Thank-you for your interest!

The Watertown Community Foundation (WCF) is a public foundation that benefits the people of Watertown. It works to build and sustain a vibrant, close-knit community – now, and for future generations.

To accomplish this, WCF raises funds from people and partner institutions, awards grants to non-profits and community projects, and builds networks of donors, grantees, program participants and stakeholders.

WCF and its grantees are consistent leaders in efforts to:

- Advance education and health,
- Support the most vulnerable,
- Protect the environment,
- Foster community engagement and leadership.

For the past several years, Watertown residents in many neighborhoods, all over town have gotten together with their neighbors to plan and hold Block Parties with funding support from WCF. These parties serve as a simple, effective and fun way to turn our neighborhoods into stronger, more connected communities.

The small grants -- of up to $200 from WCF -- allow neighborhoods to organize the event and encourage participants to give back to the community by donating food, cash or other items to a Watertown-based non-profit.

It’s easy and it’s fun!

In this packet, we show you how you can make it happen.
**Funding for Your Block Party**

The Watertown Community Foundation (WCF) is pleased to announce that grants up to $200 are now available for Block Parties. *First time neighborhood Block Parties are eligible for reimbursement of up to $200. Those neighborhoods that received funding in prior years will only be reimbursed up to $100 for their expenses.*

**How to Apply for Funds:**

- Complete **Form A: Application for Block Party Funds** and forward it to the WCF Block Party Coordinator. To obtain funds you must have at least three households involved in the planning, and your block party must take place during the months from June to October. Proposals outside of this time frame will be considered on a case-by-case basis. Additionally, you must designate a local charity(ies) to receive contributions from attendees as part of your event. After WCF receives your application, we will contact you regarding funding. Since our funds are limited, we will review each block party application in the order in which it is received.

- Then, in order to obtain funds, you must submit **Form E: Reimbursement and Evaluation** within 2 weeks after your Block Party:
  - Save and label all receipts for block party expenses. *Note: Alcohol is not reimbursable.* As good stewards of our limited funding we will review each receipt for appropriateness to the event.
  - Mail your receipts along with Forms D and E to the WCF Block Party Coordinator within two weeks of holding your Block Party. Then WCF will issue a check payable to one individual that you name within the following two weeks. No expenses will be reimbursed without receipts. Eligible expenses up to a maximum of $200 may be reimbursed.

- For more information, contact the Watertown Community Foundation at 617-926-1500 or email the Block Party Coordinator at blockparties@watertownfoundation.org
How to Get Started

Here are things you need to do:

1) **Form a committee.** An ideal committee will have 6-8 members and will include people who have a variety of ideas and connections within the neighborhood. Get a few children or young people involved in the planning. We encourage you to move ahead with a smaller committee (minimum of 3) if you are unable to round up 6-8 members. Your neighbors will thank you!

2) **Hold a meeting.** Get the committee together to:
   - Choose a date.
   - Determine which street, or part of a street, to close off for the party.
   - Come up with a theme for the party, what activities to include and how to involve other neighbors in the preparations.
   - Decide which local charity you’d like to support as part of your event. (See suggestions below.)
   - Discuss how you might want to use the funds received from the Watertown Community Foundation.
   - Begin filling out *Form A: Application for Block Party Funds*.

3) **Build neighborhood support.** Share your ideas for the block party with as many neighbors as possible:
   - Identify a few volunteers to go door to door to chat with other neighbors about your ideas.
   - Ask residents on the street to be closed to sign *Form C: Block Party – Street Closing* indicating their approval.
   - Make flyers or posters about the block party to inform neighbors.

4) **Complete the enclosed forms.**
   Complete *Form A: Application for Block Party Funds* and email it to the Block Party Coordinator, Romualda (Roma) Jerome at blockparties@watertownfoundation.org or mail it to:
   Watertown Community Foundation
   c/o Roma Jerome
   P.O. Box 334
   Watertown, MA 02471

   A. Submit *Form B: Application for License, Form C: Block Party – Street Closing* and a **check for $25.00** (made payable to Town of Watertown) to Town Clerk’s Office in the Town Hall **at least 30 days prior to your event**. Forms B and C and the check may be dropped off at the Town Clerk’s office or mailed to:
   Town Clerk
   Watertown Town Hall
   149 Main St.
   Watertown, MA 02472
Note: **Form B: Application for License** and **Form C: Block Party – Street Closing** are Town of Watertown forms. You may submit the receipt for $25.00 you receive from the Town of Watertown as one of the expenses you request WCF to reimburse.

5) **Hold your block party.** Enjoy the time with your neighbors!
   - Be sure to save receipts for block party expenses if you intend to submit them to WCF for reimbursement.
   - Ask all attendees (families) to sign in on **Form D: Block Party Attendee Sign-In Sheet** so WCF can get an idea of how many and who attended.
   - Collect donations for the local charity you are supporting.
   - Take lots of photos.
   - A day or so after the block party, deliver donations/contributions to your local charity.

6) **Hold a follow-up meeting** of your block party committee within 2 weeks.
   - Note what worked and what can be improved next year.
   - If you’ve been approved for funding from the Watertown Community Foundation, write up a brief summary of your event by completing **Form E: Reimbursement and Evaluation**.
   - Be sure to include your receipts, **Form D: Block Party Attendee Sign-In Sheet** and photos.
   - Mail to:
     Watertown Community Foundation  
c/o Roma Jerome  
P.O. Box 334  
Watertown, MA 02471

   *All the forms needed are provided in this package.*
Community Safety & Civic Pride

Getting support in your neighborhood
There are many ways to hold your block party. One way is to have the party in a resident’s yard that doesn’t require licensing from the town. A second way is to close off your street for the block party. That will require you to work with the Watertown Town Clerk’s office and the Department of Public Works. In order to close off a street, you need to obtain signatures from the people living on the street. Officials in the Town Clerk’s office will review Form C: Block Party – Street Closing to confirm that there is strong neighborhood support for closing the street. The form is available in this packet.

Blocking off your street
On the day of the event, the Watertown Department of Public Works will block off the street or the part of a street where you are holding your block party. The street must remain clear so that emergency vehicles can pass if necessary. No large items can be placed in the street in such a way as to block access. (Complete Form C: Block Party – Street Closing and submit to the Town Clerk’s Office at least 30 days prior to event along with $25.00). Contact Public Works at 617-972-6420 two days prior to the party to confirm street closing.

Please be aware of the following fire safety precautions:
1. Children must be supervised and protected from accidental injury.
2. Any charcoal or gas grills must be set up on a driveway or front yard, or on the side of the street, in a safe manner.
3. An adult must constantly attend grills until they are extinguished.
4. A garden hose connected to the water supply or other fire extinguishing equipment must be readily available for use.
5. At the conclusion of your party, ashes from the grill must be completely doused with water and safely placed in a metal container.

Trash Removal
Make a plan for removing trash from the site of the party. Block parties can become a problem if the trash is not properly disposed - try to disperse the trash among multiple neighbors' receptacles to assure it is picked up on trash day.
**Giving Back**

WCF believes that Block Parties bring people together to strengthen neighborhoods while also supporting larger community needs. Each year, WCF asks all neighborhoods receiving Block Party funds to choose a charity that serves the Watertown area and make contributions to this charity as part of the event. In recognition of the vital service they provide to the neediest among us, WCF recommends that donations be made to local food pantries. If your neighborhood wishes to support a different local charity, please indicate that on your application for WCF funding.

**Local Watertown Food Pantries**

**Catholic Collaborative Food Pantry at Sacred Heart**

770 Mount Auburn Street  
Watertown, MA 02472  
617-926-7121

St. Vincent de Paul Pantry provides food resources to individuals in Watertown. Hours of operation are Thursdays from 10:00 to 11:45 am. Non-Perishables and cash donations are welcome.

**Watertown Food Pantry**

80 Mount Auburn Street  
Watertown, MA 02472  
617-972-6429

The Food Pantry is located at the rear of the Belmont-Watertown United Methodist Church at 80 Mt. Auburn Street. The entrance to the Food Pantry is around the left corner of the church (formerly St. John’s) from the parking lot at the side of the building, basement level. Look for the Watertown Food Pantry signs. The Watertown Food Pantry serves any Watertown resident in need of food assistance. Hours of operation are Tuesdays from 10:00 to 2:00 pm. Non-Perishables and cash donations are welcome.

Alternatively, consider donations of supplies to:

**Watertown Boys and Girls Club**

25 Whites Avenue  
Watertown, Massachusetts 02472  
Telephone: (617) 926 0968

**The Fund for the Most Vulnerable**  
(A Watertown Community Foundation Fund)  
P.O. Box 334  
Watertown, MA 02471  
Telephone: (617) 926 1500  
info@watertownfoundation.org

We also welcome your support for other local charities. However; if you plan to support another charity, please notify the Block Party Coordinator at blockparties@watertownfoundation.org
Block Party Suggestions

Ideas for Fun
• Invite the musicians or other artists on your street to perform.
• Hire a clown to make balloon animals, or hire a magician, juggler or other entertainer.
• Help the kids put together a talent show.
• Organize a sack race, scavenger hunt, tug-of-war, limbo contest, hula-hoop competition, etc.
• Provide decorating materials for kids’ bikes, tricycles and wagons -- have a parade.
• Set up materials for individual or group art projects.
• Pull together a neighborhood band or get a karaoke machine for a sing-a-long.
• Organize a human scavenger hunt (e.g. find someone who speaks Spanish, someone who is a twin, someone with a beard, etc.).
• Create a neighborhood map and have folks mark where they live on the map.
• Be sure to have some source and speakers for fun music.
• If a big Red Sox, Celtics, Patriots or Bruins game will be on during your party, setup a TV on someone’s porch so the fans won’t stay home and miss the party.

Ideas for Eating
• Gather several grills and have a giant cook-out.
• Order pizza or other local take-out favorites for everyone.
• Hold a potluck and ask each family to bring a dish reflecting their cultural heritage.
• Set up a “make your own sundae” ice cream station.
• Rent a machine to make cotton candy, popcorn or snow cones.
• Hold a brownie bake-off (or pie, or cupcake, or………..)
• Bake or order a cake decorated with a map of the neighborhood.

Ideas for Community-Building
• Have everyone make their name tag – it makes conversation easier and friendlier.
• Take a group photo of everyone.
• Compile a list of neighbors available for odd jobs (dog walking, babysitting, snow shoveling, leaf-raking, etc).
• Make an inventory of neighborhood tools – who has a snow blower, chainsaw, tall ladder, etc?
• Identify neighborhood skills – computer guru, bike repair, camping guru, local history buff, etc.
• Make a street map and have neighbors fill in name, phone #, email address.
• Compile a neighborhood directory with phone numbers and email addresses and use it to send out “save the date” notices or other messages.
• Invite your town councilor to come and talk about community affairs, or hear your concerns.

Tips, Ideas and Lessons Learned from prior block parties
• Encourage community businesses to support the block party with sponsorships or food/supplies donations.
• Set a rain date.
• Get signatures from neighbors early for closing the street.
• Collecting donations of non-perishables rather than money for your charity may be easier.
• Set the tradition of having the block party on the same weekend every year so folks expect it.
• One neighborhood with many seniors held a coffee from 9-11 am on a Saturday
• Use the event to discuss neighborhood issues such as snow removal, traffic problems, public maintenance problems, etc.
• Be aware that it is against the law to put flyers in mailboxes.
Party Committee Checklist

Date of Event: __________

☐ Form a committee and hold a pre-planning meeting
☐ Set date/rain date
☐ Choose local charity
☐ Obtain neighborhood support
☐ Submit Form A: Application for Block Party Funds to the Watertown Community Foundation at least 2 weeks before event
☐ Complete Form B: Application for License and send to Town Hall at least 30 DAYS before the event
☐ Complete Form C: Block Party – Street Closing and send to Town Hall at least 30 DAYS before the event along with payment of $25.
☐ Promote Block Party (e.g. hang signs, send out invitations/flyers, talk with local residents & businesses)
☐ Contact Public Works at 617-972-6420 two days prior to the party to confirm street closing.

☐ During the Party
  o Welcome attendees and collect Names, Addresses, Phone numbers & Email addresses on Sign-in Sheet
  o Collect Donations for chosen charity.
  o Make introductions and foster conversation/interaction among all attendees
  o Take digital photos (be aware all photos might be shown on the Foundation website)
  o Clean up

☐ Deliver donations to chosen charity

☐ Complete Form E: Reimbursement and Evaluation and send to the Watertown Community Foundation within TWO WEEKS following the event
  o Include receipts
  o Include Form D: Block Party Attendee Sign-In Sheet
  o Answer feedback questions, including estimated dollar amount for charity donations
o Provide summary of event (how many people attended, what activities took place, whether you had a theme, etc)
o Provide photos

☐ Begin planning for next year; how you will make it better!
Form A: Application for Block Party Funds
Submit to Block Party Coordinator

Tentative Location: ________________________________

Streets involved: ____________________________________________________________

Proposed Block Party Date: ___________ Timeframe: ___________

Rain Date: __________________________

We plan on requesting Dept. of Public Works to close off streets. Yes____ No____

We’ve held a block party in the past and received funds from WCF.

_____YES _____NO

If yes, when: ____________________________________________________________________________

Our Block Party will support the following local charity:

__________________________________________________________

People from *three different households* planning our Block Party include:

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*Email to:* blockparties@watertownfoundation.org

*Or Mail to:*
Watertown Community Foundation
c/o Roma Jerome
P.O. Box 334
Watertown MA 02471
Application Fee: $25.00

Date: ______________________

FORM B

ALL APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

TOWN OF WATERTOWN

To the Watertown Licensing Board: Please Print

I hereby make application for a: BLOCK PARTY/STREET CLOSING

License at the following address: ___________________________________________

(street address)

Cross Streets: ___________________________________________________________

Date(s) and time(s) of event: _____________________________________________

Rain Date and Time _______________________________________________________

Number attending: ___________________________ Age Group: __________________

Description: ___________________________________________________________

________________________________________________________

Print Name ___________________________________ Signature ______________________

Address: _______________________________________________________________

Home Phone: __________________ Bus. Phone: ________________________________

Cell Phone: ___________________ Email: ________________________________

REPORT OF INVESTIGATION

Remarks: ________________________________________________________________

________________________________________________________

Signature of Investigator: ________________________________________________


PO Box 334 • Watertown, MA 02471 • 617.926.1500 • info@watertownfoundation.org
FORM C: BLOCK PARTY/ STREET CLOSING FORM

Date of Event: __________________________ Rain Date: __________________________

Time of Event: __________________________

Street Closing: __________________________

Cross Streets: __________________________

We, the undersigned residents of the street named above, support (or don’t support) the street closing. (Please use multiple copies if needed)

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PO Box 334 • Watertown, MA 02471 • 617.926.1500 • info@watertownfoundation.org
**Form D: Block Party Attendee Sign-In Sheet** *(Submit to Block Party Coordinator)*

The following families attended the block party on ________________ (date) on ____________________________ (Street Name).

<table>
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<tr>
<th>Name</th>
<th>Address</th>
<th>Phone # (optional)</th>
<th>Email Address (optional)</th>
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Add sheets as necessary. **Email to:** blockparties@watertownfoundation.org or **Mail to:** Watertown Community Foundation, c/o Roma Jerome, P.O. Box 334, Watertown MA 02471

**Form D: Block Party Attendee Sign-In Sheet**
Submit to Block Party Coordinator
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Add sheets as necessary. Email to: blockparties@watertownfoundation.org or Mail to:
Watertown Community Foundation, c/o Roma Jerome, P.O. Box 334 Watertown MA 02472
Form E: Reimbursement and Evaluation
Submit to Block Party Coordinator

I am requesting a reimbursement in the amount of $___________ for our Block Party. All receipts are attached. Please make check payable to: ____________________________________________

Block Party Evaluation

Your name: _____________________________________________________________

Phone _________________ Email __________________________________________

Date and Location of Block Party _____________________________________________

Approximately how many people attended: Children ___________ Adults ___________

How many people were on the organizing committee? __________________________

Also, please answer the following questions (add additional pages if necessary):
1) What were the main activities at your block party?

2) What were the highlights of the event?
3) How much did your neighborhood collect for a food pantry or other local charity? Please provide an estimated dollar amount.

4) How do you think the block party benefited your neighborhood?

5) What, if anything, would you do differently next time?

6) Do you think your neighborhood would like to have a block party again next year? If no, why not?

7) May we share your stories and photos at future WCF events?

8) Any other comments or suggestions for WCF?

We would love to have digital photographs of your event. (to be posted on our website, please make sure you have appropriate permissions)

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Or Mail to:
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Watertown MA 02471