

Sample Action Plan: Physical Improvement

Title: Revitalize Our Alley

Date: April 10, 2025 at 3pm

Location: Alleys in the neighborhood that are in need of cleaning. (TBD by voting)

Description: This initiative is a tangible, community-led effort designed to transform a neglected neighborhood alley into a clean, safe, and welcoming shared space. Neighbors will come together in alley cleaning action. The physical act of working together will foster mutual pride and ownership over the shared neighborhood space. By the end of the day, a formerly ignored area will be transformed, demonstrating the collective power of small, resident-led action.

Outreach Committee: Linda Scott- Will get more neighbors and volunteers to sign up for clean up.

Pam Greer: Get supplies from Operation Brightside (shovel, grabbers, trash cans, rack, lawn mower, weed cutters, etc.)

Nick Santa: check in for volunteers and supplies.

Partners: Community Association, Operation Brightside, Urban League

Next Steps:

1. **Preparation (Week 1):** Secure necessary supplies (gloves, trash bags, brooms, shovels), coordinate tool-sharing, and confirm a location for debris pickup or drop-off (utilizing city resources or designated drop-off sites, similar to the tornado relief efforts).
2. **Outreach (Week 2):** Create and distribute flyers or door hangers (a low-cost action item) to invite all neighbors to participate and to secure a minimum of 10 committed volunteers.
3. **Clean-Up Day:** Volunteers will work in shifts to clear litter and large debris, trim overgrowth, and sweep the alleyway. Water and refreshments will be provided to all volunteers, serving as a social touchpoint and community builder.
4. **Post-Action Follow-Up:** Install a few small, potted plants or new yard signage (paid for by the funds) in the alley entrances to signify the successful revitalization and discourage future littering. A brief follow-up survey will be distributed to gauge the impact on neighbor connection and assess next steps for maintaining the space.

Sample budget for SDAF Application - Physical Improvement

This sample shows a variety of possible expenses, specifically for neighborhood cleanups (blocks/streets, alleys, etc.), and community gardening. The estimated costs should be verified for your specific action. You can print and write your information as a draft before entering it into [Submittable](#) or upload a separate PDF to your application.

EXPENSE ITEM	DESCRIPTION	ESTIMATED COST
SUPPLIES & EQUIPMENT		
Trash Bags	100 Bags	150
Gloves	200 Pairs	100
T-shirts	75 Shirts for volunteers and residents	1125
Paper Goods	Napkins and food trays	50
MARKETING, OUTREACH, AND COMMUNICATION MATERIALS		
Flyers	100 Copies/Prints	50
FOOD & BEVERAGE		
Food	50 hot dogs, 50 burgers & buns	150
Snacks	(5) boxes of chips	80
Breakfast	fruit, donuts, breakfast bars	125
Drinks	3 cases of soda, 3 cases of water, OJ, Coffee	150
EVENT SERVICES		
Table & chair rental	6 tables and 50 chairs	150
DJ	4 hrs	300
porta-potty	1 day	100
Permit	Block Street	75
MISCELLANEOUS		
Volunteer incentives	5 gift cards at \$25	125
Total Estimated Cost:		2730
If your budget exceeds \$2,000, list how you will meet the additional need.		
ADDITIONAL FUNDING SOURCES & AMOUNTS		
SOURCE	Amount	
Local Business		450
Aldi's		100
Neighbor contributions		350
	Total:	900
	Balance to request from SDAF:	1830
Reminder: The total estimated costs for eligible SDAF application budgets must be less than or equal to \$5,000. The purpose for all items listed in the budget must be described in the action plan.		