



# 2024 NEWSLETTER/COMMUNICATION GRANT APPLICATION

The Neighborhood Grant Program offers funding for all officially recognized neighborhood councils by the City as part of the Neighborhood Program. The standard of support for cost of newsletters is \$1.50 per household contacted each year. For example, if your neighborhood has 100 residents and each household is contacted, you may apply for \$150 a year in grant funds. A neighborhood can apply once per year on an annual basis. *Grant dollars cannot be used to promote political issues or campaigns, but will be used to promote community within neighborhoods. "For example, a newsletter funded in whole or part by grant dollars may not print advertisements or articles for or against a contested ballot issue or any candidate in a contested election." Funds being used inappropriately must be reimbursed to the City of Kent Neighborhood Program immediately.*

**NOTE: Once your application has been approved it is mandatory that the Neighborhood Program Coordinator receive a copy of all your printed and/or electronically distributed materials. Failure to do so will result in having to refund all dollars granted to your organization.**

**Complete the Grant Application and return it to:**

City of Kent, Office of the Mayor, Neighborhood Program Coordinator  
 220 Fourth Avenue South, Kent WA 98032 or FAX to 253.856.6700 or email TTaylor@KentWA.gov

Name of Neighborhood: \_\_\_\_\_

Name of Grant Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

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

Do you have an HOA Management Firm:  Y  N

If yes, name of Management Firm: \_\_\_\_\_

Number of Households Contacted: \_\_\_\_\_/Number of Community Members: \_\_\_\_\_

Distribution Frequency \_\_\_\_\_x year (12, 6, 4, 2, 1) Distributed: \_\_\_\_\_

Mailed: \_\_\_\_\_ Emailed: \_\_\_\_\_ Door-to-door \_\_\_\_\_

Printed in languages other than English: \_\_\_\_\_

**Attachments:**

- A recent copy of your newsletter and/or other printed materials
- (If you haven't already been set-up as a vendor through the City's payable system, you will need to also submit a W-9 Vendor Set-up Request Form).
- Any documentation of expenses incurred in creating/copying/distributing your newsletter/communication materials

FOR STAFF REVIEW ONLY							
Grant Cycle Year	W-9 Vendor On File	Recognized Neighborhood	Initial or Repeat Request	Sample Submitted	Invoice Attached	Cost Details	Recommendation
2021	Y/N	Y/N	1 2 3 4 5	Y/N	Y/N	Y/N	A/D

Manager Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

