

MYHBG CREATE YOUR COMMUNITY GRANT APPLICATION FORM

HOW TO COMPLETE THIS FORM

★ **REQUIRED** Items marked with a red star must be completed.
(*optional*) Optional items strengthen your application.

📎 **ATTACH** Attach separately labeled documents.

For narrative sections, you may write directly in the lined boxes or attach a separate document clearly labeled with the section name and number.

Submission Deadline: Applications will be accepted until **Wednesday, September 30th** or whenever funds run out, whichever is sooner. Applications will be reviewed as they are received.

Questions? Contact: askHBG@hbgrc.org



HARRISBURG REGIONAL
CHAMBER & CREDC SM



Pennsylvania
Department of Community
& Economic Development



Mayor Wanda R. D. Williams
City of Harrisburg

This program is funded through a grant from the Pennsylvania Department of Community and Economic Development

SECTION 3 PROJECT SITE

Site Address ★ REQUIRED

Street address of project location

If you prefer, you may attach a separate narrative document labeled "Section 3 — Project Site" instead of writing in the box below.

Site Description ★ REQUIRED | *Suggested length: 100–200 words (or attach narrative)*

Describe current conditions, surrounding uses, adjacent residents/businesses.

 **Proof of Ownership or Permission to Use Site ★ REQUIRED**

Attach **ONE** of the following:

- Deed or ownership documentation
- Signed letter of permission from property owner
- Lease or use agreement

SECTION 4 COMMUNITY ENGAGEMENT

For either narrative below, you may attach a separate document labeled with the section name instead of writing in the box.

Demonstration of Local Support ★ REQUIRED | *Suggested length: 100–250 words (or attach narrative)*

Describe support from neighboring residents and businesses adjacent to the project location. Attach letters of support if available.

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Community Engagement Plan ★ **REQUIRED** | *Suggested length: 150–300 words (or attach narrative)*

Explain how the community will be engaged before and during the project.

SECTION 5 SAFETY & ACCESSIBILITY

Address each item below that applies to your project. You may write directly in each box or attach a single document labeled "Section 5 — Safety & Accessibility."

ADA Accessibility — How will the project maintain existing ADA access if it impacts an ADA accessible area? *(if applicable)*

Pedestrian, Cyclist & Driver Safety — How will the project avoid hazards for pedestrians, cyclists, or drivers? *(if applicable)*

Materials — Describe the outdoor-appropriate materials that will be used, and confirm they are approved by the City of Harrisburg. *(if applicable)*


Traffic Calming / Street Installations — Describe how city safety guidelines will be followed for any traffic-related or street installations. *(if applicable)*

SECTION 6 BUDGET & PROCUREMENT

★ REQUIRED

Complete the budget table below or attach an itemized budget including all applicable items listed below. For each expense line, attach either itemized cost estimates, online research, or vendor quotes documenting pricing.

Item / Description	Notes	Amount
SOURCES OF FUNDS		
Other funding / in-kind contributions		\$
Other funding / in-kind contributions		\$
Grant Amount Requested (this application)		\$
TOTAL SOURCES OF FUNDS		\$
EXPENSES (USES)		
Materials (itemize below or attach)		\$
Artist stipends / personnel costs		\$
Equipment rentals		\$
Insurance		\$
Permits		\$
Other		\$
TOTAL EXPENSES		\$

 *Attach:* **For each expense line, attach either itemized cost estimates, online research, or vendor quotes documenting pricing.

★ REQUIRED

SECTION 7 IMPLEMENTATION TIMELINE

You may write directly in the box below or attach a separate document labeled "Section 7 — Implementation Timeline."

Project Timeline ★ REQUIRED | *Suggested length: 100–250 words, or a table/chart (or attach narrative)*

Provide a timeline from project approval through installation, activation, and removal.

SECTION 8 MAINTENANCE & REMOVAL

You may write in the boxes below or attach a document labeled "Section 8 — Maintenance & Removal."


Maintenance Plan ★ **REQUIRED** | Suggested length: 75–150 words

Describe how you will maintain the installation for its approved duration (3–18 months). Who is responsible? How often will upkeep occur?

Site Restoration Plan (optional) | Suggested length: 50–100 words | Leave blank if not applicable

Describe how you will restore the site at the end of the project period, if applicable. Note: some permanent installations (e.g., murals) may not require restoration.

SECTION 9 CONCEPT SKETCHES OR RENDERINGS

 **Visual Concepts** (optional)

Attach the following (if applicable):

- Site map or location diagram
- Photographs of the current site
- Hand sketches or design renderings
- Digital mockups or concept art

APPLICANT CERTIFICATION

By signing below, I certify that all information provided in this application is accurate and complete, that I am authorized to submit this application on behalf of the applicant, and that the proposed project complies with all applicable laws and regulations.

Authorized Signature _____ Date

Printed Name & Title

SUBMISSION CHECKLIST

Before submitting, confirm the following items are included:

	Section 1 — Applicant Information ★
	Section 2 — Project Summary (in form or attached narrative) ★
	Section 3 — Site Description + Proof of Ownership/Permission ★
	Section 4 — Community Engagement narrative(s) ★
	Section 4 — Letters of Support (if available) <i>(optional)</i>
	Section 5 — Safety & Accessibility responses ★
	Section 6 — Itemized Budget Table + cost documentation ★
	Section 7 — Implementation Timeline ★
	Section 8 — Maintenance & Removal Plan ★
	Section 9 — Concept Sketches / Renderings (if available) <i>(optional)</i>
	Applicant Certification (signed) ★

★ = Required item

HOW TO SUBMIT

By Email

applyHBG@hbgrc.org

Send your application and supporting materials as email attachments or a link to a shareable file.

By Mail

CREDC
 Attn: MyHBG Grant
 3211 N Front Street, Suite 201
 Harrisburg, PA 17110

In Person

CREDC
 3211 N Front Street, Suite 201
 Harrisburg, PA 17110
Standard business hours: Monday–Thursday, 8am–4pm
*To ensure availability, please call ahead: **717.232.4099***