



## Ed! Grant Program

### **Grant deadline for Small Grants Program requests of \$1,500 or less:**

Quarterly (January 15, April 15, July 15 and October 15)

### **Grant deadline for Partnership Program requests of \$5,000 or less:**

Semi-annually (June 15, December 15)

### **Mission of Ed!**

The mission of Ed!, Edmonds Downtown Alliance is to encourage, promote and participate in activities enhancing the general economic conditions of downtown Edmonds for the mutual benefit of businesses in the district. Our goal is to ensure the downtown Edmonds business district stays lively, attractive and prosperous.

### **Purpose of Ed! Grant Program**

The Small Grants Program and Partnership Program, managed through the Edmonds Downtown Alliance, help harness the power of our local business community. The Grant Program utilizes a grassroots approach to identify projects and allocate funds for approved grants.

### **Project Category**

#### **Community Events**

Hospitality and special public events, including holiday decorations, street performers/artists, festivals, fairs, historic education/heritage advocacy;

#### **Neighborhood Marketing Initiative**

Marketing & Hospitality: may include maps/brochures/kiosks/directories, web site, social media, marketing/advertising campaigns;

#### **Business Recruitment & Retention**

May include, but is not limited to, education/seminars, market research, business recruitment, business fairs, conferences.

#### **Safety & Cleanliness**

May include maintenance, security, pedestrian environment enhancements.

#### **Appearance & Environment**

May include design enhancements, neighborhood advocacy & communication, streetscapes/lighting/furniture

#### **Transportation**

May include transportation alternatives, directional signage, parking management & mitigation

#### **Historic education/heritage advocacy**



## **General Criteria for Small Grants Program and Partnership Program**

Project submitted must meet the Ed! mission and comply with the approved purposes and categories of the Grant Program:

- Project must not duplicate existing services or initiatives;
- Project must be realistic in scope and qualify for readiness and feasibility;
- Project must not benefit a sole enterprise, company or member;
- Project must include letters of support and/or demonstrate community support;
- Grantees must agree to include the approved Ed! logo and acknowledgement of Ed! funding in their printed materials, website and other collateral materials.
- Project must encourage collaborative efforts.

## **Additional Criteria for Partnership Program**

Projects must have existing partial funding commitments, have significant matching funds, and/or generally demonstrate diverse sources of income;

Project must encourage partnerships between private enterprise, members and/or community organizations.

## **Eligibility**

Small Grants Program: Ed! members in good standing may apply or sponsor a grant application.

Partnership Program: Ed! members in good standing alone, or in collaborative partnership with nonprofit agencies, or private companies, may apply or sponsor a grant application.

## **Requirements**

Submit 1 original plus three (3) copies of the grant application with the following information:

- Application cover page
- Name of project
- Project start and end dates
- Description of project including goals, expected attendance, stakeholders, income projections
- Target audiences
- Describe measurable goals and community benefits
- Detail the project's benefit to Ed! members and how the project fits within Ed!'s mission
- Name and qualifications of team members
- Timeline and schedule of events or targeted dates
- Detailed line item budget, including other sources of funding or revenue
- Budget detail must include any contract staff, professional services and/or administrative costs
- Letters of support
- Contact name and information



**Process**

Submit the above materials to PO Box 284, Edmonds, WA 98020 or [hello@edmondsdowntown.org](mailto:hello@edmondsdowntown.org). Questions regarding the Grant Program can be sent to [hello@edmondsdowntown.org](mailto:hello@edmondsdowntown.org).

Completed grant applications are reviewed by the Grant committee, composed of three (3) members. In addition, each proposed grant will be reviewed by City staff for compliance with RCW 35.87A.010 and Edmonds City Code 3.75.030. The Grant committee will submit its recommendation of awards to the Ed! Members Advisory Board who will approve the final awards.

**Timeline**

Quarterly  
Small Grants Program

Applications Due	Award Decisions
January 15 <sup>th</sup>	March 1 <sup>st</sup>
April 15 <sup>th</sup>	June 1 <sup>st</sup>
July 15 <sup>th</sup>	September 1 <sup>st</sup>
October 15 <sup>th</sup>	December 1 <sup>st</sup>

Twice-Annual  
Partnership Program

Applications Due	Award Decisions
June 15 <sup>th</sup>	August 1 <sup>st</sup>
December 15 <sup>th</sup>	February 1 <sup>st</sup>

**Payment of Grant Funds**

Grant funds will be disbursed on a reimbursement basis after delivery to Ed! of corresponding itemized invoice(s), together with supporting receipts or other materials.

**Completion of Project**

One month after the completion of the Project, a final report will be sent to Ed!. The report will include: outcomes, results of measured goals, community benefits, participation, financial statement of expenses and revenues, including amount of award used. Any unused portion of award will be returned, as well as the complete award if the project is canceled within the agreed timeline.



APPLICATION COVER PAGE

Requested Program: Small Grants \_\_\_\_\_ Partnership Program \_\_\_\_\_

Member applicant: \_\_\_\_\_

Name of owner: \_\_\_\_\_

Contact info: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Start of project: \_\_\_\_\_

End of project: \_\_\_\_\_

Description of project as attachment will include:

- Name of project
- Team members
- Timeline
- Budget with projected sources of income
- Goal outcomes/target audience

I, \_\_\_\_\_, agree with the conditions and stipulations of of the Edmonds Downtown Alliance (Ed!) Grants Program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date