

Final Application Checklist

The Browne Fund must receive completed materials by the deadline of March 15th. *Incomplete application will not be accepted.*

Project Name _____ Date _____

Design Phase:

- Proposed project description
- Project budget including estimated cost and fundraising to date
- Context photos of surrounding area
- Site plan of existing condition
- Context map
- Letter of acknowledgment from landowner
- Letters of support from the community
- Timeline for design process including reviews with appropriate commissions

Construction Phase:

- A summary of plans for building this project, this may include: plans, sections, and elevations; technical or fabrication details; engineering drawings, and drawings of all material changes, such as grading, paving, walls, walkways, foundations, landscaping; and ADA compliance
- Description of all material for the site and artwork specifying texture, color and finish
- Supporting information from a conservator regarding material appropriateness, maintenance requirements, and maintenance budget
- Short term and long term maintenance endowment plan for site improvement and artwork.
- Timeline for design and fabrication
- Documentation of community response to proposed project
- Funding sources besides the Browne Fund
- Copies of Relevant City Department approvals, such as:
 - Boston Art Commission
 - Public Improvements Commission
 - Boston Landmarks Commission
 - Conservation Commission
 - Boston Water and Sewer Commission