

Neighborhood Chair:	Neighborhood:
Project Name:	Project Location <i>(Attach Map)</i> :
Project Summary:	
Project Contact <i>(if other than Neighborhood Chair)</i> :	
Address:	City, State, Zip Code:
Phone:	Email:
Date of Neighborhood Meeting:	Attendance: Votes for: Against:
Neighborhood Chair Signature:	
Area Rep Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Total Value of Neighborhood Contribution (Match):	\$
Total Amount of Request for City Neighborhood Matching Grant, fiscal year ending June 30, 20__:	\$

Submission Criteria Checklist <i>(Office Use Only, listed for applicant reference)</i>	
Quality of Project	Neighborhood Participation and Benefit
<input type="checkbox"/> The project is clearly understood, well planned, and ready to proceed. <input type="checkbox"/> Proposed activities are an innovative response to a problem and/or address a documented need. <input type="checkbox"/> Proposed budget is a reliable representation of the project's expenses and revenue.	<input type="checkbox"/> Project must be attached to a specific neighborhood and take place within neighborhood boundaries. City wide projects are not eligible for matching funds. <input type="checkbox"/> The application/idea originates from within the neighborhood. <input type="checkbox"/> The neighborhood chair has been contacted and a neighborhood meeting has been held.
Neighborhood Match	<input type="checkbox"/> A significant number of neighborhood people will be involved in and will benefit from the project. <input type="checkbox"/> The project creates opportunities for self-help. Diverse interests are involved; proposed activities involve diverse interests (e.g. business and residents, people of different income levels, racial and ethnic groups, tenants and homeowners.)
<input type="checkbox"/> The match meets the minimum requirement and is secured and ready to be expended. <input type="checkbox"/> The project will be completed within 12 months.	<input type="checkbox"/> Application is jointly sponsored by and coordinates the active involvement of several neighborhood organizations.
Prior Use of Matching Funds	City Services Sign-off
<input type="checkbox"/> The neighborhood has not already applied for and/or been allocated matching fund dollars during current fiscal year. <input type="checkbox"/> If money has been granted already this year, how much? _____ <input type="checkbox"/> Previous matching fund projects have been fully completed and all outstanding bills and receipts have been reconciled.	<input type="checkbox"/> If project involves the use of city department services, personnel, equipment, etc., the department has been contacted and has signed off on the project.

<i>Office Use Only</i>	
Received by: _____	Reviewed by: _____
Date: _____	Date: _____

Project Type: Neighborhood Improvement Project Public School Project Historical Project Park Project

Project Information: *What problem or opportunity will this project address? What is the end goal or visible product?*

Project Purpose: *Explain how this project fulfills a strong public purpose and will benefit the entire neighborhood.*

Work Plan: *Outline how your neighborhood plans to accomplish this project. List key activities required to reach your neighborhood goals and outline the timeline and estimated completion.*

Activity	Completion Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Neighborhood Involvement: *How will the neighborhood be involved in implementing the project?*

How many people will be involved?

How many volunteer hours are pledged?

Evaluation: *What will make the project successful?*

Who is the owner (private, Provo City, Provo School District, school Principal, Provo Parks, etc.) of the property where the project will take place? Does the neighborhood have permission of the property owner to make the proposed improvement/perform the project at the site? *Please attach documentation showing permission of each property owner.*

Public School Projects: Describe how neighborhood residents—other than school students, parents, and teachers—have been involved in planning this project. How will they be involved in its implementation? How will they benefit?

What is the neighborhood’s plan for on-going maintenance of this improvement?

Proposed Project Budget

What are the project expenses? How will the City's grant award funds be applied and spent for the project?

- Item Description:** Supplies, equipment, services, etc. Please specify.
- Quantity & Rate:** Item quantity @ rate per (hour or each)
- Source/Vendor:** Item source/supplier. If the item/service will be DONATED, do not list in this section, but list in the next section, "Proposed Neighborhood Contribution."
- Subtotal:** Subtotal per line item. The total project budgeted expenses will be compiled in the last line.

Item Description	Quantity & Rate	Source/Vendor	Subtotal
<i>Total Project Budget:</i>			

Proposed Neighborhood Contribution

How does the neighborhood plan to fulfill the match requirement? The neighborhood must match the City's money with an amount equal to (or greater than) the amount of money requested from the City.

- Volunteer Hours:** At least 33% of the neighborhood's match must come from volunteer hours of neighborhood residents (calculated at \$10.00/hour).
- In-Kind Donations:** Donated professional services or donated goods and services.
- Neighborhood Cash Donations:** Neighborhood resident or local business cash contributions (if any).

Volunteer Hours <i>(Pledged hours can be submitted on separate sheet)</i>	Subtotal
In-Kind Donations <i>(Pledged in-kind donations can be submitted on separate sheet)</i>	
Neighborhood Cash Donations	
<i>Total Neighborhood Match:</i>	

