



Community Grant Program Application

Sponsored by Friends of City Beautiful

Name _____

Organization _____

Street Address _____

City, State, ZIP Code _____

Daytime Phone _____

Email Address _____

Point of Contact (if different from above) _____

Number of Organization Members _____

Amount Requested _____

Project Description

Please summarize your project

1. Explain what are you trying to accomplish and why in 200 words or less. Attach an additional sheet if needed.

2. Plan of Action: Describe how your group will accomplish this goal including project calendar, resources needed, involvement of community, ongoing maintenance and sustainability of the project.

Attach photographs of the area to be improved along with any drawings, maps with dimensions and measurements and/or sketches that you would like to have considered as a part of your grant application.

Grant applicants are responsible for obtaining any approvals or permissions necessary to complete the project.

Project Budget

Please be as specific as possible when developing the project budget

Item or Partner	Amount Requested	Matching Funds*	Value of In-Kind Donations*	Total Amount
Total				

*Please list your partners that will provide matching funds or in-kind donations for project completion.

Budget Narrative

Please list any individual skills, qualifications, and expertise that will be utilized to carry out the project.

Note: Memphis City Beautiful has tools available through its Tool Bank program at no cost. Therefore, the cost of tools should not be included in the grant application.

Agreement and Signature

By submitting this application, I agree that all information is true and correct.

Project Leader Name (printed) _____

Project Leader Signature _____

Date Signed _____ Application deadline is 5pm January 31, 2022.

Mail, FAX or email to Friends of City Beautiful at:

664 Adams Ave., Memphis, TN 38105

Phone: 901-636-4410 | FAX: 901-523-0652

city.beautiful@memphistn.gov

**MEMPHIS CITY
BEAUTIFUL**



Note: If your project is funded, we wish you great success! If you are not funded, don't give up. Talk to someone at Memphis City Beautiful about your ideas and try again next year. We want to work with you!



Community Grant Program Application Checklist

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_____ A brief description of the project and how it will benefit the community.

_____ Signed letters from other partners/supporters specifying their commitment to the project (i.e., include cash as well as in-kind donations).

_____ Detailed project budget.

_____ Plan of action for ongoing maintenance and sustainability of the project.

_____ Photographs, maps and drawings of the site to be improved.

_____ Letters from impacted property owners approving implementation of the project.

_____ Copies of appropriate permits, if applicable.

_____ Signed, dated and completed application and agreement.

A copy of this checklist must be placed on the top of your application packet.

Granted checks must be written in the name of an organization, not to an individual.





Community Grant Program Summary

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Memphis City Beautiful Community Grant Program is accepting proposals up to \$500 or less to help support community initiatives in Memphis that fall within the focus areas of Litter Prevention, Waste Reduction/Recycling and Beautification/Community Greening.

Community grants serve multiple purposes.

- To promote neighborhood pride, healthier living, and sustainability
- To support grassroots community action activities inside the scope of our above-listed focus areas.

Who is eligible for a community grant?

- Neighborhood associations within the Memphis city limits registered with the Office of Community Affairs, or
- Any community based civic groups such as schools, boys scouts, churches, and garden clubs within the city limits, or
- Groups outside the city limits sponsoring Memphis-based projects
- Any community improvement project! Organizations that have been funded for the same project for three consecutive years are ineligible; however, they are encouraged to submit new projects for consideration.

How can I apply? When?

- To request an application or for more information, please contact Memphis City Beautiful at 901-636-4410 or via email at city.beautiful@memphistn.gov.
- To apply online, please visit our website at <https://memphiscitybeautiful.org>.
- Complete and return the application by 5pm January 31, 2022.
- Memphis City Beautiful will accept community grant applications from November 29, 2021, to January 31, 2022.

Notification of award

- Pre-project approval site visit is not a guarantee of funding. This is an inspection of the site and an interview of the applicant to determine if the plan is possible as written. The inspection will be made by members of the Memphis City Beautiful Community Grant Program Committee.
- Community grant applications will be reviewed by the Memphis City Beautiful Community Grant Program Committee. Applicants will be notified by March 18, 2022, of the grant awards.
- All projects must be completed by Dec 31, 2022.

