



SULLIVAN RENAISSANCE 2018 PLANNING & COMMUNITY DEVELOPMENT PROGRAM TECHNICAL ASSISTANCE GRANT INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities in Sullivan County, NY. The **Planning and Community Development Program** offers funding for projects that involve planning and design, beautification of public spaces, and downtown revitalization. **TECHNICAL ASSISTANCE GRANTS** are for non-profit organizations or municipalities needing expertise and assistance with planning and design studies, conceptual renderings or professional development.

A limited number of grants will be awarded on a first come, first served basis as funds are available. Sullivan Renaissance reserves the right to redirect category placement among our various grant programs.

BASIC REQUIREMENTS

Applications may be submitted for projects in one or more of the following areas:

- Landscape design, planning or engineering services for buildings, community parks or garden projects
- Architectural services for building design and facade restoration
- Artists renderings or photo simulations
- Graphic design and marketing services for signs or tourism promotion
- Scholarships for conferences or other professional development opportunities in consultation with Renaissance staff
- Other technical assistance needs in consultation with Renaissance staff

GRANT RESOURCES

A limited number of grants between **\$500** and **\$2,500** will be awarded. Applicants are required to provide a 50/50 match using additional sources of funding and/or in-kind donations of goods and services.

PROJECT DOCUMENTATION

Approved grant recipients will receive an award letter and W-9 form. A check will be issued directly to the consultant for the approved amount once the project is completed, signed W-9 form, and copies of the final work product are received. All projects must be completed and documentation submitted by **October 1, 2018**.

For more information about the **Planning & Community Development Program** contact:

Helen Budrock, Assistant Director/Community Planner

Phone: (845)295-2445 or E-mail: hbudrock@sullivanrenaissance.org

To submit a grant e-mail: grants@sullivanrenaissance.org

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE
2018 PLANNING & COMMUNITY DEVELOPMENT PROGRAM
TECHNICAL ASSISTANCE GRANT APPLICATION**

APPLICANT INFORMATION

Name of applying group / organization: _____

Contact person: _____

Mailing address: _____

Phone (day): _____ Phone (eve): _____

Mobile: _____ Email: _____

CONSULTANT INFORMATION

Consultant name: _____

Mailing address: _____

Daytime phone: _____ Email: _____

Fee estimate: _____ Grant request: _____

Attachments: Consultant's Fee Proposal / Scope of Work Consultant's Qualifications (Resume or CV)

PROJECT INFORMATION

1. Describe the type of technical assistance the consultant will provide.

2. Why is the technical assistance needed?

3. Describe how the technical assistance will improve your ability to carry out the project.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE