

# 2016 Community ASSEMBLY BUDGET COMMITTEE REQUEST



Application **Due:** Friday, April 30, 2016 at 5:00pm

**Neighborhood Council:** \_\_\_\_\_

➤ Date application was approved by neighborhood council: \_\_\_\_\_

## NEIGHBORHOOD CONTACT INFORMATION

Minutes Attached

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Questions regarding how to complete the Budget Request should be directed to the Budget Committee member working with you. Please identify the project(s) your Neighborhood Council wishes to support with this request. Place a checkmark next to the project and identify the total amount of funds your Neighborhood wishes to request for that project(s). *Remember, the maximum allocation for all projects combined is \$500.00 per Neighborhood Council.*

**Remember:** No money can be used for food. All vendors need to be vetted through the City with three bids. Finally, all printing is done by the city, so use them for cost analysis.

### Category – Education

- o Temporary Signage – Clean Up Day, Neighborhood Meeting times, Events - \$ \_\_\_\_\_
- o Mailings – Postage or postcards - \$ \_\_\_\_\_
- o Printing – Brochures or flyers - \$ \_\_\_\_\_
- o Training – For residents - \$ \_\_\_\_\_
- o Newsletters – \$ \_\_\_\_\_
- o Other – Explain \_\_\_\_\_ \$ \_\_\_\_\_

### Category- Capacity Building (Neighborhood Council membership & participation)

- o Child Care – must be licensed and insured for activity - \$ \_\_\_\_\_
- o Printing – Brochures or flyers - \$ \_\_\_\_\_
- o Training – For Council members - \$ \_\_\_\_\_
- o Newsletters – \$ \_\_\_\_\_
- o Other – Explain \_\_\_\_\_ \$ \_\_\_\_\_

### Category – Event (Community Building or Improvement)

- o Temporary Signage – Clean Up Day, Neighborhood Meeting times, Events - \$ \_\_\_\_\_
- o Space Rental - \$ \_\_\_\_\_
- o Neighborhood Clean Up – examples dump passes or dumpster rental - \$ \_\_\_\_\_
- o Special Event or Block Party Permit Fees - \$ \_\_\_\_\_
- o Entertainment for a Special Event or Block Party (examples – movie rental for outdoor movie or band/performer) - \$ \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Date: \_\_\_\_\_

- Safety or Security For Special Event or Block Party – barricades, fencing rentals - \$ \_\_\_\_\_
- Equipment Rental – sound system, tents, bouncy castle - \$ \_\_\_\_\_
- Other – Explain \_\_\_\_\_ \$ \_\_\_\_\_

**Category – Materials**

- Craft supplies - \$ \_\_\_\_\_
- Office Supplies - \$ \_\_\_\_\_
- Other – Explain \_\_\_\_\_ \$ \_\_\_\_\_

Use this space to explain in some detail:

(a) The exact nature of your project.

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(b) Exactly how these funds will be spent.

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Neighborhood: \_\_\_\_\_

Date: \_\_\_\_\_

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(c) How will your project impact your neighborhood in a positive way.

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(d) Please provide a list of potential vendors, including the City.

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