

# 2018 PIONEER SQUARE INSPIRATION FUND



The Pioneer Square Business Improvement Area (BIA) is launching a matching fund – matching volunteer hours and/or money – for community members to implement projects and programs offering a positive impact in the Pioneer Square neighborhood. Project goals include celebrating neighborhood diversity, benefiting the community, and telling a good story. Potential projects might include murals, art, cleanup, experiences, or public events, but are not limited to these categories. The BIA encourages applicants to propose their best and most creative ideas.

## GRANT DETAILS

The BIA has set aside \$10,000 for 2018 and will accept applications for projects ranging from \$1-\$10,000. 80% will be funded when grant is awarded, the remaining 20% funded upon completion.

## DATES

- Application posted – July 9, 2018
- Application due – August 3, 2018 (11:59 PM)
- Award Notifications – August 27, 2018
- Enter into contract by September 14, 2018
- Submit final invoice for payment no later than December 14, 2018

## ELIGIBILITY & EVALUATION

Ratepayers, residents, people who work in the neighborhood, and those with a significant connection to Pioneer Square are eligible. The selection process will be competitive. Submission of an application does not guarantee funding. The Pioneer Square BIA reserves the right to award or decline funding. Final decisions will be based on the discretion of the Pioneer Square BIA.

Factors to be considered in each application may include:

- The number of people touched
- Maintenance plan
- How businesses are involved
- Is it free/accessible to general public?
- Creativity
- Good standing with Pioneer Square BIA

## HOW TO APPLY

Applicants must submit a completed Application Form with required documentation (if applicable) by email to [bia@pioneersquare.org](mailto:bia@pioneersquare.org) no later than August 3, 2018.

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## APPLICATION FORM



Business, organization, or individual name

Contact Person

Business Address

Email

Phone

### PROPOSAL

Please attach a one to two page, typed proposal providing the following information:

- Proposal name
- Brief description of your proposal (100 words or less)
- If this is an event, specify date and time.
- Community members who will benefit from this request
- Other businesses/organizations/individuals that will be involved in your proposal and their roles

Also include:

- What are the goals of your proposal?
- How will it benefit the Pioneer Square neighborhood?
- How will the public participate or take advantage?
- Will your project be ADA accessible?

Provide any necessary supplemental materials to support your proposal (up to 5mb in total). This could include photos, videos, drawings, material lists, etc.

Funding request \$ \_\_\_\_\_

### BUDGET

Fill out the information below AND attach a detailed budget on a separate page outlining specific anticipated expenses (i.e. materials, labor, staffing, etc.).

#### Revenue

Inspiration Fund \$ \_\_\_\_\_

Match \$ \_\_\_\_\_  
(in-kind or volunteer hours)

TOTAL \$ \_\_\_\_\_

#### Expenses

TOTAL \$ \_\_\_\_\_  
(taken from attached detailed budget)

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## TERMS AND CONDITIONS



I hereby certify that, to the best of my knowledge, the information provided in this application is accurate and complete. If our business or organization receives a grant, we agree to the conditions set out below and to any conditions approved by the Pioneer Square BIA at the time the grant is awarded.

- Applications must be submitted according to the format and directions indicated in this form. At the discretion of the BIA, incomplete applications or applications submitted in any other format may be delayed or refused.
- In the event funds are not used in-part or in-full as indicated on the application, funds must be returned to Pioneer Square BIA.
- In the event changes are made to awarded proposals before implementation, written notification must be forwarded prior to the change to the BIA.
- The Pioneer Square BIA and Pioneer Square brand will be used in all print or digital materials to recognize the contribution of the BIA.

By signing below, I acknowledge I have fully read and understand the policy conditions and agree to be bound by them. I certify that the information submitted in this proposal is true and correct to the best of my knowledge.

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Applicant Signature

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Date

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Print Applicant Name and Position