

# CITY OF GRESHAM

## **Neighborhood Matching Grant Program FY 2024-25**

## CITY OF GRESHAM | NEIGHBORHOOD MATCHING GRANT PROGRAM

### STATEMENT OF INTENT

The goal of the Neighborhood Matching Grant program is to encourage projects that foster civic pride, enhance and beautify neighborhoods, expand citizen involvement, and promote the interests of the Gresham community. To accomplish this goal, the Gresham City Council makes available grant funds to City recognized neighborhood associations on a 50/50 matching basis. The City Council firmly believes that community participation in the Neighborhood Associations is mutually beneficial to all Gresham residents.

### AVAILABLE FUNDS

Total funding available for 2024/25 Neighborhood Matching Grant Program requests is \$10,000. This grant requires a 50% match. The funding request must be 50% or less of the total project budget. The matching amounts can be accomplished through direct donations of cash and/or products or materials, as well as volunteer hours contributed to the project.

### GRANT CYCLE AND DEADLINES

The 2024/25 application cycle opens May 15, 2024 and closes on June 21, 2024. All grant applications must be submitted to the Community Engagement Office before 5:00 p.m. on Friday, June 21, 2024. Submissions will be accepted via mail, dropped off at the main lobby front desk of City Hall, or electronically via email to <mailto:Lina.Sizmin@GreshamOregon.gov>. Grant awards will be announced by June 28, 2024. The grant/contract expiration date will be December 31, 2024. Unused funds must be returned to the City. Time extensions may be considered by the City upon request. Checks will be cut no sooner than July 12, 2024.

### GRANT GUIDELINES

1. Neighborhood associations wishing to apply for grant funds must meet the following criteria:
  - a) Applicants must be an officially recognized and active City neighborhood association.
  - b) The funding area must be within the City limits and the boundary of the requesting neighborhood. Exceptions include joint neighborhood projects.
  - c) The project must be non-profit in nature.
  - d) The project must have lasting and/or direct benefit to the neighborhood.
  - e) The project should be distinctive to the neighborhood.
  - f) The purposes to be accomplished by the applicant must be within the City's legal authority.
  - g) The recipient must provide documentation to the City as proof of program expenditures and a completion report submitted with all receipts.

## CITY OF GRESHAM | NEIGHBORHOOD MATCHING GRANT PROGRAM

2. Distribution of available grant funds: Grants will be made up to 50 percent of the project cost. Maximum amount to be distributed throughout all the associations is \$10,000. In-kind dollar value of donated labor, materials and equipment will be accepted as match. Donated volunteer labor will be calculated at \$25.00 per hour.
3. Applications for grant funds shall be considered on a yearly basis. In order to be eligible for current year funding, a completion report from the previous grant cycle period must be on file with Community Engagement (if applicable). No project will have a vested right to funding.
4. A check will be issued directly to each funded Neighborhood Association. A bank account for the association is required. Checks will not be distributed to individuals.
5. The grant/contract expiration date will be December 31, 2024. Time extensions may be considered by the City upon request.
6. Any unused funds must be returned to the City.
7. A signed agreement with the City will be required. The agreement shall include a provision that the City shall be held harmless from any activities of the association.
8. Applications will be reviewed by the Community Engagement manager with notice for such award to City Council.

### Examples of past uses for funding:

1. Support for annual picnics, information fairs or other Association events.
2. Food and beverages for community gatherings.
3. Entertainment at community gatherings.
4. Support for printing of newsletters, fliers, or other outreach material.
5. Yard signs for meeting notices.
6. Park improvements that benefit the entire neighborhood.
7. Port-a-potties for work parties in a neighborhood park.

# CITY OF GRESHAM | NEIGHBORHOOD MATCHING GRANT PROGRAM

## GRANT APPLICATION INSTRUCTIONS

To be eligible for a grant you must complete the grant application and complete the supplemental questions. Failure to complete any portion of the grant application and supplemental questions will disqualify your application.

You may contact City staff for technical assistance regarding your application or project.

Please submit your application via email to [Lina.Sizmin@GreshamOregon.gov](mailto:Lina.Sizmin@GreshamOregon.gov) or <mailto:NeighborhoodServices@GreshamOregon.gov>. If your signature or other attachments, plans, photos, etc. cannot be attached to the e-version of your application please deliver packet to the City of Gresham, Community Engagement Office by June 21, 2024, at 5:00 p.m.

## APPLICATION

Project Name: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Sponsoring Neighborhood Association: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Vendor Mailing Address: \_\_\_\_\_

Signature of President: \_\_\_\_\_

email address: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONS

*One additional sheet (front only – 12 pt type and margins set 1”) per question can be attached to your application if necessary.*

1. Describe your project.
  
  
  
  
  
  
  
  
  
  
2. What are your project’s goals?

## CITY OF GRESHAM | NEIGHBORHOOD MATCHING GRANT PROGRAM

3. How will receiving a grant help you with your project and achieve your goals?
4. How will your project benefit the neighborhood and the community?
5. Are there any opportunities for input from those who will benefit from the project and how will neighbors be advised of the project?
6. What other sources of funding and partnerships are you pursuing for this project? Please provide the name and description of the organizations involved and/or the funding amount or in-kind received from them.
7. If your project is part of a larger project, please explain the relationship and describe the expectations for completion of the larger project.
8. If applicable, what arrangements have been made for the continued operation and/or maintenance if needed?
9. How do you intend to acknowledge donors, volunteers and the City for donor support?  
Can the City logo be displayed at the project?  
Can you supply digital photos?
10. What is the expected start and completion dates for the project?
11. Complete the Project Budget Form. See example budget for more information.

**CITY OF GRESHAM | NEIGHBORHOOD MATCHING GRANT PROGRAM**

**PROJECT BUDGET**

<b>A - BUDGET ITEM</b> List all items needed for project. Enter amounts in columns B-D & F only where applicable for each item.	<b>B – DONATION VALUE</b> Will item be donated? Enter cash value of materials, cash, in-kind services donated toward listed item.	<b>C - IN-KIND LABOR</b> Will volunteers be involved with this item? List number of volunteer hours x \$25.00, specific to this budget item.	<b>D- REQUEST FOR GRANT FUNDS</b> List funding amount being requested for each budget item. Or, \$0 if no grant funding needed for the item.
	\$	\$	\$
<b>TOTALS \$</b>	\$	\$	\$
<b>Example Budget-</b> The Request column will be used for money that you need to purchase any items that are not donated. Your “match” amount consists of the total of all donations and in-kind labor. Your match must equal or be greater than your grant request. If it is not, you will need to			

## CITY OF GRESHAM | NEIGHBORHOOD MATCHING GRANT PROGRAM

<b>either get more donations or volunteers hours toward your project or decrease your grant request. Items in parenthesis are for the example only. You do not have to include that level of explanation in your budget request.</b>			
<b>A - BUDGET ITEM</b> List all items needed for project. Enter amounts in columns B, C & D only where applicable for each item.	<b>B – DONATION VALUE</b> Will item be donated? Enter cash value of materials, cash, in-kind services donated toward listed item.	<b>C - IN-KIND LABOR</b> Will volunteers be involved with this item? List number of volunteer and hours x \$25.00, specific to this budget item.	<b>D- REQUEST FOR GRANT FUNDS</b> List funding amount being requested for each budget item. Or, \$0 if no grant funding needed for the item.
Hotdogs and buns		4 x 3hrs=12x \$25 = \$300 (4 volunteers cooking for 3 hours)	<b>\$100</b> (to cover cost of products)
Clown	\$100 (Clown will donate the time for the event)		<b>\$0</b>
Drinks	\$50 (Albertsons will donate ½ of the cost of drinks)	4x3hrs=12x \$25 = \$300 (4 volunteers serving for 3 hours)	<b>\$50</b> (to cover additional cost of product)
Prizes for games	\$50 (worth of donated prizes)	2x5hrs=10x \$25= \$250 (time it will take for volunteers to ask for donations and shop for prizes)	<b>\$100</b> (to cover cost of prizes not donated)
Volunteers for day of the event		10 x 3hrs= 30x\$25=\$750 (10 volunteers doing various tasks at the event)	<b>\$0</b>
<b>Totals \$ (is the total of columns B + C equal to or greater than column D?)</b>	<b>\$200</b>	<b>\$1,600</b>	<b>\$250</b>

**APPLICANT AGREEMENT AND CERTIFICATION**  
**City of Gresham CONTRACT # \_\_\_\_\_**

The undersigned grant applicant (“Grantee or 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 (“City”) for the proposal described.

The Applicant further acknowledges and agrees to the following:

- Grantee acknowledges that the City may grant funds up to the amount requested in this Grant Application for completion of the project described in this Grant Application.
- Any/all funds distributed under this grant application and program must be utilized solely for the program or project as described in this application.
- Grantee will use all distributed funds within the fiscal year the funds were disbursed, unless approved in writing by the City Manager or designee.
- 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 Exhibit A, the Standard Terms and Conditions for Grants.

**APPLICANT / GRANTEE (TO BE COMPLETED BY APPLICANT WHEN SUBMITTING APPLICATION)**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CITY OF GRESHAM / GRANTOR (TO BE COMPLETED BY CITY IF APPLICANT IS AWARDED GRANT FUNDS)**

Grant Amount Awarded: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Title: City Manager or designee

**APPROVED AS TO FORM**

Signature: \_\_\_\_\_ Title: City Attorney or designee



**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. In the event, Grantee is an advisory committee established by a City ordinance, the Gresham Revised Code, or created by legislative action of the City's Council, this provision shall not apply to City staff assigned to the advisory committee. However, this provision applies to all volunteer advisory committee members and all other personnel used by the Grantee in connection with the proposed project.
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.
8. **Transfer or Assignment.** A party may only transfer or assign their rights or responsibilities under this Agreement with the prior written consent of the other party to this Agreement.
9. **Choice of Law.** The laws of the State of Oregon shall govern all matters arising out of or relating to this Agreement.

# CITY OF GRESHAM

## Neighborhood Matching Grant Completion Report for 2024-25 Grant Cycle

**This report must be completed, signed and returned to the City before further grant requests from your organization can be considered. Please use no more than two pages for your report narrative and one page accounting your expenditures.**

*If your project is incomplete your organization will be responsible for informing the City when the project will be complete and providing a supplemental report answering the questions your organization can't answer at this time, as well as, an update regarding expenditures and matches will be due within six weeks of the project's final completion.*

**Date:** \_\_\_\_\_

**Neighborhood Association:** \_\_\_\_\_

**Project Funded:** \_\_\_\_\_

**Amount of Grant:** \_\_\_\_\_

**Period that this report covers:** \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

**Contact/s:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- 1. Referencing the goals and objectives described in your original grant request (or any revisions submitted subsequent to the grant award), please indicate the following:**
  - a) What were your major accomplishments?*
  - b) What steps or actions were used to meet your objectives and goals?*
  
- 2. Please describe the population served or the community reached by your grant project.**
  
- 3. Were there any unanticipated results, either positive or negative? What did you learn from them?**
  
- 4. Describe any setbacks or change in plans encountered during the period of this grant.**

- a) How did these setbacks or changes impact your organization or project?*
- b) How were these setbacks or changes addressed?*

- 5. What steps are being made to ensure the sustainability of your project or beyond this grant period?**
  
- 6. If your program involved collaboration with other organizations, please comment on its effect upon your association.**
  
- 7. Do you have any advice for future associations that want to develop a similar project?**
  
- 8. Please outline expenses that have been paid for using the City grant funding. Attach receipts that account for grant funds and document volunteer hours and donations that account for the required 50% matching funds. Unused funds from the grant must be returned to the City, as stated in the grant guidelines.**
  
- 9. If applicable, please attach photos, flyers, news clippings, etc. associated with the project.**

**I hereby certify that the above and attached statements are true and accurate.**

\_\_\_\_\_  
**Signature of Association President**

\_\_\_\_\_  
**Date**