



The mission of Keep Oakland Beautiful is to create opportunities through education and community involvement for a more beautiful, clean, green and litter-free Oakland.

KOB SMALL GRANT PROGRAM

I. GENERAL INFORMATION

Keep Oakland Beautiful (KOB) is a program of the City of Oakland's Public Works Agency. We administer a biannual Small Grant Program, to encourage local solutions that showcase community improvement efforts. Community groups can apply to help fund projects that specifically help keep Oakland clean and beautiful.

II. WHO CAN APPLY

KOB funds proposals initiated by neighborhood volunteer groups, Neighborhood Crime Prevention Councils, Adopt-A-Spot, Neighborhood Watch, and volunteers. We fund activities that take place in the city of Oakland on public property only. Projects must be consistent with the mission of KOB. Schools that apply will be limited to 20% of the total funding for each grant period.

III. HOW TO APPLY

1. Complete the Grant Application Form
2. Provide a project description and budget. You may submit up to 5 photographs that feature your intended project. Be sure to use captions with your pictures. Pictures will not be returned and will become property of Keep Oakland Beautiful.

IV. FUNDING CRITERIA GUIDELINES:

Project concepts could include a makeover for a park or section of a neighborhood, or a community area. Grants will be awarded to groups that show:

- Creative and/or community renewal for cleaning and beautification
- Evidence of sustainability of the project after grant funding terminates
- Use of partnerships to leverage the scope of the project
- Awarded projects will be required to submit a final report with before and after photos

EX: Planting shrubs, flowers, mulch; community gardens (fruits, vegetables or plants); graffiti removal; weed abatement; litter container decorations and or placements; improvement of parks and open spaces.

V. AWARDS

Most awards range from **\$200 to \$500** cash or gift card to cover materials and supplies for cleanup and beautification projects. Our grants do not fund salaries or stipends, existing obligations or deficits, office equipment, furniture, uniforms, sports equipment, food or entertainment.

VI. DEADLINE

There are two funding cycles: Winter and Summer. Deadlines are April 30th (summer) and September 30th (winter). Submissions must be postmarked, hand-delivered, or received by email or web form by no later than 4pm on these deadline dates. Applicants will be notified within 30 days following each deadline. Only complete packages will be rated. Projects must be completed within six months from date of award.

City of Oakland Public Works Agency
KOB Small Grant Program
750 50th Avenue
Oakland, CA 94601
www.keeпоaklandbeautiful.org



KOB SMALL GRANT APPLICATION FORM

1. Proposed Grantee

Contact name: _____

Contact's Address: _____

Daytime Phone #: _____

Email Address: _____

2. Public property location (use nearest address) _____

3. Project Name: _____

4. Amount Requesting: \$ _____ .00

5. Are you currently a registered member of the Adopt-A-Spot Program? Yes No

6. Project Description (Use a separate sheet)

Please provide a description (no more than one typewritten page) of what your project will accomplish for your community. How does it affect a community need? How specifically will your community benefit from your proposed project? Please include how you will evaluate the effectiveness of this project. Include the estimated beginning and completion project dates. You may include up to 5 photographs. Awarded project will be asked to submit a final report.

7. Project Volunteers and Sustainability

Briefly describe in one paragraph, who will be working on this project. How long has the group existed? Are youth involved? If so, list school or group? Attach name and address of volunteers. List partnerships if any, involved in this project. Who will maintain the site after project is complete?

8. Project Budget (Use the Budget Form provided)

Contact Person's Signature

Date

Send completed application to:

City of Oakland Public Works Agency
Keep Oakland Clean and Beautiful Division
Attn: KOB Small Grant Committee
750 50th Avenue, Oakland, CA 94601
(510) 434-5126
Visit us at www.keeпоaklandbeautiful.org

For committee use: Council District: _____ Site Assessed by: _____

Notes: _____

Review Date: _____ Decision _____ Amount: _____



KOB SMALL GRANT BUDGET FORM

A. Item Description	B. Unit Price	C. Total Price	D. Amount from other sources	Amount Requested from KOB
<i>Ex. Sunflower Plants: 15- 5 gal</i>	<i>\$10.00 each</i>	<i>\$150.00</i>	<i>Personal donation \$25.00</i>	<i>\$125.00</i>
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2.				
3.				
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9.				
10.				
XXXXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXXXX XXXXXXXXXXXX	<u>C. Total</u>	<u>D. Total</u>	<u>E. Total \$ Request</u>