



## Criteria for Community Grant Program [for events/programs held July 1, 2015 through June 30, 2016]

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### **Community Grant Information for Applicant:**

#### *Purpose:*

The community grant program is intended to assist in funding events/projects that promote West Linn history, culture, education, diversity, arts, needed social services, or community involvement with and/or for the citizens of West Linn.

#### *Funding:*

The City budget provides a limited amount of funding available for the community grant program. At this time, \$20,000 is available for events/programs held during the fiscal year beginning July 1, 2015 through June 30, 2016.

#### *Process:*

1. Review the criteria for the community grant program to determine if your request qualifies;
2. Complete the application form;
3. Scan to a pdf file, the application form and any supporting materials;
4. Submit electronically via email by deadline date
5. Be available for a 5 minute presentation, if the Review Committee requests

#### *Review Committee:*

Consisting of the five citizen members of the Citizens' Budget Committee, the Review Committee advertises for the coming fiscal year grant program every Spring to receive requests from applicants. This application window to submit requests is typically opened each February with a deadline in March.

The Review Committee reviews each request and makes recommendations to City Council. The City Council approves requests during their June budget approval meeting, after which, recipients are notified whether their request was approved for funding.

### **Neighborhood Associations:**

Please note that Neighborhood Associations should not apply for the Community Grant Program. Neighborhood associations receive a yearly allocation of funds from the City through a separate budget process included in the City's budget.

**Applicant Criteria:**

1. Applicant must be an authorized representative of a West Linn community organization, project, or charitable non-profit organization. Organizations based outside of West Linn need to show that the proposed project will directly benefit West Linn Residents.
2. ***An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing their Report Back to Committee on how the funds were used and the outcome of their event/program.***
3. No funding will be allocated to:
  - a. Neighborhood Associations
  - b. Political advocacy for political candidates, issues, or measures
  - c. Religious-based or religious-supported organizations

**Application Criteria:**

1. A complete, descriptive, and thorough application is important
2. Application needs to be signed and electronically submitted by the deadline date
3. If previous funding had been awarded, the Report Back to Committee form should be attached if not previously submitted
4. Financial information supporting financial need should be included
5. Event/program information which best supports the request should be included

**Event/Program Criteria:**

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities funded by the community grant program. The Review Committee will consider the uniqueness and the overall quality of each request.

1. Events/programs to promote West Linn history, culture, education, diversity, arts, needed social services, or community involvement with and/or for the citizens of West Linn
2. Events/programs to encourage and foster advances in civic engagement or community leadership
3. Events/programs to promote involvement with West Linn's youth or elderly population in community activities

**Evaluation Criteria:**

The Review Committee will review all applications and determine their recommendations to Council according to the program criteria and the intent of the community grant program.

1. Priority given to organizations or causes that can demonstrate this specific grant request will directly benefit West Linn residents
2. Priority given to grant requests demonstrating the need for “seed” money where other funding sources are also utilized or will later be utilized for future support
3. Priority given to first-time and non-repeat applicants
4. Lowest priority for advertising or promotion
5. Lowest priority for fundraising type of events. The committee wishes to see the grant funds have a direct impact on West Linn Residents. When community grant funds are used for fundraising events, the grant may not affect West Linn Residents – unless the donors are primarily from West Linn and the beneficiaries are all West Linn Residents

### **Application Procedure**

1. Go to the Application Form to review, complete, and submit your request electronically
2. The Application should include:
  - a. A clear description of the need for financial assistance for the event or program. The Review Committee will consider factors such as the project’s other available financial resources, the organization’s total budget, and/or any other organizations that could also help
  - b. The project must demonstrate the promotion of West Linn history, culture, education, diversity, arts, needed social services, or community involvement with and/or for the citizens of West Linn
  - c. A clear description of the timeframe of the project or part of the project to be funded
  - d. A description of what the organization will do if funding is not granted

### **Other Information**

1. Any undesignated balance left in the “community grants” account will be used by the Parks Department to assist with other community organizations that need financial assistance during the fiscal year which did not complete an application or receive full funding.
2. Unused grant funds that an organization does not use for its requested purpose must be returned to the City. These funds will be combined with any other undesignated funds and used by the Parks Department during the year.