2019 Guidelines
Sparking connections in the Everett community

everettwa.gov/sparks

A special thanks to Seattle Neighborhoods staff for their support and inspiration.
About Community Sparks:
The Community Sparks program helps Everett residents foster a sense of community through small projects that will benefit the community and build connections between neighbors.

Community Sparks funding is available to community groups for projects that build stronger connections within Everett city limits. People of all ages and abilities are encouraged to apply (adult supervision needed for minors). Up to $500 of eligible expenses for your project or event are reimbursable with Community Sparks funds and must be matched with volunteer labor and/or monetary or in-kind donations.

Eligibility:
Who should apply?
- Everett residents
- Neighbors
- Community groups
- Cultural groups
- Volunteer groups
- Interest-based groups
- Informal groups
- Open to all ages, skills and backgrounds

What criteria does a project need to meet to be eligible?
- Projects must be open to all members of the public
- Foster community connections
- Occur within Everett city limits
- Demonstrate community match
- Can be completed within 2 months of award date

Who is not eligible?
- Individuals
- Organizations such as:
  - Businesses
  - Nonprofits and not-for-profits
  - Religious organizations
  - Political organizations or groups
- Schools
- Non-Everett residents
- Fraternal or civic organizations

What projects are ineligible?
- Projects/events that do not engage the community
- Projects/events that are not open to the public
- Fundraising or profit generating projects and events
- Projects/events outside of Everett city limits
- Campaign or political projects

Community match:
Awardees are required to match the amount awarded to the project with community contributions. The total match value must be equal to or greater than the amount awarded.

Community contributions include:
- Volunteer time valued at $30/hour
- Donated materials and supplies valued at their retail price or rental fee
- Cash contributions
- Donated professional services valued at their customary rate up to $100/hour.

Reimbursable expenses:
Eligible project expenses will be reimbursed with Community Sparks funds up to the amount awarded (maximum of $500). If your project is approved, City staff will work with you to determine which project expenses are eligible for reimbursement.

Some reimbursable expenses include:
- Project materials like lumber, event décor, refreshments, etc.
- Professional services such as printed promotional materials or an entertainer at an event
- Event fees such as permits or rentals

For more information, visit www.everettwa.gov/sparks or contact Wendy McClure at community@everettwa.gov/425-257-8717
Let's get started!

Applying for Community Sparks funds is simple and City staff are here to help. Applications for 2019 are now open! Funds are limited, and applications that meet the project criteria will be considered on a first-come basis and prioritized by level of community engagement. Applications will be reviewed bi-weekly, starting Jan. 31, and selected by City of Everett staff. Applications submitted after Oct. 4 will not be considered for 2019. All awarded projects must be complete by Dec. 6.

Ready to get started? Follow these simple steps:

1. Work with two or more others in your neighborhood or community group. What would your group like to accomplish? What is needed to carry out the project? Is there community support and interest?
2. Build a plan for completing your project. What steps do you need to take? How will you reach out to and involve lots of people?
3. Complete and submit the application.
4. If your project is approved by City staff, work with City staff to get your project started.
5. Recruit additional volunteers and reach out to new people to get them involved in your project.
6. Work with your volunteers and City staff to complete your project within 2 months of your award date, or by Dec. 6, whichever comes first.
7. Save all original expense receipts and submit to City for reimbursement.
8. Be sure to document all volunteer hours and donations for project match.
9. Take pictures, have fun and connect with new people!

Community event example:

A group of students from Everett High School wants to put on a cultural night to showcase all of the wonderful cultures and traditions in our community!

- They find a venue and reach out to lots of people who are interested in being a part of the event.
- They need help with promotional materials, food permits and refreshments, so they apply for Community Sparks funds to help cover the cost.
- Students work to organize many different people from different cultures in Everett who want to host tables and share traditions like dances, clothing, stories and food.
- Volunteers gather to set up and run the event.
- Residents from all over Everett come together to enjoy the event, have fun, learn a lot and connect with new people!

Project example:

A group of parents want to teach children in their neighborhood about science and nature, while bringing different generations together and creating a sense of neighborhood pride.

- The parents plan a bird house workshop where parents and elders teach children how to build bird houses and teach them about birds.
- They find a place to host the workshop and have a recruitment plan for volunteers and families, but they need help paying for the materials.
- They apply for Community Sparks funds to help pay for the wood, nails and paint.
- Volunteers put on a fun and informative workshop where neighbors of all ages learn and work together. Bird houses are placed in public spaces and children are proud of their hard work!

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