



**Neighborhood Matching Grant Program
2014 Application**



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Neighborhood Matching Grant Program

Statement of Intent

The goal of the City Council is to encourage projects that foster civic pride and environmental sustainability, enhance and beautify neighborhoods, expand citizen involvement, and promote the interests of the Olympia community. To accomplish this goal, the Olympia City Council annually considers making available grant funds to Recognized Neighborhood Associations up to a 50/50 matching basis. The City Council firmly believes that community participation and commitment to accomplishing improvements within our City are beneficial to all Olympia residents.

General Policy

1. Neighborhood associations wishing to apply for grant funds must meet the following criteria:
 - a. Applicants must be Recognized Neighborhood Associations (RNAs) within the City of Olympia (City).
 - b. The project must be nonprofit in nature.
 - c. The project must have lasting and/or direct benefit to the neighborhood and/or community, and be accessible to the public.
 - d. The purposes to be accomplished by the applicant must be within the City's legal authority and be an improvement for the public benefit.
 - e. The grant recipient must provide support documentation to the City as proof of program expenditures.
2. Applications for grant funds shall be considered on a yearly basis. The maximum grant is \$4,000.00 per year. No project will have a vested right to future funding.
3. Applications will be reviewed by administrative staff with a recommendation to the City Council for approval of final award.

4. Additional policies and intent:
 - a. Highest priority will be given to projects with demonstrable environmental benefit which are easily accomplished with volunteers and minimal staff support.
 - b. Projects that require exceptional public process or changes to existing ordinances (such as zone changes and public hearings) will not be funded.
 - c. The total number of projects from any one City department should be limited to ensure manageable staff workloads.
 - d. The City encourages neighborhood “sweat equity” projects that enhance working together as a team rather than mostly contracted-out labor.
 - e. Projects must be of a scope which allows project completion consistent with the City’s budget process in order to allow departments to budget adequate staff support for selected projects.
 - f. City department directors will assign a project liaison from an appropriate department who will have budgeted time to provide adequate support to each funded project.
 - g. No more than 50% of each awarded matching grant will be allowed for staff support of that project. For example, with a \$1,000.00 matching grant for tree planting, no more than \$500.00 can be allocated for City staff support for the project.
 - h. Where a proposed project already has an existing application process (e.g., neighborhood traffic calming), that process will be used to address the project.

General Guidelines

Note: City staff will provide technical assistance upon request.

1. Representatives of RNAs applying for grant funds must fill out the attached application form and submit their proposal by 5:00 p.m. on **March 14, 2014**.
2. Written agreement with the City will be required and will include a provision that the City shall be held harmless from any activities of the RNA.
3. Expenditures of City funds will be on a reimbursement or invoice basis after the service is delivered.
4. Geographical Extent of Funding: The City will accept grant proposals sponsored cooperatively between two or more RNAs. Projects can extend outside RNA boundaries into other neighborhoods. Projects which directly benefit the neighborhood will be given first consideration.

5. Distribution of Available Grant Funds: Grants will cover **up to 50%** of the project's cost. Matching grant funds have a set **minimum of \$500.00** and a **maximum of \$4,000.00** per project. In-kind, dollar value of donated labor, materials, and equipment are acceptable. Should grant requests fall outside of these categories, they will be considered on a case-by-case basis. City Council and City staff reserve the right to prioritize grant applications and to appropriate an amount different than that requested. Submittal of a grant proposal does not obligate the City to award a grant.
6. Examples of projects include but are not limited to:
 - a. Street beautification projects, such as right-of-way flower or tree planting, installation of play equipment, and neighborhood sign creation and installation. **Projects with an environmental benefit will be prioritized.**
 - b. Projects which support community enrichment opportunities, such as offering special events, developing educational programs, and providing supplies for neighborhood meetings, events, and projects.
7. Projects which involve commonly held land, such as subdivisions and homeowners' associations (per association covenant) will be considered for funding. These projects must protect and enhance the greater public systems and facilities, such as stormwater detention, bank stabilization, and creek clean-up relating to larger public systems and not as stand-alone facilities.
8. The contract expiration date will be **December 31, 2014**. Unused funds may be reallocated to next year's funds or formally requested to be carried over to the following year if the project cannot be completed within the original timeline.
9. Submit the proposal application by Friday, March 14, 2014 using the following methods:
Mail to:
City of Olympia
Community Planning & Development Department
Attention: Michelle Sadler
Neighborhood Matching Grant Program
P.O. Box 1967
Olympia, WA 98507-1967

Deliver in-person to:

Olympia City Hall

Community Planning & Development Department

Attention: Michelle Sadlier

601 4th Ave E

Olympia

If you have any questions about the grant process, please telephone Michelle Sadlier at 360.753.8031.

Grant Timeline

- Application Deadline: March 14, 2014
- Staff Evaluation of Applications Complete: April 11, 2014
- City Council Approval & Notice of Funding: May 2014
- Notice to Proceed: May 2014
- Project Completion/End of Grant: December 31, 2014



Project Proposal Application Form

Project Name:
Project Location:
Sponsoring Recognized Neighborhood Association (RNA):
RNA Contact Person – <i>Please include NAME + EMAIL + PHONE:</i>
RNA Mailing Address:
RNA President – <i>Please include NAME + PHONE:</i>

1. Description of Project & Goal(s):

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2. Project Timeframe:

Expected Project Start Date:

Expected Project Completion Date:

3. If this project is part of a larger project plan, please explain the relationship and indicate the expectations for completion of the larger project.

4. How will the project benefit the community?

5. Describe the arrangements for continued operation or maintenance following completion of the project:

6. Public Participation:

a. Describe the opportunities for input on the project from those who will benefit:

b. How many people are expected to participate during each stage of the project?

c. How will people be informed about the project?

9. Project Budget:				
Budget Item	Cash or In-Kind from RNA	Donated/In-Kind Value from Other Sources	Amount of City Funds	TOTAL
Salaries/Wages				
Contracted Services				
Materials/Supplies				
Communication				
Printing/Reproduction				
Rentals/Leases				
Equipment Purchase (e.g., play equipment)				
Other:				
TOTAL				

10. Describe other funding sources pursued for this project, including results:

NOTE:

If this project is approved, the City will enter into an agreement with the Grantee to ensure completion of the project as described in this application. The agreement will require that the Grantee hold the City harmless from any and all claims emerging from the project and related activities.

The undersigned 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 for the project described.

Signature: _____

Printed Name: _____

Date: _____

RNA: _____

For City Use:

Review Staff Name: _____

Review Date: _____

Staff Recommendation:

Approval of funding

No approval of funding

City Council Review Date: _____

City Council Decision:

Approval of funding

No approval of funding