



City of Eugene  
Planning & Development  
Neighborhood Services

## **Neighborhood Matching Grant Program 2010 Application**

*For the grant cycle opening July 1, 2009*

*Pre-review deadline- all applications: November 1, 2009*

*Final Application deadline: February 1, 2010*

Before you start filling out a project application:

- Read and follow the Neighborhood Matching Grant Program Guidelines.
- You must discuss your project idea with the manager of the Neighborhood Matching Grant Program. Call 682-5272.

Also, please remember the following:

1. Deadlines are firm and late applications will not be accepted:

- Pre-review – 5:00 pm, November 1, 2009. See Grant Guidelines for an explanation of the Pre-review process.
- Final applications due – 5:00 pm, February 1, 2010.

Submit to: Cindy Clarke  
Planning and Development  
Neighborhood Services Coordinator  
99 West 10<sup>th</sup> Ave.  
Eugene, OR 97401

2. The application format provided must be followed. Application components include:

- Project Information Page
- Project Narrative
- Attachments:
  - Project Schedule
  - Project Budget
  - Match Pledge Form
  - Neighborhood Petition Form (if applicable)
  - Attachments - may also include the following:
    - ⇒ location/site map
    - ⇒ documentation of donated cash or professional services
    - ⇒ documentation of estimates for purchases greater than \$5,000.
    - ⇒ signed letters approving use of a site or indicating project support (strings of email messages will not be accepted).
    - ⇒ documentation of professional qualifications to justify professional rates
    - ⇒ membership roster for ad hoc applicant groups
    - ⇒ pre-review comments from staff (must be included if pre-review required)

3. Staple the application materials together, in order. Do not bind or enclose in any folder. Double-sided copies are preferred. Attachments must be 8.5 x 11. Do not include loose photos, flyers, oversize documents, etc.

4. For final applications, submit one original and nine (9) copies.



Project Identification Information	
<b>Project Name:</b>	
<b>Project Address or Location:</b>	
<b>Briefly describe the project in 50 words or less:</b>	

Applicant Information	
<b>Applicant Organization</b> (if ad hoc group include membership roster with contact info as attachment)	
<b>Project Contact:</b>	
<b>Mailing Address:</b>	
<b>Day Phone:</b>	<b>Email:</b>
The signatory below declares that s/he is authorized to act on behalf of the applicant organization, assures that a majority of the governing board or membership has authorized this project, and assures that any funds received will be used only for purposes set forth herein.	
<b>Name:</b>	<b>Signature:</b>
<b>Address:</b>	<b>Phone:</b>

Project Funding Request	
<b>Grant funds requested:</b>	\$
<b>Value of neighborhood match:</b>	\$
<b>Total project cost:</b>	\$

Neighborhood Association Endorsement	
<b>The project is located within the following City recognized Neighborhood Association boundary:</b> (indicate if association is currently dormant)	
The signatory below declares that s/he is an elected Chair of the neighborhood association in which the project is located and assures that the applicant's proposal was endorsed by a majority of the governing board or the membership at an executive board meeting or general meeting on (insert date).	
<b>Name:</b>	<b>Signature:</b>

Supplemental Information	
<b>Does your group have a current Neighborhood Matching Grant?</b> (If yes, what is the project and anticipated completion date?)	
<b>Was there additional information required from the pre-review? Please list:</b>	



## Project Narrative

**In no more than 4 pages, using 11 point font, please provide responses to the following questions. Grant reviewers respond best to clear, concise narrative.**

### Project Description and Neighborhood Benefit

- What do you want to do and why do you want to do it?
- Provide specific project location, if applicable. Attach maps, if necessary.
- If a planning or design project, how will your organization implement the plan or address your findings?
- Does the project meet a need unique to your neighborhood?
- How will it contribute to neighborhood identity or foster a sense of community?
- What is the lasting impact of your project on the neighborhood? How will the benefits carry into the future?

### Neighborhood and Community Involvement

- Demonstrate broad participation and support of neighborhood residents with your project by indicating how they were involved and how many residents are involved.
- Provide examples of how residents participated in selecting and planning your project and how they will be involved in carrying out the project.
- Are you working with other public, private or non-profit organizations on this project? If so, describe who and how.

### Project Readiness

- Who will handle the project accounting? If other than applicant, please identify and provide contact information.
- Briefly discuss your project budget and schedule.
- If a pre-review comments were provided, clarify how you have addressed issues or concerns raised by staff.
- Identify permits, fees and insurance requirements, if applicable, and how you plan to address them.
- If applicable, identify other related plans or policy documents that support your project.
- For projects not confined to City property, provide documentation of permission for use of the site from the property owner. This also applies to school-based sites.
- Discuss qualifications of those providing professional services (documentation of professional qualifications must be provided to justify professional rates)

### Neighborhood Match

- Briefly discuss how you have met or exceeded the program's match requirement.





## Match Pledge Form

- The total match must be 50% of the total project cost.
  - No more than half of the match may come from contributions outside the neighborhood or other government agencies.
  - The match may not include resources from other City Depts.
  - Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match.
  - All volunteer labor is valued at \$18 hr.
  - Donated materials or supplies are valued at their retail price.
  - If you have money in the bank for the project, include a bank statement or a letter from the fiscal sponsor to document the funds.
- The donors of professional services must also document the value of their contributions on official letterhead. Professional services are valued at their customary retail value.
  - The Match Pledge Form provided must be used to document all volunteer labor and donated cash, materials or supplies. Use the form to collect pledges and then to account for the actual contribution. The last two columns are provided to verify that the pledged hours, goods or services were received.

<b>Name of Project:</b> _____					
The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, services or cash for the above project.					
Name/Address/Phone	Signature	Description of Donation or Volunteer Role <small>(include # hrs. pledged)</small>	Value of Item or Hours	Value Received or Hrs. Worked	Date & Initials



## Attachments