

Community Enhancement Grant Instructions

The City of Gresham is soliciting proposals for projects or programs that will enhance the Gresham community. The City has approximately \$50,000 available to fund projects that will occur between June 1, 2021 and July 1, 2022. Preference is given to new, one-time projects, rather than funding ongoing programs or operating costs. For questions please contact Joe Walsh at 503-618-2372 or e-mail joe.walsh@greshamoregon.gov.

Prior to applying for a Community Enhancement Grant, applicants are responsible for verifying whether City permits are required for a project. If the project results in any changes or improvement to a property or building, contact the Planner on Duty at 503-618-2780 to determine if a permit is required.

Background

Metro's community enhancement grants improve economic opportunities, neighborhood livability, public safety and more in areas where there is a garbage transfer facility. Gresham's Community Enhancement Program was established in 2017 after the longtime waste collection site on Northwest Birdsdales became a solid waste franchise of Metro. Metro, through an Intergovernmental Agreement with the City Gresham, compensates the City by distributing a \$1.00 per ton surcharge for all solid waste collected at the station, which is then dispersed to community organizations in the form of enhancement grants.

The Community Enhancement Program is an exciting opportunity for residents to participate in projects that improve quality of life for the Gresham community. The program is open to non-profit entities including without limitation neighborhood associations; faith-based/religious organizations; charitable organizations with 501(c)(3) status under the Internal Revenue Service; schools or institutions of higher learning; and local governments, local government advisory committees, departments or special districts.

The Community Enhancement Advisory Committee, which oversees the administration of the program and selects projects for funding, encourages you to apply and help us enhance our community. Please fill out the attached application, and we look forward to reviewing your proposal.

Grant Criteria and Requirements

To receive funding, projects and applicants must meet the criteria outlined below. Priority is given to projects or programs that best meet the funding goals and that benefit areas most impacted by the Gresham transfer facility.

Eligibility

A. Project applicants must be one of the following:

- 1) A non-profit organization, including without limitation a neighborhood association, faith-based/religious organization, or a charitable organization with 501(c)(3) status under the Internal Revenue Service; or
- 2) A school or institution of higher learning; or
- 3) A local government, or a local government advisory committee, department or special district. Note: For the 2021-2022 grant cycle, local governments, advisory committees, departments, and special districts will be limited to a maximum grant award of \$7,500 (15% of the \$50,000 grant budget). Entities in this category must also document support from the local government executive officer.

B. The project must not promote or inhibit religion.

C. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.

D. The project must not be used to replace any other source of funds.

E. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission for access.

F. If the project is located on public land, the project application must document permission for access.

G. The project must provide a benefit to Gresham residents.

H. Note: Some projects may require proof of liability insurance prior to disbursement of funds.

Goals

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.
2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.
4. Improve safety within the City.
5. Improve the appearance or cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Benefit youth, seniors or low-income residents.
9. Enhance art and culture within the City.

Funding Match Requirements

While there are no specific funding match requirements, preference will be given to projects that demonstrate strong community support through in-kind donations, volunteer hours, or actual dollars.

Exit Reports

The project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project/program. The exit report must include:

1. A brief description of the project/program including any challenges, accomplishments, or major changes from the original proposal.
2. A description of the project outcomes ((i.e. number of people served, effect of the project on the City, etc.).
3. A final budget and narrative stating how funds were spent.
4. Photos of the project (include before and after photos if applicable).
5. Samples of all promotional materials (advertisements, flyers, posters, etc.) Note: The grantee must mention the Gresham Community Enhancement Grant Program as a project/program sponsor on all promotional materials.

Note: Failure to submit an exit report or fulfill any of the stated requirements may result in disqualification from future grants.

Application Information

Projects submitted for funding must directly benefit Gresham residents. Projects may be funded in part or in full. Neither Metro nor the City of Gresham are responsible for any costs incurred in preparing an application/proposal. Funding will be provided up-front in a lump sum payment. Projects must occur during the time frame specified in the grant agreement.

Deadline

All applications for the 2021-22 grant cycle must be received no later than Tuesday, December 15, 2020 at 5:00 p.m. Proposals that do not meet the guidelines and/or goals will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.

Submission

Applications may be submitted electronically or mailed to Gresham City Hall, c/o Joe Walsh, 1333 NW Eastman Parkway, Gresham OR 97030. Applications materials may be downloaded from the City of Gresham website or requested via e-mail to joe.walsh@greshamoregon.gov.

Application Content

In addition to the Grant Application Form, applicants are strongly encouraged to include letters of support from any parties affected by the proposed project, the Gresham community, general supporters of the project, or from other sponsors of the project. These may include neighborhood associations in the geographic area where the project will occur, government entities, non-profit

groups, business associations, etc. Local government applicants are especially encouraged to demonstrate community support from a non-governmental entity.

Review, Evaluation, and Selection

The Community Enhancement Advisory Committee shall provide an open public process for the review and recommendation of grant proposals.

Review

Staff will review all applications. Those that do not meet the guidelines and/or goals will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected. Once vetted, staff will forward completed applications to the Community Enhancement Advisory Committee for independent review prior to the public grant review meeting which will occur on Tuesday, January 19, 2021 at 5:00 p.m. Applicants are required to attend this meeting to provide a brief presentation and answer questions from the Committee. Presentations will be limited to 4 minutes.

Evaluation

The Community Enhancement Advisory Committee will rank applications based on each applicants' demonstrated ability to successfully implement the proposed project/program and meet the goals of the Community Enhancement Grant program.

Selection

Committee recommendations will be announced no later than January 31, 2020. All applicants will be notified of the Committee's final action.

Contracting Information

Successful applicants will be required to enter into an agreement that outlines the responsibilities of both parties. A person authorized to represent their organization will review and sign the agreement on behalf of the sponsoring organization. Applicants should note that liability insurance might be required. Agreements for awarded projects will be distributed by March 1, 2021. Contracts must be executed by May 31, 2021, or grant may be forfeited. Funds for projects/programs will only be available from June 1, 2021 to July 1, 2022. The applicant agrees to hold the City and Community Enhancement Advisory Committee harmless from the applicant's actions.

2021-2022 Funding Cycle Timeline:

Oct. 22, 2020	Application window for project proposals opens.
Dec. 15, 2020	Applications must be postmarked or submitted electronically by 5 pm.
Jan. 19, 2021	The Gresham Community Enhancement Advisory Committee will hold a public meeting to hear sponsor presentations of proposed projects. Presentations should be limited to 4 minutes after which the committee will ask questions.
Jan. 31, 2021	Committee recommendations will be announced no later than January 31, 2021.
March 1, 2021	Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by May 31, 2021 or grant funding may be forfeited.
June 1, 2021	First day that grant funding can be used.
July 1, 2022	Last day that grant funding can be used.