

# MURAL CHECKLIST



## Step 1 – Capital City Clean Up Eligibility

Applicants **must** show proof that there is a documented history of graffiti vandalism or those that may be prone to graffiti vandalism due to their location.

Description of the property's history with graffiti

Photographs of the property where the proposed mural is to be applied

Sketches or mock-ups of the proposed mural

Brief description of the community consultation process for the proposed mural

Anticipated budget and costs for the project, including in kind contributions

## Step 2 – Grant Application

Applicants must provide the following documents:

Create account ID at [www.edmonton.ca/grants](http://www.edmonton.ca/grants)

NOTARIZED letter from the property owner confirming:

the **legal** address of the property

they are the **legal** owner of the building that the mural will be placed on

they are in support of the project

Certificate of Insurance

Work Plan with anticipated dates of start & completion of project

Complete estimated budget

25% matching funds

Signed funding agreement with an **affidavit** or **legal seal**

After the mural is completed, a Final Report is due 90 days (October 3, 2018) before the expiration of the Funding Agreement. The Final Report is required before funding for your grant is released. Please include:

All receipts for the project

Photo of finished mural Budget sheet that was sent to you from the Grant Coordinator