Please respond to the following questions using 11-point black text and a standard font. Your total response (including the questions and headings as formatted below) must be limited to **6 pages**. Be thorough but succinct; it is not necessary to use all the space allowed. You may use text styles, bullet lists, or other formatting as needed to improve the clarity of your responses. Demographic information provided under question #2 must also be included in the short questions section in ZoomGrants. Refer to the application handbook for more detailed instructions regarding additional required attachments. PLEASE DELETE THIS BLOCK OF INSTRUCTIONS PRIOR TO SUBMITTING YOUR FINAL APPLICATION.

**Project**:

**Grant funds requested:**

**Project purpose and context**

1. Provide a brief summary of the planning or development project for which engagement is planned. What is the need for the project and this project’s purpose? What are the goals and anticipated outcomes of the project? What will be the community impacts and benefits? What are the opportunities for community input to influence project outcomes and public decision-making? Include a general schedule for the project that includes key decision points or milestones and a total budget for the project.

**Community demographics**

2. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will be affected by the project. Indicate the data source and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers or commercial districts.

**Anticipated engagement plan or concept**

3. Describe your anticipated engagement plans for the project (without this grant.) Include engagement goals, audiences you intend to contact, and methods for engagement (meetings, workshops, surveys, focus groups, interviews, door-knocking, etc.) If awarded this grant, how will your engagement approach be different?

**Team capacity and experience**

4. Identify key government staff assigned to the project and project leads involved from a consultant (if applicable). Clearly indicate the role of each team member. Describe the experience of any team members who have worked in the engagement of historically marginalized communities in similar planning and development efforts. Include brief examples of past work. If applicable, describe any relevant cultural experience or lived experience of team members that might be relevant to this effort.

**Added team capacity and experience desired**

5. Describe the qualifications and experience that you are seeking to add to your team through the involvement of a community partner or liaison. Discuss your strategy to recruit and select the organization(s) or individual(s) who would join your team. How do you propose to integrate the community partner/liaison into the planning or development project team? Will they have opportunity to adjust your engagement plans to best meet intended goals? [If you have already identified a community partner/ liaison to be involved, explain how their specific expertise, perspective, and/or relationships will enhance project success.]

**Proposed engagement budget**

6. Using the budget table template provided, indicate the major project phases, the grant-funded public engagement tasks or elements you imagine for each phase, and their associated costs. Identify any additional funding [if any] available from other sources.