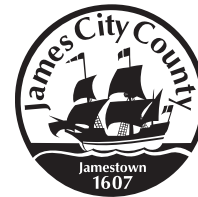




## PRIDE Mini-Grant Application Instructions



### ***ABOUT PRIDE***

PRIDE stands for Protecting Resources in Delicate Environments. PRIDE is the educational component of the County's water quality program. The goal of PRIDE is to improve water quality in James City County by teaching residents about the importance of watershed protection while providing residents and neighborhoods with specific watershed restoration and protection tools.

### ***CRITERIA FOR MINI-GRANT SELECTION***

The PRIDE Mini-Grant Program offers four grants yearly of up to \$500 each. Mini-Grants are available to James City County neighborhoods, stormwater facility (BMP) owners, and community groups seeking to improve water quality through watershed restoration and/or protection projects such as tree planting, wetland planting, BMP restoration, and stream bank stabilization. Projects the County considers normal BMP maintenance and/or beautification will not be accepted. To qualify for a Mini-Grant, please complete the enclosed application, which includes a project description, a project budget, and a time frame for completion. If the project is in a neighborhood with a Home Owner's Association (HOA), the project must be approved by the HOA and a board member must sign the application. Approved Mini-Grant projects will be awarded a 12" x 18" PRIDE sign that reads "Protected with PRIDE in James City County." The sign is mounted on a 5 ft. pole for installation and must be installed at the location of the project upon completion.

### ***ADVANCEMENT***

Upon receipt of the completed Mini-Grant Application Form, verification of the described project and grant approval, the County will advance the costs of the project (up to \$500) sixty days prior to commencement of the project. The Grant Advancement Form and receipts of materials and supplies purchased must be submitted immediately upon completion of the project. The project must be completed within six months of grant approval.

### ***REIMBURSEMENT***

Upon receipt of the Grant Reimbursement Form and verification of project completion, the County will reimburse the costs of the project (up to \$500) within sixty days. The project must be completed within six months of grant approval.

### ***DEADLINE***

There is no deadline for applications. Applications will be accepted as long as funding allows.

### ***HOW TO APPLY***

Please apply by mail or fax using this application form. For more information, e-mail PRIDE at [PRIDE@james-city.va.us](mailto:PRIDE@james-city.va.us) or call (757) 253-6859.

***Thank you for your interest in a PRIDE Mini-Grant.***



**PRIDE Mini-Grant  
Application Form**



How did you hear about the Mini-Grant? \_\_\_\_\_

Neighborhood/Business/Group: \_\_\_\_\_

If Neighborhood: Board President: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone : \_\_\_\_\_ Email: \_\_\_\_\_

Signed: (Must be signed by two people. If application is through an HOA, one signature must be from a board member.)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Mail to:**  
PRIDE Mini-Grant  
James City County  
Development Management  
101-A Mounts Bay Road  
P.O. Box 8784  
Williamsburg, VA 23187-8784

or

**Fax to:**  
(757) 253-6850

For more information, e-mail PRIDE at [PRIDE@james-city.va.us](mailto:PRIDE@james-city.va.us) or call (757) 253-6859.

*Please note that James City County will maintain the information contained in this application solely for the Mini-Grant and NOT for sale or marketing purposes. Submission is not a guarantee of acceptance. James City County reserves the right to photograph event participants for publicity purposes. Please be aware that these photos are for County use only and may be used in future brochures, pamphlets, flyers, or the County ([www.jccEgov.com](http://www.jccEgov.com)) and PRIDE ([www.protectedwithpride.org](http://www.protectedwithpride.org)) websites.*



**PRIDE Mini-Grant  
Application Form**



Are you requesting for an advancement or reimbursement of costs?

- Advancement
- Reimbursement

Will the Mini-Grant cover the entire cost of the project?

- Yes** (If yes, please describe the project.)
- No** (If no, please describe entire project and include the portion covered by the Mini-Grant.)

Project Description:

Project Budget (please include all materials, supplies, etc.):

Time Frame for Completion:



PRIDE Mini-Grant  
Advancement/Reimbursement Form



*Must be submitted within six months of grant approval.*

Neighborhood/Business/Group: \_\_\_\_\_

Project: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Costs to be \_\_\_\_\_ Advanced \_\_\_\_\_ Reimbursed (up to \$500). **All receipts must be attached.**

Materials/Supplies	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total: \_\_\_\_\_

Submitted by: (must be signed by same individuals on application form)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**FOR COUNTY USE:**

Is project complete?  **Yes** (If yes, sign and submit advancement/reimbursement request.)

**No** (If no, recommend action and sign): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date