



West Linn Neighborhood Association Grant Application

Name of Neighborhood Association: _____

Name of Neighborhood Association Officer: _____

Use of City of West Linn Neighborhood Association Grant Funds

As the elected _____ of the _____ Neighborhood Association, I indicate that I will use Neighborhood Association grant funding in accordance with the following guidelines as included in West Linn Administrative Policy:

- In no case shall grant funding be used for the following purposes:
 - Cash withdrawals or “cash back;”
 - Alcoholic beverages or tobacco products;
 - Donations, political advocacy, election campaign activities, or any related items;
 - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- At any time, the City of West Linn can request and Neighborhood Associations must provide actual receipts for any debit card transactions.
- Any equipment or materials where acquisition is reimbursed by the city shall remain the property of the Neighborhood Association and shall not be converted to personal use or benefit.
- At the request of the City Council and at the annual meeting for boards, commissions, and advisory boards, the Neighborhood Association shall provide the city with a full accounting of costs, a report on use of grant proceeds, an update on Neighborhood Association goals, and copies of any written materials funded by the grant.
- Any Neighborhood Association designee(s) found to be using the debit cards in violation of this policy will be subject to investigation and will forfeit their right to use a City debit card.

(Signature)

(Date)

(Print Name)

(Telephone)



Nighborhood Association Account Information

1. Neighborhood Name: _____

2. Name: _____

3. Address: _____

4. Social Security Number: _____

5. Date of Birth: _____

6. Home Phone #: _____

7. E-mail: _____

8. Two pieces of ID from each card holder (drivers license & one other)

Driver's License #: _____

Other: _____

