0-	---
PRCS picnic tables	Shoreline PRCS	-0-	---
2 7,000-watt generators, dist box, 2 cables, 23 banquet tables, 60 folding chairs, 6 canopies, 24 canopy weights	Aurora Rents	\$1500.	City Pay
3 hay bales for photo booth	Bothell Feed Center	\$150	Reimburse

REQUEST TOTAL – Amount of funding requested from Mini-Grant: **\$4,135.00**

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 \$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.

BALNA will recruit volunteers from its Board of Directors, its neighborhood contacts and former volunteers at neighborhood events, including neighbors from Meridian Park and North City Neighborhood Associations who have partnered with us in the past, and Shoreline youth leader, Waldo Nambo-Ojeda, whose teens have also helped in the past. We will publicize the need for volunteers on our neighborhood website, on Next Door, on Facebook, and on

Shoreline Area News. We have also reached out to youth and adults from the Islamic Community of Bosniaks located in Ballinger Neighborhood, and local area businesses. Teen and adult volunteers will be asked to help staff the various BALNA-sponsored games and activities. Present and past Board members will staff the BALNA info booth. We have plan to reach out to the local high school robotics teams and a high school hip hop team to perform demonstrations.

<u>Match Item</u>	<u>Vendor / Source</u>	<u>Estimated Value</u>
260+ hours of volunteer labor @ \$34.87 / hr	Volunteer Labor	\$9,066.20
Cash for unforeseen expenses	Ballinger Neighborhood Association	\$300.00
Anticipated in-kind services	Undetermined at this time	Unknown
Donations	Undetermined at this time	Unknown

TOTAL – estimated value of match **\$9,366.20**

TOTAL PROJECT BUDGET (grant request + match to be provided) **\$13,601.20**

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

Londa P. Jacques

Print Name



Signature of Applicant (in blue ink)

July 18, 2022

Date

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

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Date Approved: _____ Amount Approved: \$ _____

Approved by: _____ Signature: _____

Comments: _____