# **APPLICATION COVER SHEET**

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| **Project Title:** Click here to enter text. |
| **Project Applicant Contact Information:**  Agency Name: Click here to enter text.  Organization Type: Choose One  Contact Person: Click here to enter text. Contact Person Title: Click here to enter text.  Mailing Address: Click here to enter text.  City, ST, ZIP: Click here to enter text.  Phone: Click here to enter text. Org UBI number: Click here to enter text.  Email: Click here to enter text. |
| **Project Description (one sentence):**  Click here to enter text. |
| **Project Goals (choose one or more):**  ☐ Provides an increase in planted trees on private property within the City of Bellingham *(most applications will check this)*  ☐ Provide services that aid in the above goal |
| **Project Location:** (must be in City of Bellingham to be eligible)  Click here to enter text. |
| **Funding:**  City Project Funds Requested: $ Click here to enter text.  Total Project Budget: $ Click here to enter text. |
| **CERTIFICATION and AUTHORIZED SIGNATURE:** To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I have read and concur with the certifications included in the application. The submission of this application has been duly authorized by the governing body of the Applicant. The Applicant agrees that if the project is allocated City funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable to City funding.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Authorized Applicant Representative Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Title of Authorized Applicant Representative (Please Print or Type) |

# PROJECT DESCRIPTION & CERTIFICATION

1. **Project Summary.** Summarize your proposed project in one paragraph; include a general statement of the project’s overall purpose.

Click here to enter text.

1. **Background.** What led to the prioritization and development of this proposed project? What other options were considered to address the need and why is this proposal the best option?

Click here to enter text.

1. **Racial Equity and Social Justice**. The City is aligned with Healthy Whatcom in our prioritization of agency efforts that elevate and activate principles of anti-racism and increase the representation of client and marginalized voices for program/project design and implementation. Has your agency utilized this kind of social justice lens to develop or evaluate this proposed project? If so, how?

Click here to enter text.

1. **Project Beneficiaries.** Define the target population and/or define the service area (attach map, if applicable).

Click here to enter text.

1. **Project Outcome(s).** State the measurable outcome(s) that will result from the services provided. Define and describe what will be provided.

Click here to enter text.

1. **Certification.** By signing this application, your organization certifies that:

☐ All expenses submitted to the City will be directly related to carrying out the eligible activities.

☐ City funds will not be used for government buildings or expenses, political activities, maintenance of publicly-owned facilities, administrative offices, shelters, furnishings, or personal property.

☐ Your agency will not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, families with children, and disability in employment or the provision of services.

# BUDGET NARRATIVE

*The information here should reference and be consistent with the budget form attached to the application.*

1. **Budget Description.** Please describe the budget proposed for this project, how it was determined, and why it is reasonable and appropriate. Describe the basis and calculations behind determining the costs (be detailed and specific).

Click here to enter text.

# COMPETITIVE SELECTION CRITERIA

This section describes how your narrative responses will be evaluated and scored. Please add additional detail as needed to supplement information provided in the previous two sections. When addressing these questions agencies may include attachments or links to supporting documentation, provided that all attachments or links are clearly labeled as to which part of the application is being addressed by each document or link.

## Overall Project Approach and Understanding (30 points max)

Provide a brief overview of your understanding of the City’s identified need. Discuss your project approach describing how you would perform the identified work. Include your methodology for performing the work and provide an accompanying timeline with key milestones.

Click here to enter text.

## Demonstration of Experience and Expertise (30 pts maximum)

Summarize your firm’s qualifications, experience and special expertise in providing the type of services/work product identified in the City’s program goals. Include resumes of key personnel. Describe their experience relative to this type of work along with their primary duties/roles proposed for this project. Identify experience with governmental agencies. Show ability to meet program schedule and stay within budget.

Click here to enter text.

## Estimated Quantity of Trees Planted (10 pts maximum)

Estimate the number of trees to be planted as a result of your proposal.

Click here to enter text.

## Proposed Fees/Costs (30 pts maximum)

Include a description of fees or costs associated with the proposed services. An accompanying budget shall provide price estimate including number of billable hours, hourly rate and total cost for services being proposed. Any expenses that are to be included as part of your proposal must be listed as a separate line item (lump sum amount is acceptable) and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).

Click here to enter text.