



**Auburn's Community Matching Grant Program**  
Community Services Division

The City of Auburn's Neighborhood Program offers Community Matching Grants to create and support partnerships between the City of Auburn and community groups and organizations to produce resident-initiated projects. For further details about the program visit us online at [auburnwa.gov/matchinggrants](http://auburnwa.gov/matchinggrants).

If you or someone from your community needs help filling out the application in a language other than English, please contact us to receive translation services.

For questions or to submit a Matching Grant application contact:

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Neighborhood Programs Coordinator  
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Auburn, WA 98001  
[NeighborhoodPrograms@auburnwa.gov](mailto:NeighborhoodPrograms@auburnwa.gov)  
253-876-1988

**Community Matching Grant Application Form**

Community Name: Example Community Name

Tax ID Number of incorporated entity (either the HOA or partner agency): \_\_\_\_\_

Project Coordinator: Liliana Gonzalez Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Address for Project Coordinator: \_\_\_\_\_

Partnering Organization (if applicable): \_\_\_\_\_

Partnering Organization Project Coordinator (if applicable): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address for Partnering agency (if applicable):  
\_\_\_\_\_

Why was the Project Coordinator(s) chosen or why did they volunteer for the position? (Please use additional paper if you need more space.)

Liliana is passionate about reading, and wants to host a Little Free Library in her front yard. She hopes this will help residents share books and give kids a place to find new books.

Project Title: Little Free Library in the Community

Amount Requested: \$ 500

Common Boundaries of the Target Community. You may attach a map with the area outlined or describe the boundaries relative to existing streets or other landmarks. (Please use additional paper if you need more space.)

The area for this project is Liliana's neighborhood which they can describe here or attach a map showing the neighborhood outlined.

Approximately how many homes/businesses are in your designated community group?

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Summary of project and projected project timeline: (Please use additional paper if you need more space.)

Liliana and their community plans to buy a Little Free Library kit from [littlefreelibrary.org](http://littlefreelibrary.org). They will then assemble it, purchase a post, and install it within a month of application approval.

Projected Outcomes and Benefits: How will your proposed project benefit your community Area? (Please use additional paper if you need more space.)

The Little Free Library will benefit Liliana's community by providing a place where residents can share books and other items with one another. This will enhance the sense of community in her neighborhood.

In your opinion, which of the following goals fits your project:

- Creates an attachment between residents and their community
- Supports physical, social and mental well-being of residents
- Maintains safe and beautiful communities in Auburn
- Increase opportunities for residents to be civically engaged
- Other (please describe): promotes literacy

What steps are you taking, or plan to take, to include everybody who lives or does business in your area?

- Door-to-door flyers
- Facebook group
- Email list serve
- Nextdoor
- Public Notices
- School Flyers/Bulletins
- Advertisements
- Other, please describe: \_\_\_\_\_

How does your project involve and/or accommodate youth, seniors and special needs populations? (Please use additional paper if you need more space.)

Liliana plans to install the LFL at a level accessible to children and those in a wheelchair.

Does the project require on-going maintenance?

Yes  No

If yes, who will take responsibility for long-term maintenance?

Liliana will make sure the LFL is in good condition if it is on her property. If it is located in common space, such as a community park owned by the HOA or the City, Liliana and the HOA/City will come to an agreement about maintenance and write it here. If the HOA will be assuming responsibility, a letter from the board to that affect will need to be included with the application.

## Project Budget

What is the total cost for the project? \$ 500

How much are you asking for from the City? \$ 250

How much do you propose to offer as a match (*this must be equal to, or more than, the amount you ask from the City*)? \$ 250

How do you propose to satisfy your required match?

Volunteer hours.\* Estimated hours 3

\*If volunteer hours will be used to meet the match, please fill out the volunteer part of the Support Form.

Cash match. Estimated cash \$ 45

Donation of materials

Donation of services

### Detailed Proposed/Estimated Project Budget Worksheet

\*If your project will be done by a contractor, please provide the detailed estimate(s) from the contractor when you submit your application. If this is the case, and you are paying for half (or more) of the project cost as your match, the below worksheet is not required, the estimate(s) will be enough.

| Community Match: What your group will do to meet the match. Detail the volunteer hours, cash match and/or services/items to be donated |   | City Funds (Matching Grant): Receipts you will submit to the City to be reimbursed by the Grant |   |
|--|---|---|---|
| Dollar Amount  | Description                               | Dollar Amount   | Description   |
| <i>Example: \$70 (2 volunteer hours valued at \$35/hr)</i>   | <i>Volunteer hours to install beehive</i> | <i>\$70</i>   | <i>Funds to purchase a beehive for installation</i> |
| \$105  | 3 volunteer hours to build/install        | \$250   | funds to purchase LFL kit                           |
| \$100  | Liliana donates concrete + post           |   |   |
| \$45   | cash donation from neighbors              |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
| <b>Subtotal:</b>   | \$250                                     | <b>Subtotal:</b>  | \$250   |

**Final Project Total:     \$500**

## Volunteer and Support Form

**Community Name:** Example Community **Name of Project:** Little Free Library in the Community

This form is part of an application for a Community Matching Grant from the City of Auburn. Its primary purpose is to make sure that residents are aware of the project. It also provides documentation that the applicants have adequate support to complete their proposed project. The person signing this form hereby supports the project **and/or** pledges to physically fulfill the volunteer hours shown below. These hours may be used to satisfy the match requirements for the grant. Intentionally providing false information may cause the Community Matching Grant to be revoked.

| Name (print)     | Address | Phone Number | Supports Project (Y/N) | Volunteer: # of hours pledged? | Signature      |
|------------------|---------|--------------|------------------------|--------------------------------|----------------|
| Neighbor name    |         |              | Y                      |                                | Signature Here |
| Liliana Gonzalez |         |              | Y                      | 2                              | Signature Here |
| Example Neighbor |         |              | Y                      | 1                              | Signature Here |
|                  |         |              |                        |                                |                |
|                  |         |              |                        |                                |                |
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