

Beautify Your Neighborhood Grant

Application Checklist

APPLICATION: Please submit a complete BYNG application using the online form. The following information is required to be filled out in the form. Some supporting documents may need to be uploaded in your submission.

- ✓ **APPLICANT INFORMATION** (Name, position, address, telephone, email)
- ✓ **PROJECT INFORMATION** (Association name, site address/parcel number, project description, answer preliminary questions)
- ✓ **FUNDING INFORMATION** (Est. total project cost, amount of funds requested, association 100% match and additional amount above 100% of grant request, in-kind donations or cash assistance, itemized cost estimates)
- ✓ **CERTIFICATE OF FUNDS & LOCAL MATCH AVAILABILITY** (Sign and date acknowledgment)
- ✓ **LETTER OF INTENT** (Contractor completes intent form with their contact information, signs, and dates the document. If applicable, fill out cash and in-kind donations of goods/-services information)

PLANS, DRAWINGS, DOCUMENTS: Please submit all drawings, plans, and supporting documents directly into the online form. The following items may not be applicable to every project.

- ✓ **EXISTING PICTURES OF THE PROJECT SITE**
- ✓ **MAP OF THE SITE, SITE PLAN**
- ✓ **LANDSCAPE DRAWINGS/PLANS, ELEVATIONS**
- ✓ **MATERIAL SPECIFICATIONS**
- ✓ **FINANCIAL DETAILS** (Contractor quote, detailed project budget, copy of the official association budget, bank statements, documentation reflecting association's spending, bank documents reflecting association's reserve funds. Please make sure all account numbers are removed before submission).
- ✓ **RESIDENT SUPPORT LIST** (Resident names and addresses demonstrating support of the project)
- ✓ **VOLUNTEER LIST** (Name, address, date served, number of hours; if applicable)
- ✓ **THE FOLLOWING ITEMS HAVE BEEN REVIEWED:** Plant list, plant care and maintenance guide, selection criteria; if applicable)
- ✓ **OTHER ITEMS AS NECESSARY**



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Sustainable | Connected | Resilient