

Application ♦ Avenue Greenlight Grants ♦ 2023 Grant

Application Deadline

April 5, 2023

Application Submission Protocols

- **Applications for the 2023 Grant must be submitted electronically.** Hard-copy application documents are not required and will not be accepted. AGL staff are not available to receive or accept your application in person.
- All applications must be submitted via our Google Form.
- Upon receipt of your application an email confirmation will be issued.
- If you do not receive a grant@avenuegreenlightsf.org confirmation email, and have proof of submitting an application by the deadline, please email by no later than 4:30 pm on the deadline day for assistance. Late submissions or supplemental materials submitted separately will not be accepted.

Application Format

All application materials must be prepared and uploaded onto [this Google Form](#). Please follow the [Application Guidelines](#) to ensure you have all the proper documents. You may open and review the form prior to submission to prepare your documents.

About the Application

This application is based on the eligibility requirements, policies, and general operations of the AGL. The Application is not a summary of the AGL Guidelines. **Please read the AGL Guidelines thoroughly prior to completing the application as program criteria are subject to change.** By submitting this application, the applicant agrees to abide by and follow all AGL program rules detailed in the AGL Guidelines.

Application Checklist

This checklist is intended to help applicants organize their applications and ensure that required supplemental information is provided at the time of submission. Carefully follow the guidance on the Application Forms throughout the application to ensure your submission meets the required criteria. Incomplete applications will not be accepted.

Section 1: Project Documents

- Project Information Form
- Proposal Narrative (maximum 10 pages)
- Site photos and map must be included in the Proposal Narrative or attached on separate pages; If applicable
- Project Budget Form
- Project Timeline
- Project Supplementals:
 - Capacity documentation
 - Letter from the property owner(s) or authorizing City Department approving the project; If applicable
 - Support Letters from community groups

Section 2: Organization Documents

- Fiscal Sponsorship Agreement between the Fiscal Sponsor & Sponsored Group (if applicable)
- 501(c)3 or 501(c)6 Letter of Determination
- Organization's Board of Directors Roster
- Organization's current FY/CY budget
- Organization's most recent statement of revenues & expenses
- A list of **all** necessary governmental permits required for the project(s).



Form 1: Project Information Form

Contact Information

Applicant:

Contact Name:

Contact Street Address:

City/State/Zip:

Contact Phone:

Contact Email:

(If Applicable)

Fiscal Sponsor:

Fiscal Contact Name:

Fiscal Address:

City/State/Zip:

Fiscal Contact Phone:

Fiscal Contact Email:

Project Information

Project Neighborhood

District Supervisor

Project Name:

Project Street Address:

City/State/Zip:

Private Property Public Property

Funding Request

Minimum \$5,000 to Maximum of \$50,000

Project Type (please check all that apply)

Lighting Beautifications Community Events Neighborhood Branding

Form 2: Proposal Narrative

Proposal Narrative Instructions: For each section, provide a compelling and succinct narrative, using the provided questions to focus your response. The completed narrative should not exceed three (3) pages. Please respond with complete sentences using as much relevant information as space allows. Attach photos, maps, designs, and/or drawings of the project. All sections are required.

**Section
Point Values
(100 total)**

Community Engagement (approx. 250 words): Describe how the project can benefit and engage the immediate community and the neighborhood at large, explaining a compelling need for the project in the community.

25

Design & Impacts (approx. 300 words): Present a sound and feasible project plan that describes the project's impact on the community.

20

Racial Equity (approx. 150 words): Presents a clear approach to increase engagement and participation of communities of color, including, but not limited to, community outreach and engagement, inclusion and participation, and sourcing from local businesses owned by people of color.

15

Capacity (approx. 300 words): Demonstrates ability to complete the project in the allowed timeframe, identifying the project lead and their qualifications; the specific roles and responsibilities of all organizations involved in the project, and all resources required to complete the project.

20

Budget: (approx. 150 words) In addition to your Form 3, present a well-researched explanation of your expense choices, why your budget is realistic for the proposed project scope, and demonstrate a clear plan.

15

Maintenance: (approx. 150 words) Submit a well-defined and appropriate plan of action to preserve and maintain the project after completion. If there is no maintenance plan, explain why.

5

Form 4: Project Timeline Form

Follow the directions at top of each column. Complete a row for each milestone (i.e. hiring staff, purchasing equipment, holding events), listing them **in chronological order**. Add additional rows on additional sheets as necessary. All activities listed must correlate to the project budget.

Activity	Start date	End date	NOTES	Cost
<i>List ALL activities necessary to complete the project</i>	<i>Chronological order, list the start date for each activity</i>	<i>Chronological order, and list the end date for each activity</i>	<i>Any additional information</i>	<i>List the cost of each activity. This should correlate to items in the Budget Form</i>

Project Supplementals

*Required supplemental materials must be provided as part of your grant submission.

- *Capacity Documentation: Provide a list of projects that have been completed by your organization or your fiscal sponsor in the last three years that demonstrate the ability to complete this project.
- If Applicable - Letter from the property owner(s) or authorizing City Department approving the project.
- *Support letters from community groups.

Section 2: Organization Documents

- Fiscal Sponsorship Agreement between the fiscal sponsor and sponsored group (if applicable)
- 501(c)3 and 501(c)6 Letter of Determination
- Organization Board of Directors Roster
- Organization current FY/CY budget
- Organization most recent statement of revenues and expenses

Permits

List the governmental permits required for the project(s).

Issuing Department	Type of Permit