



Everett is vibrant and diverse and when we come together around a common goal, our community thrives! However, many in our community are not connected to their neighborhood or to activities and projects happening nearby. You may have an idea for a community-building project, but are not quite sure how to get started. Everett Community Sparks offers small amounts of funds that can help bring your ideas to life. Let's work together to spark connections among people in our community and help make Everett even more special!

The intention of the Community Sparks program is to help Everett residents foster a sense of community through small projects that will benefit the community and build connections between neighbors. Selecting a project that you will enjoy doing is a key step for success. Community events like National Night Out and cultural festivals, clean-up projects, and community enhancements such as tree plantings are just a few examples.

Community Sparks funding is available to community groups for projects that build stronger community connections within Everett city limits. People of all ages and abilities are encouraged to apply. Up to \$500 of *eligible* expenses for your project or event are reimbursable with Community Sparks funds. You will need to match the funds with volunteer labor (valued at \$30/hr) and/or monetary or in-kind donations.

Want to complete a project in your neighborhood or for your community? Follow these simple steps!

1. Read the [2019 Guidelines](#) to learn about the process and determine eligibility.
2. Work with two or more others in your neighborhood or community group to figure out what is needed to carry out the project and gauge interest level.
3. Build a plan for completing your project, including ways to involve lots of people.
4. Complete this application. If your project is approved by the Office of Neighborhoods, work with City staff to get your project started.
5. Document all volunteer hours and donations for project match and save all original expense receipts to be submitted for reimbursement.
6. Keep in mind that your project needs to be finished within two months of approval and must be open to the public for all to participate.

Funds are limited, and applications that meet the project criteria will be considered on a first-come basis, starting Jan. 31, and prioritized by level of community engagement. Projects are reviewed bi-weekly and selected by City of Everett staff between now and Oct. 4, 2019. To learn more about eligible projects, about the reimbursement process or to discuss your idea or questions, please contact Wendy McClure at the Office of Neighborhoods, at community@everettwa.gov or 425-257-8717.

Please turn in your application no later than Oct. 4. National Night Out project requests must be submitted by July 5. All projects must be complete by Dec. 6. **View the 2019 Guidelines and learn more at www.everettwa.gov/sparks.**



COMMUNITY SPARKS 2019 APPLICATION

Describe your project or event idea. What are you going to do? Include dates and locations.

Community Sparks program funds are to be used to involve new people or folks who aren't connected in your community. Please describe your group. Who is planning the project and how will you find new people and involve them?

Describe how you will utilize Sparks funds and estimate how much you will need to complete your project. What supplies do you need to purchase? Please be specific:

Describe how you will match the funds you receive (volunteer labor, in-kind donations, or cash).

How will the neighborhood or larger community benefit from your project? What do you hope to accomplish?

How did you hear about this program?

Name: _____

Address: _____

Email: _____

Phone: _____

Signature: _____