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**Sustainable Neighborhoods Grant Application Questionnaire**

Please respond to the following set of questions regarding the details, logistics, and costs of your proposed project. Most answers should be one or more paragraphs in length to thoroughly explain a well-developed project plan (the examples provided in italics are short, simple demonstrations to assist you in writing a response). Make a copy of this document and upload the completed form to the Sustainable Neighborhoods Grant online application in CiviForm. If you need to provide additional documents to support your answers in this form, the online application includes a section for uploading attachments.

**Applicant Name:**

**Project Name:**

**Project Details**

**Q1: Please describe your proposed project: what it is, what it does, and the expected result of your efforts.**

*For example: Our neighborhood group will host a home weatherization workshop. With the grant funding, we will hire a professional educator, rent a gathering space, and provide refreshments. The neighborhood liaison and project participants will arrange the schedule, advertise the program, and coordinate the event. The intended result is to empower our neighborhood to increase the energy efficiency of our homes in a cost-effective, do-it-yourself manner.*

**Q2: Why is this project needed and how did you identify the need?**

*For example: Our neighborhood sidewalks are not shaded, and heatwaves are becoming more intense. We went door to door asking the neighbors on the street if they would like to see trees planted, and they all said yes.*

**Q3: How will the project provide ways for the entire neighborhood to advance and learn about sustainability?**

*For example: The TerraCycle boxes will divert our neighborhood's waste from the landfill. By using the boxes, neighbors will learn about what kinds of waste can go into the box, what can be handled by the local recycling center, and what must go to the landfill. This knowledge helps us to avoid purchasing landfill-only items.*

**Q4: What are the community-related benefits of the project, aside from sustainability?**

*For example: By buying a shared electric mower, the entire neighborhood can depend on access to lawn equipment, no matter their ability to purchase it themselves.*

**Project Logistics**

**Q5: Please provide a project timeline. The timeline should list tasks and amount of time for completing project milestones. Keep in mind that it may take quite a few weeks between submitting the application and the start of work.**

*For Example: Community Vegetable Garden*

*Month 1: receive funding and purchase raised garden beds, vegetable plants, gardening equipment*

*Month 2: team members remove sod, install raised garden beds, plant vegetables*

*Month 3 - 6: tend gardens and harvest vegetables, take pictures to demonstrate project completion*

**Q6: How does your team plan to divide the effort to complete the project? What amount of volunteer work will be needed?**

*For example: Team Member A will pick up the trees from the nursery, Team Member B will bring shovels and drinks, and Team Member C has experience successfully planting trees. We need our team of 4 plus 3 additional volunteers from the neighborhood to spend about 3 hours each across 3 different work sessions to plant trees.*

**Q7: Will this project be a one-time effort or last several years?**

*For example: Buying and installing the solar-powered lights for our community picnic shelter is a one-time effort, but they will likely last around 15-20 years and must be replaced at some point.*

**Q8: Have you researched any relevant permit requirements, utility disturbances, local ordinances, or other regulations? Please describe this information here, or indicate if this is not applicable.**

*For example: Yes, the project will require digging and moving soil, so we called Indiana 811 to confirm that the project location will not disturb any utilities.*

**Q9: What potential problems or challenges do you expect during the project, and how will you overcome these?**

*For example: Animals may eat the food in our neighborhood garden. Multiple neighbors have spare cages available to protect the plants if that becomes a problem.*

**Project Cost**

**Q10: Will the project receive funding, contributions, or in-kind donations outside of this grant?**

*For example: We plan to combine this grant with a $300 pledged donation from Organization A. We will use the grant funding to pay for invasive plant removal costs, while the donation will purchase seeds.*

**Q11: How will the project be maintained after the funding is spent? Will it need ongoing neighborhood participation or funding to succeed?**

*For example: Our neighborhood association will budget $100 in funds per year to pay for maintenance and repair of the communal electric lawnmower.*

**Q12: Please describe how the grant funds will be spent using the budget sheet on the following page. Provide additional details here, if necessary. Alternate budget sheet formats are accepted, such as Excel sheets, as long as they offer similar or better detail.**

**Sustainable Neighborhoods Grant Application - Budget Sheet for [PROJECT NAME]**

| **Project Costs** |
| --- |
| **Budget Item and Source** | **Purpose** | **Cost/Unit ($)** | **Quantity** | **Total Cost** |
| \*provide web links if available, or upload quotes to the application |  |  |  |  |
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| **Total Project Costs** |  |
| **Project Funding and Donations** |
| **Source** | **Type (monetary, in-kind)** | **Amount** |
| Sustainable Neighborhoods Grant | monetary |  |
|  |  |  |
|  |  |  |

**Example budget for a native pollinator garden**

| **Project Costs** |
| --- |
| **Budget Item and Source** | **Purpose** | **Cost/Unit ($)** | **Quantity** | **Total Cost** |
| Eastern US Garden Kits from Prairie Moon Nursery | Each kit contains 25 native plant plugs to populate the garden, with sample layouts | $120/kit (includes shipping) | 6 kits | $720 |
| Hardwood mulch from Good Earth | Prepare seed bed and protect from weeds | $15/cubic yard | 10 cubic yards | $150 |
| Compost enriched soil from Good Earth | Contains organic matter and nutrients to promote successful plant growth | $13/cubic yard | 10 cubic yards | $130 |
| Truper 2-Wheel Wheelbarrow from Menards | Tool for transporting mulch, soil, and plugs to the garden | $140 | 1 | $140 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Project Costs** | $1,140 |
| **Project Funding and Donations** |
| **Source** | **Type (monetary, in-kind)** | **Amount** |
| Sustainable Neighborhoods Grant | monetary | $1,000 |
| Contribution from Our Neighborhood Association | monetary | $140 |
| Hand shovels, rakes, buckets, watering hose and water supply provided by Team Member A | In-kind (tools already owned/donated) | n/a  |