



## COMMUNITY PROJECTS GRANT APPLICATION

Applicant Name & Title (if any):

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Organization:

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Address:

Phone:

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Event/Project/Program Title:

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**Attach the following details to the application:**

- 1. Project/Event Goal:**
  - a. List the goals of the proposed project/event.
- 2. Expected Community Involvement:**
  - a. Indicate how many people the program will benefit
  - b. Describe how it will promote community involvement, pride and/or connection in Citrus Heights. Will your project/event be open and accessible to the community?
- 3. Project/Event Action Plan**
  - a. List the steps needed to complete the project/event.
  - b. List any approvals and permits needed and obtained for your project (i.e., land use, City, etc.)
  - c. What is your outreach plan?
- 4. Project/Event Maintenance: Describe how you will monitor progress to identify what works and what needs improvement. If the project is ongoing, indicate how the project/event will remain sustainable after the grant.**
  - a. Is there ongoing maintenance required for your project? If so, what is the maintenance plan, and who will be responsible?
- 5. Budget:**
  - a. Detail all expected project/event costs and provide a breakdown of funding sources. Please explain how the requested funds will be used, how the cost estimate was determined, and the status of any matching funds.
- 6. Community Support:**
  - a. Describe the community support for your project.
    - i. What organizations, neighborhood associations, non-profits, residents, etc., are involved and/or support the project?

**Letters of Support:** Two letters of support from community members who will be a part of the project and live in the project neighborhood.

**Application Review Process:** Please review the [Projects Grant Procedures](#). You will receive a written response from the City of Citrus Heights within 30 business days following receipt of the application.

**Applicant hereby agrees to:**

1. Funds will be used for an activity or project that improves the quality of life in a Citrus Heights neighborhood connecting with citizens (not for personal gain).
2. Provide the City with an accounting summary, receipts, photos, and a brief update of your project afterward, which will assist us in measuring the success of this program.
3. Return any money not spent on the project/program no later than 30 days after completion.
4. Allow City to inspect the project/program at any time to check progress and see how the money is being spent.
5. Release, hold harmless, waive, and discharge the City, its officers, elected and appointed officials, employees, agents, volunteers, and consultants from any and all liability, claims, or causes of action, loss, expenses, and costs (including attorneys' fees) arising out of or in any way connected with the activity described in this application or upon their acts or omissions, whether negligent or not. I understand that I may have rights under Section 1542 of the California Civil Code, which reads as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor." I expressly waive any rights conferred on me under California Civil Code Section 1542.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Forward Completed Application to:**

City of Citrus Heights Community Engagement Department  
Attn: Courtney Riddle, Management Analyst II  
6360 Fountain Square Drive  
Citrus Heights, CA 95621

Applications may also be hand-delivered to the address above or submitted via email to [communityengagement@citrusheights.net](mailto:communityengagement@citrusheights.net).

**Thank you for your application!**