

Grant Application - Projects

Individual, Agency (or) SBB Member(s) submitting application		Date Submitted:	
SBB Ways & Means Committee Member co-sponsoring project			
Project Contact Person Name / Telephone Number / E-mail			
Mailing Address:			
Project Description & Goal:			
Start and Completion Date Time Frame:			
Action Requested of SBB:			
Public Agency Involved?		Name & phone # of contact:	
Other Parties/Organizations Involved:		Name & phone # of contact:	
Other Parties/Organizations Involved:		Name & phone # of contact:	
Estimated Total Dollar Amount of Project: \$		Estimated Expense to SBB: \$	
Additional Funding Sources:	Private Donation:	Grants:	Fundraising:
How would you like your SBB Grant Dispersed:			
Additional Information:		Is project visible to the Public?	

Suggested Attachments: (Attached / Not Applicable)

- A Complete budget for project including funding sources for each element.
- NA
- A Project description, specifications
- NA
- A Blueprints, landscape designs, renderings
- NA
- A Plant / Materials list
- NA
- A List of how the project will benefit the community
- NA
- A _____
- A _____

Steps to Project Proposal Approval

1. Complete proposal form and submit.
2. Ways & Means Committee Member/Board of Directors Member assigned to shepherd proposal through the process.
3. Proposal added to Ways & Means agenda.
4. Proposal and supporting material presented to the Ways & Means Committee.
5. Ways & Means Committee votes to recommend acceptance by the Board of Directors; and/or requests additional information; or recommends approval with modifications; or recommends against proposal.
6. Proposals that the Ways & Means recommend supporting are added to the Board of Directors Meeting Agenda for discussion and a vote.
7. If the Board approves the proposal by a resolution, it can go forward, funded/enacted as the Board resolves.

FOR SBB USE ONLY:

Ways & Means Committee Review / Approval Date: _____

Board Approval Date: _____

Note/MOU To Applicants: _____

Signed Copy of Memorandum of Understanding / Attach: (once project is approved) _____

Check issued? Date _____