



# CITY OF West Linn

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  
(officer title) (Neighborhood Association name)

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 report 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 & Email Address)

### Required attachments:

- NA meeting minutes denoting authorization for debit card activation.