



PROJECT FUNDING REQUEST APPLICATION

Project Name: _____

Proposed Project Area (defined boundaries of business district or business node; **include map of project area**):

Applicant/Organization Name: _____

Main Contact Person: Name: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Applicant Capacity- provide background information on the applicant/organization including past efforts to implement community improvement projects (add additional pages, if necessary):

Proposed Public Improvements- provide a detailed description of the proposed public improvements including types of improvements, location of improvements, etc. (add additional pages, if necessary):

Proposed Use of Other City Services- provide a detailed description of other City provided services and programs that will be utilized for the project (add additional pages, if necessary):

Leverage/Private Contributions to the Project- provide a detailed description of the private contributions that will be made to the project (cash, volunteer hours, in-kind donations of products or services, other types of contributions; **include letters of commitment from entities pledging private contributions**; add additional pages, if necessary):

Current Property Conditions- provide a detailed assessment of properties in the project area including: individual property conditions, current uses, vacant properties, list of current businesses, etc. (include photographs of project area including structures, streets, sidewalks, current amenities, etc.; **include assessment as an attachment to application**).

Project Goals- list the goals of the project and how the goals were developed (include details about engaging with residents and other area stakeholders in the development of the goals; add additional pages, if necessary):

Project Impact- list the expected impacts that the proposed project will have on the businesses in the project area and the neighborhood as a whole (identify which businesses will benefit, jobs created or retained, property vacancies that will be filled, other private investments that will occur as a result of the project, etc.; add additional pages, if necessary):

Project Sustainability- describe the plan to sustain and build upon the proposed improvements (ongoing maintenance, tracking future investments, plans for future neighborhood improvements after project completion, etc.; add additional pages, if necessary):

Business and Property Owner Participation/Support- provide a list of property owners and businesses that will be participating and/or supporting the project including letters outlining their participation or support for the project **(include list as an attachment to the application)**.

Project Task Force- provide a list of residents, property owners, and business owners who will serve as a task force to work with the City to implement the project **(task force should comprise of 6-10 people; include list as an attachment to the application)**.

This application and all required attachments can be returned by mail or in person to Jeremy Wallace, Federal Grants Manager, City of Covington, 20 West Pike Street, Covington, KY 41011 or by email to **jwallace@covingtonky.gov**.