

## NEIGHBORHOOD ASSOCIATION GRANTS

ADOPTED September 16, 1993  
AMENDED June 23, 2008

### 1. PURPOSE

- The City of West Linn provides grants to Neighborhood Associations, operating in conformance with Chapter 2.100 of the Municipal Code, that are intended to enhance community identification, communication, and participation in civic activities and to maintain and improve the quality of life by encouraging and supporting Neighborhood Association activities.

### 2. POLICY

- Neighborhood Associations are eligible for grants from the City of West Linn during each fiscal year, subject to the annual appropriation of funds.
- Grant funding may be spent on a variety of neighborhood activities, events, or projects that conform with this policy's statement of purpose. Examples of eligible activities include:
  - Hold an annual membership meeting or event (potluck, picnic, etc.);
  - Carry out a neighborhood improvement or beautification project, such as a neighborhood clean-up day, or planting trees, shrubs or flowers;
  - Establish or augment a Neighborhood Association program or project.

### 3. PROCEDURE

- Prior to July 1 of each year, up to two (2) Neighborhood Association designees must complete an application for the release of grant funding.
- The application will include all relevant contact information, as well as signed statements related to the allowable use of Neighborhood Association grant funding.
- Once a completed application has been submitted and approved, at the start of the fiscal year, each Neighborhood Association shall receive the full grant amount on a debit card.
- All purchases made using the debit card will be subject to online account tracking privileges, which will be granted to the City of West Linn and to the specific, individual Neighborhood Association designee applicants.
- In no case shall the debit card 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 purchased with the City debit card 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. Also, "carryover" grant amounts (amounts from prior fiscal year(s)) exceeding one year's worth of Neighborhood Association grant funding shall be accounted for and explained in detail.
- 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.