

# Forest Grove Sustainability Commission Mini-Grant Application

**Grant Guidelines:**

- Provide seed money to local organizations offering sustainability projects addressing equity, economic, and/or environmental issues Forest Grove at **no charge** to the community.
- Preference is given to groups:
  - Serving underrepresented portions of the community such as children, seniors, low-income, and Latinos.
  - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
  - Demonstrating reuse, repurpose, recycled or local materials
- Eligible activities consistent with the Sustainability Commission's Action Plan
- Non-profit organizations and schools are eligible to apply
- Organizations are not required to be registered as a non-profit.



**Please print clearly or type your responses.**

Sponsor (organization, school, committee): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

A. Project Title: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

B. Mark all of the goals below which your project meets and explain how:

	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations.	

Note: The Forest Grove Sustainability Commission makes every effort to ensure that a representative will participate in a project or attend events sponsored in part by the commission.

**C) Brief Description and Explanation of how the CEP funds will be used:**

Proposed schedule: Project start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

D) Estimate how many residents will benefit if this project is funded: \_\_\_\_\_

Who will benefit if this project is funded? \_\_\_\_\_

**E) Projected Budget**

Total Estimated Costs: \$ \_\_\_\_\_

How were these costs estimated (quotes, catalog, previous projects, etc.)? \_\_\_\_\_

Categories	Mini-Grant Funds	Sponsor *	Other * (specify)
Personnel Services (explain):			
Marketing & Publicity (explain):			
Materials & Supplies (explain):			
Other (explain):			
<b>Total</b>	\$	\$	\$

% of Total Budget provided by Sponsor? \_\_\_\_\_ %

\* In-Kind Contribution

F) Name of organizations that will partner or collaborate with this project:

\_\_\_\_\_

G) Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

\_\_\_\_\_

H) Will the project be completed with the proposed funding or will future funding be necessary?

\_\_\_\_\_

I) Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially?

\_\_\_\_\_

Application needs to be submitted 10 days prior to a regular Sustainability Commission meeting (held the 4<sup>th</sup> Thursday of each month) to be considered. Applicants should plan to attend the meeting to present the request and answer questions (10 minute presentation and 10 minutes for questions).

Within 30 days of completion of the funded project or event, the applicant is required to submit the Final Report (attached). A reimbursement check, not to exceed grant amount, will be processed and distributed within two weeks. A request for purchase can be made if the project lacks sufficient funds to start.