**PROPOSAL COVER SHEET, PART I**

(If legible, you may hand write this part of the proposal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Agency Name:

Street Address:

City: State:

Zip Code: Main Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:

Project Description (one-liner):

Project Site Address (if different):

City: State: Zip Code:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Residential Development:

Date of Entitlement:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project type: |  | New |  | Partially Completed |  | Expansion of existing project |

Total Grant Request: $

Total PSI Project Cost: $

Total FY 2019 or FY 2020 Agency Budget: $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information provided in this proposal is true.

|  |  |
| --- | --- |
| Signature of Executive Director | Date |

**PROPOSAL COVER SHEET, PART II**

(If legible, you may hand write this part of the proposal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Neighborhood Group Name (if different):

Street Address:

City: State:

Zip Code: Main Phone:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information provided in this proposal is true.

|  |  |
| --- | --- |
| Signature of Executive Director | Date |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Developer Name:

Street Address:

City: State:

Zip Code: Main Phone:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information provided in this proposal is true.

|  |  |
| --- | --- |
| Signature of Executive Director | Date |

**BOARD OF DIRECTORS**

(If legible, you may hand write this part of the proposal)

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Years on Board | Home Neighborhood | Job or Relevant Experience |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROPOSAL NARRATIVE**

(Must not exceed 10 pages)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Design (worth up to 50 points)**

* Describe your project, including activities and your goals and vision.
* Describe how your project meets one or more of our grant priorities.
* Describe the need for your project.
* Describe any LEED certified or sustainable green building practices.
* How will your project improve a neighborhood facility?
* How will your project improve the neighborhood for new and existing residents?
* Complete the following table. You may add activities to match your scope of work.

|  |  |  |
| --- | --- | --- |
| Activity | Start Date | End Date |
| 1. Establishing site control (e.g. owning, closing on a purchase, or establishing or extending a lease) |  |  |
| 1. Hiring an architect or other consultant |  |  |
| 1. Completion and approval of preliminary designs by the Mayor's Office on Disability (MOD) |  |  |
| 1. Applying for a building permit and license (if applicable) |  |  |
| 1. Bidding |  |  |
| 1. Construction |  |  |
| 1. Fundraising (if necessary) |  |  |

* How will community and residential development members work together to complete the project?
* Will the project site be open to the general public?
  + If yes, give the days and hours of access.
  + If no, explain who will have access to the project improvement(s).
* For greening or capital projects:
  + Describe the location of project component(s), including street address and cross streets
  + Describe public visibility and accessibility of the project
  + Describe how the project will use sound ecological practices. Practices include native landscaping, the use of reused and recycled materials, and waste removal.
  + Give the Improvement Area Size (in square feet) and project dimensions
* For permanent installations:
  + Provide a plan for securing and maintaining the project for at least five years. Include actual and anticipated funding sources.

1. **Organizational Capacity and Budget (worth up to 50 points)**

* Describe your organization, including mission, history and programs.
* Describe your organization’s experience with this type of project.
* Describe your organization's current or previous work in the neighborhood.
* Describe the individuals who will administer your project, including their names, organizations, job titles and experience. This includes team members who are professional organizations and service providers, such as planners, architects, landscape architects, and engineers. Make sure to name these team members as well and describe each of their professional qualifications and experience with similar projects.
* Describe the individuals in charge of the financial management of your project. Include their names, organizations, job titles and experience.
* Provide a list of public space improvement projects that your staff have managed in the last 5 years. Include the scope of work, cost, funding sources and length of time to complete each project.
* Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
* Describe your budget. Include other sources of funding and in-kind contributions. For pending sources, provide a timeline for securing those funds.
* Describe efforts by local community partners to leverage grant funds. Describe contributions from the residential developer. Contributions can be either financial or in-kind.
* Complete the following table:

|  |  |
| --- | --- |
| 1. Requested Funds for Construction only: | $ |
| 1. Requested Funds for Architectural and/or Engineering:   (not to exceed 15% of construction, and not available for new facilities) | $ |
| 1. Total Grant Request *(add 1+2)*: | $ |
| 1. Total Project Cost | $ |

* Complete the following tables, listing all revenue sources and expenses for your project. For each revenue source, state whether you have secured the funding or not:

|  |  |  |
| --- | --- | --- |
| Revenue Source | Amount ($) | Secured |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| Expenses | Amount ($) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**TOTAL SCORE ASSIGNED BY REVIEWERS: \_\_\_\_ out of 100**