



Community Improvement Grant Program (CIGP) Application

Available online at www.redwoodcity.org/cigp.html

Thank you for your interest in the Community Improvement Grant Program. Redwood City wants to help jump-start your neighborhood and community improvement projects and events, and encourages you to get together with your neighbors to plan and implement a great community-building activity! **The purpose of a grant is to help get your project started so that it may become self-sustaining; the program is *not* intended for continual or annual support.**

Grants may be between \$100 and \$300. Actual grant amount will be determined by staff review of your application. Ideas for community-building activities that may qualify include: a block or neighborhood party or large multi-street block party; a neighborhood-shared garden; a community clean-up project; a neighborhood newsletter or website; setting up a neighborhood watch meeting. If yours is an existing (repeated) project, you must show how you will use this grant to expand or broaden its scope, outreach, and community involvement.

Instructions:

- Fill out the application form.
- Call the Redwood City Fire Department at 780-7400 and schedule their attendance for a portion of the event to provide emergency preparedness information, if your project is an event or gathering. *(NOTE: Neighborhood Watch meetings that a police officer attends do not require fire department attendance)*
- Provide an estimate of expenses; send final expenses and receipts after the project.
- If you have funds left over from this grant, it is appreciated if they are returned to the city.

Applications may be submitted to the City Manager's office in person, by fax 780-7225, by e-mail to mail@redwoodcity.org, or mailed to CIGP, 1017 Middlefield Rd, Redwood City, CA 94063.

Your Name: _____ Daytime Phone: _____

Email: _____ Evening Phone: _____

Your Address: _____

Event/Activity Name: _____

Date of Event/Activity: _____

Address/Location of Event/Activity _____

How did you hear about this grant? _____

<u>Expense Item Description</u>	<u>Estimated Expense</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Once your event is completed, please use the Actual Expenses form to describe your final expenses incurred. Attach receipts for expenses paid.

Amount of your grant request

(maximum \$300 - amount of approved grant may differ) \$ _____

Please note the dollar amount of other funds that are being provided toward this project/event \$ _____

I have requested that the Redwood City Fire Department attend this event/activity at approximately _____ (time).

1. Is this a new event/project? _____
2. If this is an event/project that has been implemented before, **how will you use this grant to expand or broaden its scope, outreach, and community involvement?** (note: the grant program is not intended for continual or annual support, but a grant may be provided to a repeat event if the event is substantially broader in scope)

3. Has your neighborhood received one of these grants before? ____ If yes, how much? \$ ____
4. Number of households expected to attend: _____
5. Names of individuals working on this project with you (**a minimum of three different households is required**).

Name	Address

6. Describe the positive effect this project or event will have on the neighborhood/community:

Signature: _____

Date: _____

Please note that the Fire Department personnel may need to respond to an emergency call before or during their attendance at your activity. If this occurs, they will make every effort to return before the end of your event. If they cannot return that day, it is your responsibility, as part of accepting this grant, to contact the fire department and schedule another suitable date and time for them to provide general information on emergency preparedness – that date could be any other scheduled neighborhood gathering or a gathering specifically to receive emergency preparedness information.

For internal use:

Amount of grant: \$ _____



Community Improvement Grant Program (CIGP) – Actual Expenses

Available online at www.redwoodcity.org/cigp.html

FINAL ACTUAL EXPENSES

Please use this form to provide a list of your final expenses; attached receipts.

Your Name: _____

Event/Activity Name: _____

Date of Event/Activity: _____

Address/Location of Event/Activity _____

Final Expense (attach receipts)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total \$ _____