

**Community Enhancement Grant Application Form**  
**For the Fiscal Year 2024-25**  
**Application deadline: 5p.m. Tuesday, May 28th, 2024**

*Before filling out this form, please read the Community Enhancement Grant website sections "Who may apply" and "Eligible projects" to ensure that your proposal qualifies for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Please return all pages of this application when submitting the application to the City.*

Title of Project/Program: \_\_\_\_\_

Applicant Organization (Project Sponsor): \_\_\_\_\_

Organization Type (Neighborhood Association, Church, etc): \_\_\_\_\_

Federal Tax ID Number (if applicable): \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Total Amount of Grant Funds Requested: \_\_\_\_\_

Total Estimated Cost of Project: \_\_\_\_\_

*Note: Local governments, advisory committees, departments, and special districts will be limited to a maximum award of 15% of the grant budget, which is \$18,000 for FY24-25.*

Person authorized to represent the organization:

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

Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

## Project Proposal

1. Provide a brief description of the proposed project (100 words or less).

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2. Provide a high-level timeline and key activities of your project.

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3. Describe how your proposal meets one or more of the goals for funding (100 words or less).
- Increase the attractiveness or market value of residential, commercial or industrial areas.
  - Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
  - Preserve or increase recreational areas and programs within the City.
  - Improve safety within the City.
  - Improve the appearance or cleanliness of the City.
  - Increase recycling efforts or provide a reduction in solid waste.
  - Increase employment or economic opportunities for City residents.
  - Benefit youth, seniors or low-income residents.
  - Enhance art and culture within the City.

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4. Please indicate the geographic area where the project will take place. Not sure? Try the City's Neighborhood Finder online at: [GreshamGIS: Neighborhood Finder \(greshamoregon.gov\)](http://greshamoregon.gov/greshamgis/neighborhood-finder)

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|--|--|---|
| <input type="checkbox"/> Centennial              | <input type="checkbox"/> Hollybrook    | <input type="checkbox"/> Powell Valley    |
| <input type="checkbox"/> Central City            | <input type="checkbox"/> Kelly Creek   | <input type="checkbox"/> Rockwood         |
| <input type="checkbox"/> Gresham Butte           | <input type="checkbox"/> North Central | <input type="checkbox"/> Southwest        |
| <input type="checkbox"/> Gresham Pleasant Valley | <input type="checkbox"/> North Gresham | <input type="checkbox"/> Wilkes East      |
| <input type="checkbox"/> Historic Southeast      | <input type="checkbox"/> Northeast     | <input type="checkbox"/> All of Gresham   |
| <input type="checkbox"/> Hogan Cedars            | <input type="checkbox"/> Northwest     | <input type="checkbox"/> Other (explain): |

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5. How will the community benefit from the project? Describe the target audience including the estimated number of people who will be impacted. Highlight any aspects of the project where underserved populations will be involved and benefit from the project. What are the anticipated outcomes?

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6. Briefly describe any experience your group has managing similar projects.

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

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8. Describe how you will assess the project's effectiveness in achieving the desired goals (number of people served; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.).  
Note: If awarded funding, an exit report will be included as part of your grant agreement.

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9. List all anticipated project expenses you are requesting grant funds to cover in the table below.

Expense Type	Estimated Cost
<b>Example:</b> Materials, supplies and equipment – paint, brushes, rollers, and tape.	\$250
<b>Example:</b> Staff salaries; Costs directly attributable to designing, implementing, and/or evaluating the project.	\$800
<b>Example:</b> Professional (consultant or contractor) services hired for the purpose of the project.	\$1,250
<b>Total Estimated Cost of Project</b> (should match the total provided on page 1)	\$

10. Have other funding sources been explored? Why is funding from this grant program critical to the success of your project?

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11. How will additional community partnerships be used to support this project (matching funds, in-kind donations, volunteers, letters of support, etc...)?

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## APPLICANT AGREEMENT AND CERTIFICATION

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 competition 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.