



# Community Improvement Grant Program (CIGP) Application

Available online at [www.redwoodcity.org/cigp](http://www.redwoodcity.org/cigp)

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 encourage you to get together with your neighbors to plan and implement a great community-building activity!

There are **two** levels of grants:

1. **A grant of up to \$100** - for a neighborhood gathering (for example a block/neighborhood party or a pot-luck dinner).
2. **A grant of up to \$300** - for a more *ambitious* large neighborhood event (for example a community garden, community clean-up project, large multi-street block party, a neighborhood newsletter or website, etc.). *Preference is given to new projects.* If yours is an existing (repeated) project, you must show how you will use this grant to expand or broaden its scope, outreach, public involvement, and community benefit.

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](mailto: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>	<u>Final Expense (attach receipts)</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**Amount of your grant request**

*(maximum \$100 / \$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).*

**If you are applying for a grant of up to \$100 please skip to the end of this form, and sign and date in the space indicated. If you are applying for a grant of more than \$100, for a “more ambitious” project as described above, please answer the following 6 questions, then sign and date at the bottom.**

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, public involvement, and community benefit?**

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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:

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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.*

(Note: actual grant amount may be lower than your requested amount)

<p><u>For internal use:</u></p> <p>Amount of grant: \$_____</p>
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