



The mission of KOB is to create and sustain a beautiful, clean, green, litter-free city through education, community engagement and volunteer action.

2018-19 KOB SMALL GRANT PROGRAM APPLICATION

Application Information at a Glance

- Maximum grant awarded is \$800
- Applicants with projects on City of Oakland property must be Adopt-a-Spot stewards
- Projects on private property will be considered, with priority going to those that can be enjoyed by the community
- Applications are announced August 6, 2018
- Applications are due September 10, 2018
- Projects must be completed and final reporting submitted by June 15, 2019

General Information

Keep Oakland Beautiful (KOB) is a community-based organization affiliated with Keep America Beautiful. We administer an annual Small Grant Program to encourage local solutions that showcase community improvement efforts. Community groups can apply for a grant to help fund a project that helps keep Oakland clean, green and beautiful, and brings people together in public space.

Successful past projects have included but are not limited to:

- o Neighborhood park or community area clean-up and beautification projects
- o Planting shrubs, flowers, community gardens
- o Little free and pop-up libraries
- o Graffiti removal and murals
- o Weed abatement, mulch installation
- o Litter container tile mosaics
- o Improvement of open spaces and parks (with required city approvals as needed)

Who Can Apply

Applications can be submitted by groups such as neighborhood volunteer and other community groups, Neighborhood Crime Prevention Councils and Neighborhood Watch groups. KOB will fund projects that take place in the city of Oakland on public or private property. Applicants for projects on city-owned property are required to be Adopt-a-Spot stewards. Projects on private property must have approval from the property owner. For projects on private property, priority will be given to those that can be enjoyed by members of the public/community (e.g. community gardens, anti-graffiti murals or projects on the property of a restaurant or small business). Projects must be consistent with the mission of KOB. Schools that apply will be lim-

ited to 20% of the total funding for each grant period. For more information on becoming an Adopt-a-Spot steward, go to oaklandadoptaspot.org

How to Apply

- ❑ Complete a copy of the grant application form below
- ❑ Attach a narrative describing the project, volunteers, and sustainability
- ❑ Complete a copy of the budget form below
- ❑ We encourage you to submit photographs that feature your intended project with captions explaining the images. Printed pictures will not be returned and will become the property of Keep Oakland Beautiful.

Tips for a Strong Application

- Be creative with your project regardless of type
- Show evidence of how your project will be maintained & sustained after grant ends.
- Partner with others to expand your project. How does this grant contribute to a larger project or ongoing effort?

Additional Award Information

The maximum grant award is \$800. KOB encourages creative, high visibility grants, with evidence of broad community involvement and multiple sources of support. Funds cannot be used for power tools, salaries, existing obligations or deficits, office equipment, furniture, uniforms, sports equipment or entertainment. Upon notification of a grant award, 75% of the request will be paid to the grantee with the balance paid out when all reporting, photos, and site visits have been completed.

We strongly suggest that volunteer tools be obtained for free from the city of Oakland's Public Works: <http://www2.oaklandnet.com/oakca1/groups/pwa/documents/agenda/oak047333.pdf> or from Oakland's tool lending library: <http://www.oaklandlibrary.org/locations/tool-lending-library>

Small Grant Application Deadline

Currently KOB funds one cycle of small grants per year. The application deadline for this funding cycle is September 10, 2018. Submissions must be received no later than date of deadline. Applicants will be notified within 30 days of the deadline. Only complete and on-time submissions will be considered. Projects should be completed by June 15, 2019.



KOB SMALL GRANT APPLICATION FORM

1. Proposed Grantee (please print clearly)

Contact's name _____

Contact's address _____

Phone# _____

Email address _____

Name and address for the grant check (if different than above) _____

2a. Public property location (use nearest address)

2b. Private property owner (name & contact info)

3. Project Name

4. Amount Requested \$ _____ .00

5. If project is on public land only, are you currently a registered member of the Adopt-A-Spot program? Yes No Application Submitted (Date: _____)

6. Project Description (Use a separate sheet)

Please provide a description (250 word maximum) of what your project will accomplish. How does it address a community need? How will the community benefit from the project? Include how you will evaluate the effectiveness of the project. Include the estimated beginning and completion project dates. You may include up to 3 photographs. Awarded project must submit a final report with pictures per KOB template.

7. Project Volunteers and Sustainability

Briefly describe (one paragraph) who will be working on this project. How long has the group existed? Are youth involved? If yes, list school or group. Attach names and contact information of key volunteers. List partnerships if any, involved in this project. Who will maintain the site after project is complete?

8. Project Budget (Use the form below)

9. Signature

Contact Person's Signature

Date



KOB SMALL GRANT BUDGET FORM
(add more lines if necessary)

Item Description	Unit Price	Project Costs	Amount Provided by Other Sources	Amount Requested from KOB
Example:				
Plants: 15 (5 gal size)	\$10 each	\$150	Neighborhood Bake Sale:	\$250
Planting Mix: 10 bags	\$10 each	\$100	\$50	
Mulch: 5 bags	\$10 each	\$50		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
		Total Project Costs:	Total Provided by Other Sources:	Total Requested from KOB:
		\$	\$	\$

Send completed application to:

smallgrants@keepoaklandbeautiful.org

Please list "Small Grant Application" in the subject line.

OR mail to:

Keep Oakland Beautiful
Attn: Small Grant Committee
P.O. Box 22015 Oakland, CA 94623-2015

Keep up to date with KOB at:

www.keepoaklandbeautiful.org

and

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