

Community Enhancement Grant Instructions

For the grant period of July 1, 2019 - June 30, 2020

The City of Gresham is soliciting proposals for projects or programs that will enhance the Gresham community. The City has a total of \$XX,XXX available to fund projects that will occur between July 1, 2019 and June 30, 2020. 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 fees and/or permits are required for a project. City permit fees may impact the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission. 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 near the region's garbage transfer facilities. Gresham's Community Enhancement Program was established in 2017 after the longtime waste collection site on Northwest Birdsdale 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 groups and organizations such as the City's neighborhood associations. 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, 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 advisory committee, department or special district.

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.

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 and low-income residents.
- 9. Enhance art and culture within the City.

Funding Match Requirements

Projects/programs have the following match requirements, which can be fulfilled with in-kind donations, volunteer hours, or actual dollars. Additional funding sources must be secured and explained in the proposal. The value of volunteer labor as published by the Independent Sector will be used to calculate any volunteer match. For 2017, the volunteer rate will be \$24.14/hour. See the table below to calculate match requirements.

Total Project Cost	Required Match
up to \$4,999	10% of total project cost (\$1 to \$500)
from \$5,000 to \$9,999	20% of total project cost (\$1,000 to \$2,000)
from \$10,000 to \$19,999	30% of total project cost (\$3,000 to \$6,000)
from \$20,000 to \$39,999	40% of total project cost (\$8,000 to \$16,000)
from \$40,000 to \$74,999	50% of total project cost (\$20,000 to \$37,500)

Exit Reports

In order to be considered for future grants, 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.
2. A description of the accomplishments.
3. A final budget.
4. Measures of performance (i.e. number of people served, effect of the project on the City, etc.).
5. Narrative stating how funds were spent.
6. List of additional sponsors of the project/program.
7. Photos of the project (include before and after photos if applicable).
8. Samples of all promotional materials (advertisements, flyers, posters, etc.) Note: Please mention the Gresham Enhancement Grant Program as a project/program sponsor on all promotional materials.

Application Information

Projects submitted for funding must directly benefit Gresham residents and occur within Gresham city limits. Projects may be funded in part or in full. Applicants in good standing may apply for funding each fiscal year. Projects will be reimbursed for expenses incurred only between July 1, 2019 and June 30, 2020. Neither Metro nor the City of Gresham are responsible for any costs incurred in preparing an application/proposal.

Deadline

All applications for the 2019-20 grant cycle must be received no later than Friday, November 30, 2018 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 a hard copy can be hand-delivered 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, picked up at Gresham City Hall, or requested via e-mail to joe.walsh@greshamoregon.gov.

Application Content

Applications must include each of the attachments described below:

- o A letter of support from any affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
- o A letter of acknowledgement from each City Department affected by the project demonstrating that the project meets all requirements set forth by the City.
- o Government applicants must submit a letter of support from an outside partner.
- o Some proposals may require liability insurance.

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. The Community Enhancement Advisory Committee will meet to review complete applications on Tuesday, January 22, 2019 at 5:00 p.m. in Council Chambers (1333 NW Eastman Parkway). 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 at the grant-funding meeting on Tuesday, January 22, 2019 following presentations and questions. 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, 2019. Contracts must be executed by May 31, 2019, or grant may be forfeited. Funds for projects/programs will only be available from July 1, 2019 to June 30, 2020. The applicant agrees to hold the City and Community Enhancement Advisory Committee harmless from the applicant's actions.

2019-2020 Funding Cycle Timeline:

Oct. 1, 2018	Application window for project proposals opens.
Nov. 30, 2018	Applications must be submitted electronically or delivered to City Hall by 5 pm.
Jan. 22, 2019	The Gresham Community Enhancement Advisory Committee will hold a public meeting to hear sponsor presentations of proposed projects. Meeting will be held in Council Chambers. Presentations should be limited to 4 minutes after which the committee will ask questions.
March 1, 2019	Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by May 31, 2019 or grant funding may be forfeited.
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Community Enhancement Grant Application Form

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Before filling out this form, please read the Community Enhancement Grant Instructions to ensure that your proposal qualifies for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program:

Applicant Organization (Project Sponsor):

Organization Type (Non-Profit Organization, Neighborhood Association, etc):

Federal Tax ID Number (if applicable):

Contact Person:

Daytime Phone:

Email:

Address:

City/State/Zip:

Name/Title/Signature of person authorized to represent the organization:

Project Budget Summary

Grant Funds Requested:	\$0.00
+ Matching Funds (Cash):	\$0.00
+ In-Kind Matching Funds	\$0.00
= Total Cost of Project:	\$0.00

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Project Budget Summary

Grant Funds Requested:	\$0.00
+ Matching Funds (Cash):	\$0.00
+ In-Kind Matching Funds	\$0.00
= Total Cost of Project:	\$0.00

Project Proposal

Provide a short description of the proposed project.

Describe how your proposal meets one or more of the goals for funding.

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.
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What is the geographic area of the City where the project will take place?

How will the community benefit from the project? What is the estimated number of people who will be impacted, and what are the anticipated outcomes?

Briefly describe any experience your group has managing similar projects.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

An exit report will be included as part of the agreement. Describe how you will assess the program/project effectiveness in achieving the desired goals (number of people served; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.).

Project Budget

Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of your project? How will additional community resources or partnerships be used to support this project? What percentage of the total project budget will be comprised of matching funds?

Matching Funds: List all sources to be used for match funds (e.g. volunteer hours, cash and in-kind donations). To estimate the value of volunteer hours refer to the Community Enhancement Grant Instructions.

Contribution	Source of Support	Estimated Value (\$)
<i>Ex: 50 hours of volunteer labor</i>	<i>Rotary Club members</i>	<i>\$1,207</i>

Project Budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses require grant funds.

Expense Type	Grant Funds Requested	Matching Funds Provided	Total Cost
<i>Ex: 50 hours of labor – planning and set up</i>	<i>\$0</i>	<i>\$1,207</i>	<i>\$1,207</i>
<i>Ex: Supplies – paint, brushes, etc.</i>	<i>\$750</i>	<i>\$0</i>	<i>\$750</i>

EXHIBIT A
STANDARD TERMS AND CONDITIONS FOR GRANTS

Applicant Acknowledgement and Certification

The undersigned grant applicant certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Gresham for the proposal described.

The applicant further acknowledges and agrees to the following:

- Any/all funds distributed under this grant application and program must be utilized solely for the program or project as described in this application.
- Applicant will provide an accounting relating to the use of all grant funds received upon request of the City and shall retain all relevant financial records relating to the project/program for which grant funds were received for a period of not less than three (3) years from the completion of the program/project.
- Applicant (or an individual who has partnered with a non-profit organization) may be liable for misuse of grant funds.
- The City will not be responsible or liable in any way for injury or damage to third parties or property resulting from the conduct or actions of the applicant or agents of the applicant relating to the program or project funded under this grant.
- Applicant agrees to indemnify and hold the City harmless for any/all claims arising out of the activities funded under the terms of this grant.
- If applicant is awarded funding, applicant shall be the Grantee and comply with all terms of this grant, including the Standard Terms and Conditions for Grants.

Print Name: _____ Title: _____

Applicant Signature: _____ Date: _____

EXHIBIT A STANDARD TERMS AND CONDITIONS FOR GRANTS

1. **No Third Party Beneficiaries.** City and Grantee are the only parties to this grant agreement and are the only parties entitled to enforce its terms. Nothing in this grant agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

2. **Grantee is Independent.** Grantee is not an agent of the City and all personnel used by Grantee in connection with the proposed project by this grant agreement shall be contractors, volunteers, and/or employees of the Grantee and not the City, and shall have no claim against the City for compensation or other benefits, including indemnification, available to the employees of the City.

3. **Available and Authorized Funds; Termination.** Grantee understands and agrees that City's obligations under this grant agreement is contingent on appropriation or expenditure authority sufficient to allow City to make payments under this grant agreement. In the event sufficient appropriations or expenditure authority is not available, or for any other reason in the discretion of the City, the City may, without penalty or further liability, terminate this grant agreement effective upon written notice to the Grantee.

4. **Indemnity.** A. Grantee shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Grantee or its officers, employees, contractors, or agents under this grant agreement. B. Neither party shall be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person, on account of personal injuries, death, or property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party. C. Grantee waives any and all statutory or common law rights of defense and indemnification by the city.

5. **Records Maintenance; Access.** Grantee shall maintain all fiscal records relating to this grant agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records pertinent to this grant agreement in such a manner as to clearly document Grantee's performance. Grantee agrees that persons authorized by the City shall have access to such fiscal records and other records that are pertinent to this grant agreement, and that Grantee shall retain and keep accessible all such fiscal records and other records for a minimum of three (3) years, or such longer period as may be requested by the City. Upon request, Grantee shall provide a copy of its annual audit to the City.

6. **Compliance with Applicable Law.** Grantee shall comply with all federal, state, and local laws and ordinances applicable to the project. The completed project will be open or otherwise made available to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, political affiliation, or other protected characteristic.

7. **Reimbursement to City.** The City may request reimbursement, and Grantee agrees to reimburse the City, any/all funds distributed to the Grantee if the project is not started or is not completed by the dates, or if the project is not performed in accordance with the purposes described in the grant application.

Community Enhancement Grant Exit Report

For the grant period of July 1, 2019 - June 30, 2020

Organization Name:

Name of the Funded Project:

Date of Project Completion:

Grant Amount:

Contact Person:

1. Project Description: Briefly describe your Community Enhancement project.
2. Project Benefits: How did your organization meet the goals and objectives described in your grant request? Include measurable outcomes if possible.
3. Success Stories: If applicable, please share any anecdotes that illustrate the impact that your project had on the Gresham community and/or individual residents.
4. Final Budget: Please include your final project budget and explain any significant changes to your original budget estimates (if applicable).