

**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] are you currently a registered member of the Adopt-A-Spot program?** □ Yes □ No

You must submit your Adopt-A-Spot approval notice or other proof of City of Oakland approval with this application and please be sure the **project name and location matches**.

**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. Upon completion, awarded project must submit a final report with pictures per KOB form, found [here](https://www.keepoaklandbeautiful.org/kob-small-grant-program.html) on the KOB website.

**7. Project Volunteers and Sustainability**  (Use a separate sheet)

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, if any | Amount Requested  from KOB |
| Example:  Plants: 15 (5 gal size)  Planting Mix: 10 bags  Mulch: 5 bags | $10 each  $10 each  $10 each | $150  $100  $50 | $50 | $250 |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
|  | | **Total Project Costs:** | **Total Provided by**  **Other Sources:** | **Total Requested**  **from KOB:** |
|  | | **$** | **$** | **$** |