

Edward Ingersoll Browne Application Worksheet

INSTRUCTIONS

This worksheet is intended to help you to draft your responses to the questions in this application form prior to starting the online submission process.

Note: Once you start the process online, you must finish it in one sitting. The online system does not allow you to save your information and return to it later. If you leave the page, your information will be lost. This worksheet was created to give you a place to craft your answers and complete your internal review process before you begin the online process.

There are specific instructions below for each section of the application. The table below mirrors the questions you will see online. Additional instructions are included in the right-side column to help you respond and space has been provided to draft your responses. You may copy and paste the information prepared in this template into the online portal form.

Tips for using this form:

- The online form has multiple sections. Sections are indicated with an **orange heading**. Within each section, there are questions/prompts.
- Response fields can be text, a check box, or a multi-select field.
- Boxes in the right hand column are included below for you to draft your responses. Where a field is a checkbox or a select field, the related menu options have been provided.
- Required questions are identified by a red asterisk (*).

Edward Ingersoll Browne Fund		
	Describes the trust and the review process	No response required
Applicant Information		
	Applicant Organization Name*	Type in response
	Applicant Organization Address*	Type in response
	Applicant Organization Phone Number*	Type in response
	Applicant Organization Email*	Type in response
Contact person		
	Applicant Contact Person's Name*	Type in response
	Applicant Contact Person's Address (if different from above)	Type in response
	Applicant Contact Person's Phone (if different from above)	Type in response
	Applicant Contact Person's Email (if different from above)	Type in response
Project Information		

	Name of proposed project*	Type in response
	Site of Proposed Project*	Type in response
	Address of Proposed Project*	Type in response
	Owner of Proposed Site*	Type in response
	Owner's address*	Type in response
	What type of support are you requesting? *	Choose one: design or construction
Reviews and Approvals		
		Click box read and understood*
Site Control		
	Does the applicant own the site or have legal control of the site? *	Chose one: Yes, no or site hasn't been selected
	If you are not the property owner, please submit site control documentation, a memorandum of agreement (MOA), or a Property Owner Approval.	Attach document or pdf Note: This is required if the applicant doesn't have legal control over the site
Agreement with Property Owner		
	How has a copy of the executed agreement been provided to the Browne Fund?	Chose one: Uploaded, US Mail, Hand deliver, or No additional information provided
	Upload Agreement with Property Owner	Attach document or pdf
Budget		
	Total Estimated Cost of Project*	Type in response
	Detailed Cost Estimate*	Attach document, spreadsheet or pdf
	Total Grant Request - Note: Design grants are typically less than \$60,000. Construction grants are typically less than \$160,000. The Browne Fund may award less than the requested amount.	Type in response
	If the grant amount is less than the total project cost, what other funds have been secured for the project?	Type in response
	If other funds have not been secured for the project, what steps have been taken to raise the funds? (Note: The Browne Fund will not begin expending funds until the total amount required to finish the project has been secured.)	Type in response
Project Description		
	Please provide a brief description of the project*	Type in response
	How will the project transform the space? *	Short paragraph
	How many people will benefit if the project moves forward? *	Short paragraph

	Will the project build on other neighborhood improvements? Will the project be the first of its kind in the area? *	Short paragraph
	Is the site on a public way (like a sidewalk, traffic island or similar area) or a public space? (Like a park, square, library property or public schoolyard) *	Choose one: public way, public space, or site is not a public space
	If the site is not publicly owned, is it freely accessible to the general public? Will everyone be able to see and enjoy the improvements?	Yes or no Note: This is required if the project is located on private property.
	Browne Fund construction projects require that the grant recipient enter into a long term maintenance agreement for the funded improvement. Is your organization willing and able to enter into such an agreement? *	Yes or no
	What is your organization's experience maintaining improvements like those described in the grant application? *	Type in response
	If you have provided additional information to the Browne Fund, how was this information delivered? *	Chose one: Uploaded, US Mail, Hand deliver, or No additional information provided
	If you have additional information about your project, you may upload attachments or provide copies here.	Documents, spreadsheets, pdf, presentations drawings and/or images total of 10MB
	If you have letters of support from the project's neighbors, community organization, elected officials, or others please provide them to the Browne Fund. *	Chose one: Uploaded, US Mail, Hand Deliver, or No additional information provided
	You may upload support letters here	Documents, pdfs or images
Certification of acceptance of requirement for funding		
	To the Commissioners of the Browne Fund Commission: We certify that we have read and understand fully the requirements for consideration of funding for the Browne Fund. We certify that we are authorized to accept the conditions that are attached to receiving and utilizing these monies. We certify that we accept these conditions fully. *	By checking the box you are certifying that the information you are submitting is complete and accurate.