



# Community Grant Program Application Checklist

Sponsored by Friends of City Beautiful

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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, if applicable.

\_\_\_\_\_ 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. Please make sure you have submitted all of the necessary materials above. If you do not submit everything required, your application may not be considered.

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

