

City of Gresham



Neighborhood Matching Grant Program

2011/12 Fiscal Year

CITY OF GRESHAM NEIGHBORHOOD MATCHING GRANT PROGRAM

STATEMENT OF INTENT

The goal of the Neighborhood Matching Grant program is to encourage projects that foster civic pride, enhance and beautify neighborhoods, expand citizen involvement, and promote the interests of the Gresham community. To accomplish this goal, the Gresham City Council makes available grant funds to City recognized neighborhood associations on a 50/50 matching basis. The City Council firmly believes that community participation and commitment to accomplish improvements within our City is mutually beneficial to all Gresham residents.

AVAILABLE FUNDS

Total funding available for 2011/12 Neighborhood Matching Grant Program requests is \$10,000.

GRANT CYCLE AND DEADLINES

The 2011/12 application cycle opens March 23rd and closes on May 6th. All grant applications must be submitted to the Office of Neighborhoods before 5:00 p.m.

Grant awards will be announced May 13th. The grant/contract expiration date will be six months after notice of funding is received. Unused funds must be returned to the City. Time extensions may be considered by the City upon request.

GRANT GUIDELINES

1. Neighborhood associations wishing to apply for grant funds must meet the following criteria:
 - a) Applicants must be an officially recognized City neighborhood association.
 - b) The funding area must be within the City limits and the boundary of the requesting neighborhood. Exceptions include joint neighborhood projects.
 - c) The project must be nonprofit in nature.
 - d) The project must have lasting and/or direct benefit to the neighborhood.
 - e) The project should be distinctive to the neighborhood.
 - f) The purposes to be accomplished by the applicant must be within the City's legal authority.
 - g) The recipient must provide documentation to the City as proof of program expenditures.

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GRANT GUIDELINES – CONTINUED

2. Distribution of available grant funds: Grants will be made up to 50 percent of the project cost. Maximum amount to be distributed throughout all of the associations is \$10,000. In-kind dollar value of donated labor, materials and equipment will be accepted. Donated labor will be calculated at \$18.00 per hour.
3. Applications for grant funds shall be considered on a yearly basis. No project will have a vested right to funding.
4. Expenditures of City funds will be on a reimbursement basis or by approved payment by the City.
5. The grant/contract expiration date will be six months after notice of funding is received. Unused funds must be returned to the City. Time extensions may be considered by the City upon request.
6. A signed agreement with the City will be required. The agreement shall include a provision that the City shall be held harmless from any activities of the association.
7. Applications will be reviewed by the program manager with notice for such award to City Council.

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GRANT APPLICATION INSTRUCTIONS

To be eligible for a grant you must complete the grant application and complete the supplemental questions. Failure to complete any portion of the grant application and supplemental questions will disqualify your application.

You may contact City staff for technical assistance regarding your application or project.

Please submit your application via email to cathy.harrington@greshamoregon.gov If your signature or other attachments, plans, photos, etc. cannot be attached to the e-version of your application please deliver packet to the City of Gresham, Office of Neighborhoods and Community Engagement, by May 6th at 5:00 p.m.

APPLICATION

Project Name:

Location of Project:

Sponsoring Neighborhood Association:

Contact Person:

Phone:

Mailing Address:

(Street)

(City/state)

(Zip)

Signature of President:

Phone:

email address:

SUPPLEMENTAL QUESTIONS

One additional sheet (front only – 12 pt type and margins set 1”) per question can be attached to your application if necessary.

1. Describe your project.
2. What are your project's goals?
3. How will receiving a grant help you with your project and achieve your goals?
4. How will your project benefit the neighborhood and the community?

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SUPPLEMENTAL QUESTIONS - CONTINUED

5. Are there any opportunities for input from those who will benefit from the project and how will neighbors be advised of the project?
6. What other sources of funding and partnerships are you pursuing for this project? Please provide the name and description of the organizations involved and/or the funding amount or in-kind received from them
7. If your project is part of a larger project, please explain the relationship and describe the expectations for completion of the larger project.
8. If applicable, what arrangements have been made for the continued operation and/or maintenance if needed?
9. How do you intend to acknowledge donors, volunteers and the City for donor support?
Can the City logo be displayed at the project?
Can you supply digital photos?
10. What is the expected start and completion dates for the project?
11. Complete the Project Budget Form.

PROJECT BUDGET

A - BUDGET ITEM List all items needed for project	B - DONATIONS Enter cash value of materials, cash, in-kind services donated toward listed item	C - IN-KIND LABOR List number of volunteer hours x \$18.00	D – REQUEST FOR GRANT FUNDS Not to exceed 50% for those items needing funding support	E -TOTAL AMOUNT OF PROJECT
	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$

Budget Worksheet Instructions

- A - List all project items donated or purchased, for example: labor, materials, equipment, rentals, services, printing, advertising
- B - Enter dollar value of items donated and purchased listed in column A
- C - Enter labor value: hours donated or estimated, multiplied by \$18.00 per hour - enter total amount
- D - Enter dollar amount of request for 50/50 matching grant funds, amount in column D must not exceed 50% of total in column E
- E - Enter sum of values in columns B+C+D