



Keep Stoneham Beautiful Request for Funding

Mission: Keep Stoneham Beautiful is a volunteer-led organization that is working to clean up and green up our town in partnership with the Stoneham Community Development Corporation, our local municipal government leaders, the Stoneham Department of Public Works, and local businesses. We accomplish this mission by cleaning up litter, community collaboration, and providing education about environmental sustainability.

Process for Making a Request and Evaluation of Requests

1. Request for Funding Form must be completed and submitted to the Steering Committee by email at keepstonehambeautiful@stonehamcdc.org or in person at a monthly meeting.
2. Requests must address concepts/ideas stated within the “Keep Stoneham Beautiful” Mission Statement.
3. Upon receipt of a funding request, the Steering Committee will address and discuss the merits of the request at its next meeting.
4. Following discussion, the Steering Committee will vote on whether or not to grant the request unless there are unanswered questions.
5. If questions occur, the person(s) making the request will be contacted and asked to respond to the questions.
6. Once all questions have been answered, the Steering Committee will vote and the requestor will be notified of the action taken. An explanation of the process will be on the agenda of the next KSB meeting.
7. If a request is granted, the Steering Committee and the person(s) receiving the funds will develop a plan that outlines and documents how the funds were spent.



**Keep Stoneham Beautiful
Request for Funding**

- 1. Name of Organization/Individual Making Request:**
- 2. Contact person (Name and email address):**
- 3. Title and Description of Proposed Project: *Project must align with the mission of the KSB.**
- 4. Timeline of Proposed Project:**



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5. Amount Requested: