



## City of Barre, Vermont

6 N. Main St., Suite 2  
Barre, VT 05641  
[www.barrecity.org](http://www.barrecity.org)

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City Manager  
(802) 476-0241  
[citymanager@barrecity.org](mailto:citymanager@barrecity.org)

### Neighborhood Gathering Microgrant Application

**INSTRUCTIONS:** Please complete this application thoroughly. Completed applications should be submitted to [citymanager@barrecity.org](mailto:citymanager@barrecity.org).

#### APPLICANT INFORMATION

Name:

Address:

Phone Number:

Email:

Organization (if applicable):

Neighborhood (ward, neighborhood landmark, street names, etc.):

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#### PROPOSAL

Gathering proposed:

Location:

Approximate date/time:

In 250 words or less, please describe your gathering:

Who would this gathering serve?

What is the goal of this gathering? In other words, how will you know that this gathering was a success?

Do you have community support for your gathering?

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## FUNDING REQUEST

Complete budget:

*Please provide an approximate budget, with each expense on a new line*

| Item                          | Cost         | Notes                                                                  |
|-------------------------------|--------------|------------------------------------------------------------------------|
| <i>Ex: Food for 25 people</i> | <i>\$200</i> | <i>Cost of meat to grill;<br/>attendees will bring side<br/>dishes</i> |
|                               |              |                                                                        |
|                               |              |                                                                        |
|                               |              |                                                                        |

Amount requested:

Additional information:

## **Grant Award Parameters**

### **Grant Amount**

- Grants up to \$250 per project/event
  - One grant per neighborhood/group per fiscal year (unless funding remains available)
  - Expenses will be reimbursable upon completion of the event
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### **Eligible Applicants**

Applicants may include but are not limited to:

- Neighborhood groups
- Informal resident associations
- Community volunteers
- Nonprofit organizations partnering with residents
- Youth groups or school-affiliated neighborhood projects

Applicants should:

- Be located within the municipality
  - Have at least one adult contact person responsible for coordination and reporting
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### **Eligible Activities**

Examples may include but are not limited to:

- Neighborhood block parties
- Community picnics
- Park meetups
- Outdoor movie nights
- Neighborhood cleanups with community gathering component
- Cultural celebrations
- Youth recreation activities
- Community art or beautification projects
- Intergenerational events
- Seasonal gatherings

Activities not listed above may be considered.

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### **Eligible Expenses**

Allowable uses of funds may include:

- Event supplies
- Tables/chairs/tent rentals
- Permits or facility rental fees
- Food and nonalcoholic beverages
- Entertainment or activity materials
- Printing or outreach materials
- Small equipment rentals
- Accessibility accommodations

Additional expenses not listed above may be considered.

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### **Ineligible Expenses**

Funds may not be used for:

- Alcohol
- Political or campaign activities
- Religious programming intended to proselytize
- Fundraising for private organizations
- Salaries or personal compensation
- Capital construction projects

- Purchase of firearms, weapons, or hazardous materials
- Expenses incurred prior to approval
- Private events not open to neighborhood participation

Additional items may be deemed ineligible upon review.

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### Review Criteria

The Parks & Rec Committee will review applications on the following factors:

| Criteria                                      | Possible Points |
|-----------------------------------------------|-----------------|
| Promotes neighborhood/community connection    | 25              |
| Inclusive and open to broad participation     | 20              |
| Benefits public spaces or community wellbeing | 15              |
| Feasible and well organized                   | 15              |
| Budget is reasonable and clear                | 15              |
| Encourages volunteerism or partnerships       | 10              |
| Total: 100 points                             |                 |

- 70+ points = generally eligible for funding
- Priority consideration (up to 10 points) will be given to first-time applicants or underserved neighborhoods/populations

Grants recommended by the Parks & Rec Committee will be submitted to the City Manager's office for compliance review prior to award.

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### Additional Program Expectations

#### Public Benefit

Funded activities should:

- Be open and welcoming to neighborhood participation
- Avoid discrimination or exclusion
- Occur in publicly accessible or community-oriented spaces whenever possible

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#### Recognition

Applicants should acknowledge municipal support in flyers or social media where practical:  
 "Supported in part by the Barre Neighborhood Mini-Grant Program."

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### Reporting Requirements

Applicants must submit the following:

- Short post-event summary
- Attendance estimate
- 2–5 photos (optional but encouraged)
- Expense receipts

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### Timing

- Applications will be accepted on a rolling basis while funds remain available
  - Applications should be submitted at least 30 days before the event to ensure sufficient time for approval
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