

CITY OF AUBURN'S NEIGHBORHOOD MATCHING GRANT

CHECKLIST

The following checklist is provided to help ensure a complete application. Failure to provide the following forms may cause a proposal to be considered non-responsive:

Grant Application Form (Neighborhood Improvement Grant or Tree Grant)

Landscape Plan (for Tree Grants only)

Project Budget

In the project budget, you will list the various costs of the project. If a particular line item does not apply, then please leave it blank.

Project Budget Narrative

This form explains the items listed on the project budget. Please make sure the sum total of the project narrative matches the figures listed in the project budget.

Time Line or Project Schedule

No particular form is provided for this section. Please include it on a separate page or as part of a cover letter.

Support Form

A list of people that support the project and a list of those willing to volunteer their time and talents to help complete the project.

Proof of Insurance

Please mail or submit the completed application to:

Auburn's Neighborhood Grant Program
Attn: Erika Klyce, Neighborhood Programs Coordinator
25 West Main Street
Auburn, WA 98001
Phone: 253-876-1988
Fax: 253-288-3132
Email: eklyce@auburnwa.gov