



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

Neighborhood Association Mailing Address (if applicable): PO Box 60186, Shoreline 98160-0186

Project Coordinator's Name: Allison Taylor

Telephone (best): 972-467-4414 Telephone (alternate): [Click here to enter](#)

Email: rbca4at@gmail.com

Coordinator's Mailing Address: 2324 NW 198th St, Shoreline 98177

Name of Project: Halloween Carnival

Describe the project and intended impact. This 5-hour carnival with games, food, and fun will provide an opportunity for the neighborhood to come together in person in both work and play and foster new community connection for residents who have not yet had the full 'Richmond Beach' experience. It is truly an event that pays it forward as our more senior members of the community are given the chance to help make memories for the next generation, who in turn move from being carnival attendees to volunteers.

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?

Pre-pandemic, the Halloween carnival served the community for many years as a cross-generational celebration of togetherness and the season. Hosted at our local elementary school, it drew attendees and volunteers from all corners of the neighborhood. Post-pandemic, it is critical we reinstitute ways to come together, in person, to build pride of place, recognize traditions and adapt them to fit our current community and climate. By creating over 200 volunteer opportunities, the carnival will validate and re-emphasize the importance of the contributions of many of our neighborhood, which in turn tightens community bonds.

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.

[Click here to enter](#)

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

The RBCA Board agreed to pursue the carnival at the July 2022 meeting. (minutes attached). Long time individual volunteers enthusiastically agreed to return to help recreate this event after a 3 year hiatus, and Syre Elementary administration has endorsed our use application.

If you are proposing an activity or event, specify:

Date: Saturday, October 22, 2022

Location Name: Syre Elementary School

Location Address: 19545 12th Avenue NW, Shoreline, WA

Estimated Participation: 500-1000 people

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

We are lucky to have a volunteer coordinator who is passionate about involving youth in community events and recognizes the importance of creating a sense of ownership for the youth in our community. Well known in the Shoreline School District, she'll use all her connections to make sure that as many tweens and teens as possible have the chance to join in making the event a success. We will communicate the event details via electronic communication, as well as in our printed paper and fliers distributed to local businesses. By offering sponsorship or volunteering opportunities we will create ways for businesses to contribute beyond just those that are purely financial. By keeping our ticket prices affordable we hope to minimize that barrier to participation. This year we will again dedicate an hour of the event solely for youth attendees with disabilities and their caregivers.

Describe in detail how you will make this event as environmentally sustainable as possible. We will provide both recycling and garbage containers at the event.

Conversations with our food providers will include requests for use of compostable and recyclable products.

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: **July 1, 2022**

Completion date: **October 23, 2022**

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

Activity	Anticipated Start/Finish Dates
Schedule event and Write Mini-Grant Application	7/2022-9/2022
Reserve facility and rented games and inflatables	9/30/2022
Publicity	Through 10/22/2022
Organize games and purchase prizes	10/15/2022
Confirm volunteers and assignments	10/15/2022
Secure cake walk/raffle prizes and donations	10/22/2022
Purchase food	10/18/2022-10/22/2022
Set up	10/21/2022-10/22/2022
Facilitate Event	10/22/2022
Clean up	10/22/2022
Wrap up and Final Report to City	12/1/2022

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?
Facility Use Fee, custodian, cook	Shoreline School District	\$1000	reimburse
Inflatables/Game rental	Party Hoppers or WA Bounce House	\$1000	Reimburse
Publicity – signage	Amazon.com, Kinkos/Costco copies	\$100	Reimburse
Decorations and set up materials including tape, trash bags, decorations,	Costco, Home Depot, and other vendors TBD	\$900	Reimburse
game supplies and prizes	Costco or similar, Oriental Trading Co, Amazon	\$500	Reimburse
Food and drink to sell – hotdogs, popcorn, cotton candy, soda, etc	Costco or similar	\$1000	Reimburse

REQUEST TOTAL – Amount of funding requested from Mini-Grant: \$4500

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.

With a team of 5 adult community members in the lead, we will actively recruit Shorewood and Einstein students to help with set up, event support, and clean up through our connections with the schools. Additionally, we are requesting help from the existing volunteer database the community association maintains and managing all these pieces via an online scheduling software – full volunteer position descriptions are listed here and available to the City upon request

