

Requirements

- Be a registered 501c3, OR designate a fiscal agent
- Projects must be on city owned property or in the public right of way
- Have 2 listed contacts
- Able to organize enough volunteers for project needs
- Commit to completing a post-project report and metrics

Writing the Proposal

- Use specific language

State the outcomes of your project:

Non-specific: Students will use the purchased technology to study magnificent summer stars.

Specific: From May 3rd to August 5th, Bright Valley High School students of the solar science club will identify and catalogue constellations with the Hyper-Scope 225.

- Clarity: avoid words that are doing double duty

“better improvements” Improvements are by definition better, use “improvements”

“*Both* residents *and* community leaders” becomes “Residents and community leaders”

Source: <https://owl.english.purdue.edu/owl/resource/981/1/>

Writing the Proposal

- Include pictures and statistics as available
- Fill out all parts of the application
- Ask outside readers to comment
- Revise the proposal
- Submit the proposal a few days in advance of the deadline

Project Description

- The Need

WHAT is happening?

WHO is Affected?

WHERE does the situation take place?

WHY is it a problem?

Who else thinks it's a problem?

What are the underlying causes?

What are the effects of this problem?

Source: US Department of Housing and Urban Development

- The Solution

WHAT is your project?

HOW does it provide a solution?

WHO will be involved?

neighbors, nonprofits, the city

How will you involve them?

Action Plan

Action	Person(s) responsible for carrying out action	Date action will take place	Intended outcome
Community outreach to inform residents of Love Your Block Grant	John Doe	Month/Day	Explaining the project & identifying community leaders to take on specific responsibilities

This section is where you go into greater detail as to how you plan to carry out your project. Actions include: planning, community outreach, volunteer organizing, gathering materials, and project day activities.

Volunteer Plan

Task	Detailed Description	Volunteers Needed
Mural Painting	Completion of a 12' x 25' mural on blank wall next to the vacant lot	10
Trash Clean-up	Picking up the trash located in the vacant lot next to the mural	10

The volunteer plan details the tasks your volunteers will be performing on the project day. Be sure to include the number of volunteers you predict will be necessary for each task. When in doubt be generous. It's better to have a few more volunteers than too few!

City Services

Select the City services you feel your project will **require**. (services are subject to availability)

- Trash pick-up
- Yard waste removal
- Road Closure
- Pothole Repair
- Tool Loan
- Tree/ Garden Supplies
- Replacing Signage
- Graffiti Removal

Budget

Item	Description of Use	Cost
Planters	To install in public plaza	\$800
Soil	For planting	\$100
Perennials	To be planted	\$300
Total		\$1,200

This is a key component in determining the award amount for each project. Be as thorough as possible. This could include things outside of tools needed for the project. For example: if you intend to hold a community meeting and want to provide snacks, include them in your budget. Make sure to research average prices for each item so your estimates are as accurate as possible.

Community Engagement

Action	Description	Inform, Involve or Engage?
Flyering	Using flyers in prominent places to inform community about upcoming project	Inform
Community Meeting	Host a meeting to get feedback from the community	Engage
Participatory Design	At a community meeting residents are invited to participate in the final design of a project	Involve

We want to ensure that each project has broad community support. This means each applicant needs to lay out a plan detailing how they will inform, engage and involve community members in their project. This section includes steps that have already been taken and future plans for community involvement.

Engagement Methods

- Open Wall
 - Tape a large piece of butcher or poster paper a wall
 - Distribute markers and ask group members to write or draw the neighborhood's core values and their project ideas
 - Once the paper is full, discuss which projects match core values
 - To come to a consensus use dot voting (see below)
- Dot Voting
 - Brainstorm a list (e.g. project ideas)
 - Discuss the benefits and drawbacks
 - Using a limited number of colored dot stickers or pen marks (e.g. only 5) members vote by placing a dot or mark next to the items on the list they feel are best/most important

Sustainability Plan

- WHAT will you do to maintain the project?
- WHO will be responsible?
- WHEN/HOW often will this action take place?
- HOW will you continue to engage volunteers and community members in this project?
- Asset Mapping
 - Brainstorm and record the strengths/assets in your neighborhood
 - Goal is to maximize access to these resources
 - Categories could include: individuals, nonprofits, faith based groups, public institutions, private orgs

Questions?

- If you have any questions regarding the application please email: loveyourblock@boston.gov
- To submit the application email it to loveyourblock@boston.gov or mail it to

Love Your Block
1 City Hall Square
Room 805
Boston, MA 02201