



Application Packet Submittal

Your submittal for an REBC Grant must include:

1. One signed Application

- a. Complete all text boxes on page 1.
- b. Read the terms and conditions on pages 2 and 3.
- c. Sign and date page 3.

2. One original signed Resolution

- a. Have the local governing authority complete and sign the resolution. [REBC Grant Resolution](#)

3. Four complete application packages printed in color.

Refer to the Project Rating Criteria for relevant information needed in your project description. Points will be deducted for items that are not addressed in the application package. An application package will include the following, in this order:

- a. Insert a colored separator sheet titled 1. [Project Description: Example](#)
 - Provide a written narrative of proposed plans for the site. (one page maximum)
- b. Insert a colored separator sheet titled 2. [Location Map: Example](#)
 - Provide a simple street map plan and/or aerial photos to identify the location of the project.
- c. Insert a colored separator sheet titled 3. [Site Analysis: Example](#)
 - Include at least 6 clear color photographs of existing conditions with text labels explaining where each photo was taken in relation to the project, and any relevant information such as nearby outdoor advertising signs and overhead power lines. Clearly indicate existing site features that are to remain and that are to be removed using the text labels.
 - Mention any known future plans for the space unrelated to the landscape proposal.
- d. Insert a colored separator sheet titled 4. [Preliminary Landscape Drawing: Example](#)
 - Provide a simple graphic drawing of the proposed plan for the site. Median landscaping is discouraged and will not be funded by the REBC Grant. Provide a typical cross-section if that helps describe the proposal more clearly. All existing outdoor advertising signs must be located on the plan.
- e. Insert a colored separator sheet titled 5. [Cost Estimate: Example](#)

- Provide an itemized budget of estimated funds needed for plants, installation, soil preparation, mulch, and sod.
- f. Insert a colored separator sheet titled 6. Long-Term Maintenance Plan - Example
- Provide as much detail as possible about planned maintenance schedules. Relying solely on volunteer groups is not acceptable.
- 4. One complete application package with required documents on a CD or flash drive in PDF format [Download Adobe Acrobat](#)**