

**Application for Community Betterment
Program Funds**

Submit this completed application with all attachments, plus two (2) copies
to: *Sherri Hancel, Code Compliance Planner*
City of Duluth, Community Betterment Program
3578 W. Lawrenceville St.
Duluth, GA 30096

Date: _____
Applicant Organization: _____
Project Name: _____

Contact Person: _____
Address: _____
City /State/Zip: _____
Day Phone: _____
Evening Phone: _____

Organization Chairperson or President: _____
(If different from above)
Address: _____
City/State/Zip: _____
Day Phone: _____
Evening Phone: _____

Address/Location of project: (If on private property, please attach written permission
from property owner.)

Have you ever applied for CBP funds before? No Yes
(If yes, what project and when?)

Total City CBP Fund request \$ _____
Total value of all matches \$ _____

TOTAL PROJECT COST: \$ _____

Signature below declares that applicant is the president, chair of the applying organization, or primary member involved; and that signer will assure that any funds received as a result of this application are used only for the purposes set forth herein. Applicant (or organization) also agrees to abide by all applicable City, State and Federal laws and ordinances and that the applicant organization releases and discharges the City of Duluth, the CBP Committee members and any and all other persons related to this program from any and all known and unknown damages and claims.

Signature of President/Chairperson of Applicant Organization Date

1. **Organization Description:** Describe briefly how your organization began, its primary mission and goals, criteria for members and how many members you currently have.

2. **Project Information:**

- A. What problem or opportunity will be addressed by this project?

- B. What is the end goal that will result when this project is complete?

3. Workplan:

- A. Please attach a detailed workplan - show step by step how you plan to reach your goal and the completion date of each step.
- B. Please attach a sketch of your proposed project and a photograph of the area, building, etc., prior to beginning the work. (***Important Note:** A photograph of the area after the project is complete will also be required.)

4. Neighborhood Involvement: How do you plan to involve local residents/businesses in this project?

5. Evaluation: How will you decide if this project is successful once completed?

6. Maintenance: How will ongoing maintenance and upkeep of this project be handled, and who will be responsible, if necessary?

7. Secured Match Form: Please complete the attached secured match form.

8. Project Budget: Please complete the attached project budget sheets as comprehensively as possible. (***Important Note:** All services/materials not donated must be accompanied by three written bids, a recommendation of who you plan to choose and why.)

2 Attachments

1. Secured Match Pledge Form
2. Budget pages

Match Pledged/Secured Form

You may reproduce this form if additional space is needed

The individuals, businesses or organizations listed below commit to donate the following items to:

(organization)

And its Community Betterment Program Fund Project, entitled:

(project name)

Type of Work, (please be specific)	Print Name	Address, Zip & Phone	No. of Hours	Dollar Value	Date Available	Signature

