**Exhibit A – Application and Project description**

(2 pages limit)

Contact Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization mission:­­­­­­­­­­ ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **Project Information** |
| Project Name |  |
| Neighborhood  |  |
| Describe your project concept and why you consider your neighborhood as underserved? (1-2 paragraphs)  |  |
| How this project will help meet your community vision or advance a short and long-term improvement strategy for the neighborhood?  |  |
| Describe your community partners, residents, businesses and stakeholders with which you will collaborate in implementing the project |  |
| Explain how the arts community will be engaged into your project and what will be their role? |  |
| Describe how you are planning to implement the project, including a timeline |  |
| Do you have matching resources including staff/volunteer time and in-kind contributions to carry the project? If so, please describe the sources  |  |
| Please share your experience in implementing placemaking projects or activities, and what positive change resulted from the activities |  |
| Describe how you are planning to measure the success of the project |  |

**Submission Requirements:** The deadline for submissions is **midnight on Friday, May 13, 2016.** Submissions should be made electronically to arondon@ma-smartgrowth.org. Each submission must include all the documents listed in section III (how to apply).

**Exhibit B – Project Budget**

(1 page limit)

|  |  |
| --- | --- |
| Brief narrative: provide a written description about your projected expenses to help the reader understand how the costs will be incurred, and the basis for determining the amount of each expense (1-2 brief paragraphs)  |  |
| **Placemaking Fund grant** **(Amount Requested)** | $ |
| Matching funds, include source | $ |
| Matching funds, include source | $ |
| Materials and supplies  | $ |
| Labor – including rate and hour estimations for artists, artist assistants, etc. | $ |
| Contracted services | $ |
| Delivery of artwork to site (including insurance, etc.) | $ |
| Anticipated costs related to installation | $ |
| Anticipated travel costs related to installation | $ |
| Anticipated costs related to community and stakeholders engagement | $ |
| End of project celebration costs | $ |
| Other project related costs | $ |

**Exhibit C – Project Report**

Due November 30, 2016

(1-2 pages limit)

The grantee should track project objectives and metrics and provide a final report summarizing the project, including:

|  |  |
| --- | --- |
| Provide a summary of the project activities, processes undertaken, key lessons learned, and the results and summary indicators of project success |  |
| Describe how this project furthered placemaking; and how the public was engaged (provide number of residents, youth, businesses, elderly engaged) |  |
| Provide the number of stakeholders engaged; public, private and non-profit partners and organizations; and stakeholders in the arts community  |  |
| Did you have any social media, print and other media coverage of the implemented project? If so, please share links of online articles related to the project |  |
| The final report shall include visual images of the project, which may be supplemented with video coverage of the project and be provided in a manner that can easily be shared online with the public  |  |
| Share accomplishments, quote/s or experiences that tell the story about how successful your project was  |  |

Important notes:

* Grantees are encouraged to identify other meaningful metrics relevant to the project
* In all cases, the grantee shall provide electronic files in their original, editable formats (e.g., Microsoft Word, power point, etc.) in addition to jpg formats for images.