



**Neighborhood Matching  
Grant Program**

**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 2020/21 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 2020/21 application cycle opens May 18, 2020 and closes on June 15, 2020. All grant applications must be submitted to the Office of Neighborhoods & Community Enhancement (ONCE) before 9:00 a.m. on Monday, June 15. Submissions will be accepted via mail, dropped off at the main lobby front desk of City Hall, or electronically via email. Grant awards will be announced shortly thereafter. The grant/contract expiration date will be six months after notice of funding is received. Unused funds must be returned to the City. Time extensions may be considered by the City upon request. Checks will be cut by June 30, 2020.

**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 nonprofit 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.

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- g) The recipient must provide documentation to the City as proof of program expenditures and a completion report submitted with all receipts.

**GRANT GUIDELINES – CONTINUED**

- 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 labor will be calculated at \$25.00 per hour.
- 3. Applications for grant funds shall be considered on a yearly basis. 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 six months after notice of funding is received. 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 program 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.

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**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). 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, Office of Neighborhoods and Community Enhancement by June 15, 2020, at 9:00 a.m.

**APPLICATION**

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

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

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

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

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?
  
  
3. How will receiving a grant help you with your project and achieve your goals?

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**SUPPLEMENTAL QUESTIONS - CONTINUED**

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.

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**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>	\$	\$	\$

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<p><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 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.</p>			
<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 \$18.00, 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>

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**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 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 the Standard Terms and Conditions for Grants.

**GRANT APPLICANT**

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

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





**Neighborhood Matching Grant Completion Report**  
for 2019-20 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**