

City of San José Keep San José Beautiful Beautification Grant

Amount Requested
\$ _____

APPLICATION

Applications must be received by **Friday, January 29, 2009 @ 5 PM.**

Organization/Group: _____
Address (or location) of Project: _____
Project Contact Person: _____
Mailing Address for project contact: _____
City, State, Zip Code: _____
Daytime Phone: _____ Email: _____
Tax Identification Number: _____ City Council District: _____

ATTACHMENTS CHECKLIST: Please label as Attachments

Did you remember to include?

- _____ **Attachment 1:** Who will be maintaining the project? Maintenance must be for at least three years after the completion of the project.
- _____ **Attachment 2:** A project cost estimate, which clearly labels items to be paid for with grant funds.
- _____ **Attachment 3:** A letter size landscape plan approximately "to scale".
- _____ **Attachment 4:** A detailed species list of plants selected for your project and specific locations where each plant will be planted.
- _____ **Attachment 5:** **A letter from the owner of the property you are improving granting permission to your group to conduct this work.**
 - Projects on City property must be coordinated with City staff, and must include documentation of required approval(s). (If you do not know who to contact within the City, please give Keep San Jose Beautiful a call for assistance)
 - School projects must include a letter of project and maintenance acceptance by an authorized District representative. (Director of Facilities or Maintenance Superintendent)
- _____ **Attachment 6:** Submit at least four color photographs from different vantage points to best illustrate current conditions. Photographs must be labeled and mounted on 8.5 x 11" paper.

IMPORTANT:

1. **Submit the original and 5 copies (total of 6) of Application Form and Attachments 1-5. Please label original packet on the front page of the packet.**
2. **Submit only one set of color photographs (Attachment 6)**
3. **Do not change the format of this application when applying.**



Return to:

Keep San José Beautiful
1601 Foxworthy Avenue
San Jose, CA 95118



PROJECT SUMMARY

Please estimate the following numbers for your project, to show leverage capabilities. You are required to match the amount you are requesting through the value of your volunteer labor in addition to the materials you are able to get donated toward the project. It is expected that these numbers will change in your Final Grant Report.

1. Value of volunteer labor:

_____(# Volunteers) X _____(Hours Each) = _____Total Volunteer Hours

Total Volunteer Hours _____ x \$20.25 per hour = Value of Volunteer Labor \$_____ (1)

2. Total value of donated materials (provide list in separate text) \$_____ (2)

3. Other funding (designate and list separately) \$_____ (3)

4. Grant award requested from Keep San José Beautiful \$_____ **(4)**

5. Total applicant contribution (sum of 1, 2, & 3 above)
MUST EQUAL OR EXCEED GRANT REQUEST \$_____ (5)

6. Total project value (sum of 4 & 5) \$_____ (6)

ASSURANCES

The undersigned applicant acknowledges and agrees:

1. The applicant is not entitled to a grant award until this application is reviewed and approved by the Keep San Jose Beautiful Steering Committee.
2. That City has the right to require modifications to the project, as a condition of approving and issuing the grant award.
3. That any and all changes to the application and purposes for which a grant award would be used must be submitted to the Director of Keep San José Beautiful by written request and shall be subject to approval of the Director.
4. Any grant award balance remaining after the completion of the beautification project shall be returned to the City with the Final Report.

The designated signatories, hereby certify that they have received a copy of the guidelines for qualifying for receipt of a grant award; that all information required by this application has been provided, included in the application, and is complete and accurate; and that they (the signatories) are authorized by their organization to execute this application and a grant agreement if a grant is awarded.

Applicant/Organization _____

Authorizing Signature _____ **Date:** _____