



## LAKE FOREST PARK ENVIRONMENTAL MINI-GRANT PROGRAM

### ABOUT THE PROGRAM

The Lake Forest Park City Council approved a request from the Environmental Quality Commission to launch an Environmental Mini-Grant program. The program is designed to provide an incentive to residents to improve our natural environment by partnering with the City. The mini-grant program provides for up to \$500 reimbursement from the City per application. To encourage partnerships between neighbors, the City will reimburse projects with two or more landowners at a rate of 75% of eligible expenses; single landowner projects will be reimbursed at the rate of 50% of eligible expenses.

### PROGRAM GOALS

- Foster awareness, stewardship, and improvement of the natural environment.
- Contribute to regional species recovery and watershed protection and restoration.
- Create and fund partnerships between the City and community.
- Increase awareness and use of Low Impact Development Techniques

ELIGIBLE APPLICANTS: Individuals; Business owners; Non-profit/community groups.

### GRANT PROCESS

#### Application

1. Complete and sign the application form. Applications will be accepted and reviewed on a first come, first served basis. **Please include photos of the area before you begin the project.**
2. The application, with photos, should be turned into City Hall in person or mailed to the address below. The date on which your application is received will be noted.

Environmental Quality Commission  
(Attn: Engineering Department)  
City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

#### Review

1. The Environmental Quality Commission (EQC) will review all applications and recommend awards to then be approved by the Mayor.
2. The EQC may conduct a pre-proposal site visit to gather additional information. If this is requested, the applicant will be called to inform them and arrange a mutually agreeable time.

### **Notification**

1. Once approved, the applicant will be informed of acceptance and any permits required.
2. Only after being informed of acceptance should the applicant begin the proposed work. The City will not reimburse expenses for costs incurred prior to notification of acceptance by the City. Acceptance may take up to 4 weeks.

### **Reimbursement**

1. This is a reimbursement program. You will only receive payment for approved expenses after project completion and approval by the City.
2. Upon project completion the applicant should notify the City, in writing, and include:
  - a. Post project photos
  - b. An itemized list of all reimbursable expenses, including original receipts.
3. Once the City has been notified of completion of the project, a member of the City staff and a member of the EQC will conduct a post-project inspection and upon approval, will inform the City for final payment.
4. Final payment may take up to six weeks following final approval by the EQC.

### **EXAMPLE OF PROJECTS ELIGIBLE FOR FUNDING:**

The mini-grant program is focusing on low impact development projects in addition to restoration of riparian (streamside) habitats and vegetation:

- Retrofitting impervious driveways with porous materials
- Harvesting rain water for lawn and garden irrigation
- Planting a rain garden
- Removing non-native invasive plant species from aquatic habitats and restoring native plant species and riparian vegetation
- Replacing lawns with native plants
- Creating native buffers between lawns and rivers, streams, or lakes
- Replacing non-native vegetation with native species
- Installing less water/chemical intensive alternatives to grass lawns
- Removing fish passage blockages in streams that are located on private property
- Removing bank armoring where it had been installed to protect from flows associated with waterways
- Re-establishing creek connectivity where connectivity has been disrupted
- Improving onsite stormwater infiltration and management
- Other similar projects may be submitted for review

**The funding for this program is determined by the City Council on an annual basis. If the total funds available have been used for other mini-grants your application will be considered in the following year.**

**LAKE FOREST PARK ENVIRONMENTAL MINI-GRANT PROGRAM APPLICATION**

**1. Tell us about yourself.**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City, state, zip \_\_\_\_\_ Email \_\_\_\_\_

ARE YOU:

- Single landowner (eligible for 50% reimbursement up to \$500.00)
- Multiple (two or more) landowners (eligible for 75% reimbursement up to \$500.00)

**2. Tell us about the property where the work will be done.**

FILL IN THE INFORMATION BELOW FOR EACH LANDOWNER AND PARCEL INVOLVED IN THE APPLICATION (if more than one).

Property Owner Name	Property Address	Property Owner Phone Number

**3. Tell us about the type of work that will be done (check all that apply).**

- Noxious weed removal (please specify which weeds): \_\_\_\_\_
- Riparian (streamside) or lake front restoration
- Low Impact Development (please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**4. What is the timing of the project?**

What is the proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**5. What is the Estimated Cost of the project: \$\_\_\_\_\_ Estimated Reimbursement: \$\_\_\_\_\_**

**6. Please provide a short description of the project you are planning (include size of project area, materials to be used, anticipated benefit to the community):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Please provide an informal sketch or site plan of the proposed project below (don't forget to attach photos of the project area with this application):**

**8. Right of Entry Agreement**

By submitting this application form the owner/applicant hereby grants a right of entry to the employees of the City of Lake Forest Park and confirmed members of the Lake Forest Park Environmental Quality Commission for the purpose of administering the Lake Forest Park Environmental Mini-Grant Program. This includes access for one year following completion of the project for project monitoring, with prior notification.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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FOR CITY USE ONLY:

Date received \_\_\_\_\_

No permits required initials: \_\_\_\_\_

Permits required, specify below initials: \_\_\_\_\_

**9. Environmental Quality Commission Project Approval**

Chair \_\_\_\_\_

Mayor \_\_\_\_\_