



City of Tacoma – Environmental Services
Make a Splash Local Stormwater Project Funding Application



Fill out all sections and submit electronically or hard copy with appropriate attachment(s).

MakeASplash@cityoftacoma.org

Center for Urban Waters - 326 E D St, Tacoma, WA 98421

FUNDING CRITERIA FOR MAKE A SPLASH PROJECTS

Preference will be given to applications meeting the following criteria:

- Identify benefit to local waterways (rivers, streams, lakes, Commencement Bay, Puget Sound)
- Target City of Tacoma residents
- First time applicants
- Implemented within the City of Tacoma limits
- Provide appropriate permissions/permits or letter of support (if applicable)
- Provide a minimum 10% match of cash, other grant dollars, volunteer time, materials and/or professional services
- Partnering with multiple agencies
- Show project readiness via implementation outline and a detailed budget

PLEASE COMPLETE THE FOLLOWING AND ATTACH THE REQUESTED INFORMATION.

(Note: The entire MAS grant application is considered to be a public document and is subject to public review and disclosure.)

PART A: PROJECT INFORMATION & SCOPE

Project Name: _____

Total Funding Amount Requested: _____ (\$4,000 max amount)

Is this the first time you have applied for MAS grant? (check one) Yes No

Project Description: (2-3 sentences) _____

Project Location: (address or closest cross streets) _____

Project Objectives: (check all that apply)

Education

Protection of Surface Water

Restoration/Tree Planting

Describe specific project methods that will be implemented to accomplish project objectives identified above: (attach additional sheet(s) if necessary)

Identify your audiences or participants: (i.e., school children, general public, club members, community group) _____

PART B: PROJECT BUDGET

List all costs associated with completing this project from start to finish. Costs you may want to consider include but are not limited to: permits/insurance/fees, design/engineering, materials, disposal, professional services, equipment rental, sales tax, etc. Labor may not be more than **20 percent** of your total budget. Food costs may not be more than **10 percent** of your total budget. The grant cannot fund digital cameras, video cameras or other electronic equipment. Construction labor cannot be funded.

Then list all sources of **funds** that will finance this project; including the MAS grant requested amount and the type and amount of your matching contribution (**minimum 10%**), which may include in-kind or funds from your organization or any other grants, sponsors, donations, volunteers, etc. If the designated grant recipient charges an administrative fee, you may include the fee in the budget.

Brief Description of Each Activity*	Start Date	End Date	Cost	Itemized Costs
		TOTAL	\$	

*Include matching/in-kind activities and funds

SUPPLEMENTAL INFORMATION

A. If your grant application is approved, the following items (if they apply) must be obtained before beginning your project and prior to receiving any grant funds, but they are not required to be submitted with your application.

Permits: If your grant application is accepted and your project requires a permit (building permit, wetland development permit, or any other type of permit from the City of Tacoma or other governmental agency), you will need to obtain those permits before beginning your project and prior to receiving any grant funds.

Public agency approval: If your project is located on public land (for example, Metro Parks property, Tribal property, School District property, right of way, etc.), you will need to obtain public agency approval and a permission letter from the appropriate agency before beginning your project and prior to receiving any grant funds.

B. The individual items and activities listed in the budget under grant application **Part B** may be reimbursed as each activity is completed. Please submit an invoice form (an example is available on the Make a Splash [grant website](#)) with receipts attached to request partial reimbursement. The entire grant amount will not be reimbursed until the project is complete and a final report is submitted and approved. Final report guidelines are available on the Make a Splash grant website.

NOTE: Please document the project with photographs and turn in with your request for reimbursement. If you use a digital camera, burn a CD with high-resolution images for use in future City publications or promotional materials.

Applicant Signature: _____

Date: _____

For office use only:

Approved Not Approved

MAS Grant No. _____

COT Watershed _____