



NEIGHBORHOOD PARTNERSHIP OFFICE CAPACITY BUILDING GRANT APPLICATION

Please make sure that you completely answer all questions (answer "N/A" if the category is not applicable), complete the checklist, sign and turn-in your grant application on time. If you need assistance, please contact the City of Glendale, Neighborhood Partnership Office by calling (623) 930-2868 prior to the draft application deadline date.

All questions with a ✓ are criteria set-forth by the city to be used by the Citizens' Advisory Commission on Neighborhoods to evaluate your neighborhood/HOA improvement grant application.

What is the Name of Your Registered Neighborhood/Homeowners' Association?

Grant Project Boundaries (please list the specific streets, or name and address where your project will be located):

North: _____ South: _____

East: _____ West: _____

Site Location: _____

Grant Contacts (please list the two persons who are responsible for the grant application):

Primary Contact: _____

Home Phone: _____ Work Phone: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

Secondary Contact: _____

Home Phone: _____ Work Phone: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

Please check which type of Capacity Grant you are applying for:

Community Building and Events

Neighborhood Activities

Small Capital Improvement

Partnerships and Programs

Calculating Your Final Project Cost

Please provide a breakdown of the estimated expenditures for your proposed neighborhood project by specific task or item. By specifically listing the cost of each it will allow the Commission on Neighborhoods greater flexibility in reviewing your project proposal. Please list and deduct all cash donations and/or “other funding sources” that will be contributed toward the grant project.

Cost Worksheet

1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
	Subtotal:	\$
	Less Cash Donations:	-\$
	Total Estimated Cost for Your Improvement Project:	\$

Final Grant Application Checklist

You must complete and sign this section. Do not turn in without checking all of the following items that apply:

- Is your neighborhood registered with the Neighborhood Partnership Office?
- Did you discuss your grant proposal with the Neighborhood Partnership Office prior to filling it out?
- Did you submit & review your draft grant application with the Neighborhood Partnership Office?

Other needed items, when applicable (please consult with the Neighborhood Partnership Office)

- Evidence of Neighborhood Support - Submit all collected results (ballots, petitions, etc.) of your neighborhood vote and/or poll conducted in support of this grant application request.
- Resolution of On-going Problem - If applicable, submit any correspondence or documentation that shows this grant project will resolve an on-going neighborhood concern or problem.
- Miscellaneous Items - Please attach any other items - i.e. - any recent newsletters or neighborhood flyers that show communication by the neighborhood; special brochures or trade publications that visually depict the improvement you are seeking, and any other items (sketched plans, photographs) you may feel appropriate for this grant request.
- Price Quotes - Attach at least one (preferably three) professional price quote/estimate for any work, equipment, or supplies needed for your grant request.
- HOA Board Resolution - If you are a homeowners’ association, you must attach a signed resolution of the board members authorizing the grant request.

Primary Coordinator/Date

Co-Coordinator/Date