



## **Neighborhood Matching Grant Program Grant Guidelines**

*For the grant cycle opening July 1, 2009*

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

*Final Application deadline: February 1, 2010*

### **What is the Neighborhood Matching Grant Program?**

The purpose of the Neighborhood Matching Grant Program is to encourage City residents to collaboratively identify and actively participate in making improvements in their neighborhoods. Community involvement is a key component of the program and is encouraged by requiring a 50/50 match, coordination with your neighborhood association and documentation of neighborhood support. The process of bringing people together and building relationships is a key component of any project proposal that you submit.

### **Who is eligible to apply?**

Proposals will only be accepted from groups of people living, working, or owning property within the neighborhood boundary in which the project is located. A neighborhood group may be an existing group whose membership is from a commonly recognized geographic area (e.g., neighborhood association, business association, or school site council) or an ad hoc group formed to work together on a specific project.

Although individual persons, businesses or community-based organizations (public, private, or non-profit) are not eligible to apply on their own, they may do so in active partnership with a neighborhood group.

Previous award recipients and current projects receiving NMG funding are not eligible for additional program funding until outstanding projects are complete. All outstanding projects must be completed at the time of the final application deadline to be considered.

### **What types of projects may be considered?**

Projects may include, but are not limited to:

- Physical improvement projects that involve recreation or public safety facilities, natural resource features, public art and spaces or community gardens. Projects that improve universal accessibility are also encouraged.
- Public school partnership projects that benefit school children and the immediate neighborhood.
- Neighborhood-based events and celebrations.
- Capacity building initiatives that serve to create, diversify or increase participation in a neighborhood-based organization or promote an understanding of issues important to neighborhood residents.

## Are there limitations or special requirements to know about?

**All applicants must discuss their proposals with the manager of the Neighborhood Matching Grant Program before submitting an application (682-5272).**

Applications that fail to meet all established deadlines will not be accepted.

All applications are required to go through a “pre-review” prior to submitting a final application (see pg. 5, *What is Pre-review?*).

Grants **must** be endorsed by your neighborhood association. The following parameters have been established to clarify the involvement of neighborhood associations in the neighborhood matching grant application process:

- Grant applications will not be considered unless they have the endorsement of their neighborhood association. It is up to individual neighborhood associations to decide if the endorsement happens by a Board action or is considered at a general membership meeting.
- The endorsement must be documented by an officer of the association.
- The endorsement is a “go/no go” decision. The association will not rank multiple applications or recommend one application over another in their neighborhoods.
- While it is not the association’s role to dictate the particulars of a grant proposal, applicants may request additional assistance from the association in writing the grant, educating residents about the proposal, documenting and gathering pledges of support, serving as fiscal agent, etc.
- It is the applicant’s responsibility to keep the association apprised of any significant changes to the proposal as it moves through the review process. A re-endorsement may be requested if a proposal has changed noticeably as a result of the pre-review feedback.
- In areas without an active neighborhood association, applicants must work with Neighborhood Services staff to hold a public meeting to gauge resident support for their proposal.

Projects may involve private property, but must provide a clear, public benefit, and emphasize neighborhood self-help. Documentation must be provided that confirms property owner support for the proposal and their agreement to maintain public access to the site for at least 5 years.

A portion of the project site must be within Eugene’s Urban Growth Boundary.

Grant requests must be between \$250 and \$25,000. The value of the total project cannot exceed \$50,000.

Grant funds cannot be used to:

- support ongoing, regularly occurring programs, events or services.
- pay for an organization’s operating expenses that are not directly related to the awarded project.
- purchase land or buildings.
- pay for expenditures or financial commitments made *before* the organization is under contract with the City of Eugene.

No more than half of the grant funds available in a cycle will be used to fund neighborhood-based events or celebrations.

To avoid perceived conflicts of interest applicants are discouraged from being both project lead/representative and primary paid consultants on projects.

Projects must be scheduled for completion by May 1<sup>st</sup>, 2011.

### How are projects selected?

Proposed projects will be scored and ranked on how they meet the following criteria:

- **Tangible Neighborhood Benefit (40 points)**
  - The project produces an observable, physical improvement to the neighborhood or a measurable change in the sense of local community or identity.
  - The extent to which the project provides a continuing benefit into the future.
  - The project reflects the special needs of the neighborhood in which it is proposed. This may be demonstrated by referencing existing plans such as a Sustainable Neighborhood Action Plan (SNAP), Bicycle and Pedestrian Plan, etc.
  
- **Community Involvement (35 points)**
  - The project involves and fosters collaboration between neighbors and other neighborhood groups, community organizations and government agencies.
  - The project demonstrates broad neighborhood support through implementing as many of the following:
    - Write an article about the project for your neighborhood association newsletter, website or for distribution on a listserv.
    - Discuss your project at a neighborhood association meeting and other community forums.
    - For site specific projects, circulate a petition that includes adjacent residents (renters, owners and businesses) and/or post a notice of the proposal onsite with information on how to provide feedback and get involved.
    - Obtain letters of support from neighborhood and/or community organizations.
  - The project contributes to the goal of more evenly distributing grant awards throughout the community.
  
- **Project Readiness (15 points)**
  - The application is complete and consistent with grant guidelines.
  - The project is clearly defined and feasible.
  - For physical improvements, including landscaping, ongoing maintenance is adequately addressed.
  - The project budget is based on documented and verifiable costs and specifications.
  - The project will be managed by capable operational and fiscal managers.
  - The proposed project is compatible with plans, policies and practices of local jurisdictions.
  - For projects not confined to City property, permission has been secured for use of the site from the property owner(s).
  
- **Neighborhood Match (10 points with up to 9 additional bonus points)**
  - The matching portion of the grant, including the availability of volunteers and donated materials, is well documented and credible. (10 points)
  - The project exceeds the 50% match requirement. (1 bonus point will be awarded for each 5% additional match raised by the applicant)

Members of a citizen committee rate how well each project meets the listed criteria. The committee serves in an advisory capacity and makes a recommendation to City Council as to which projects should be funded.

Scores are averaged across the committee with projects selected primarily in rank order. However, the committee is not required to allocate any or all of the grant money for a cycle if it determines that some or all of the proposals require further consideration and refinement. The committee may set a threshold under which projects will not be funded and has the right to fund all or a portion of a grant.

### **What are the match requirements?**

Requested grant funds must be matched by at least the same amount of cash donations, donated materials and supplies, professional services or volunteer labor. Documentation of the match is one way of indicating broad support for the project.

The following are match requirements:

- The total match must be 50% of the estimated overall project cost.
- No more than half of the match may come from contributions outside the immediate neighborhood or other government agencies.
- The match may not include resources from other City departments.
- Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match.
- All volunteer labor is valued at \$18 per hour based on the average 2007 hourly wage for all non-management, non-agriculture workers by the Oregon Bureau of Labor Statistics.
- Donated materials or supplies are valued at their retail price. Loaned equipment may also be included as part of the match and valued at the standard rental fee.
- Cash donations may be secured with a written pledge signed by the donor, rather than collecting up front. If you have money in the bank to be used for the project, include a bank statement or a letter from the fiscal sponsor to document the funds.
- Professional services are valued at the reasonable and customary retail value of the product or service provided.
- A Match Pledge Form provided with the application must be used to document volunteer labor and donated cash, materials, supplies or services. The form must be completely filled out, including donor signatures.
- The donors of professional services must also document the value of their contributions on official letterhead.
- Undocumented portions of the match will not be included in the total project match.

## What is Pre-Review?

All applications are required to go through a “pre-review” prior to submitting a final application. **Pre-review deadline is November 1, 2009.** Applicants that fail to meet the pre-review deadline will not have their projects considered for funding. Feedback will be provided by mid-December on your project’s consistency with existing policies, plans, standards and work practices. Staff comments must be included in your final application as an attachment. Applicants must address deficiencies identified by staff in their final applications. Inability to adequately address staff concerns may result in a project not being recommended for funding.

It is strongly recommended that applicants discuss their projects with appropriate City staff before submitting for pre-review to gain an understanding of staff expectations and Division requirements. Please contact the following staff with questions:

- **Traffic Calming:** Chris Henry 541-682-8472 or [chris.c.henry@ci.eugene.or.us](mailto:chris.c.henry@ci.eugene.or.us)
- **Projects in the Public Right-of-Way:** Donna Stark, 541-682-5226 or [donna.l.stark@ci.eugene.or.us](mailto:donna.l.stark@ci.eugene.or.us)
- **Projects involving streets and intersections:** Tom Larsen, 541-682-4959 or [tom.c.larsen@ci.eugene.or.us](mailto:tom.c.larsen@ci.eugene.or.us)
- **Parks:** Jackie Hallett, 541-682-4844 or [jackie.c.hallett@ci.eugene.or.us](mailto:jackie.c.hallett@ci.eugene.or.us)

If you are unsure of whom to contact, call Neighborhood Services: 541-682-5272.

## Key steps in developing a successful project.

**Develop a competitive project concept:** Focus on an idea that builds community and is consistent with the grant criteria. Model projects bring neighbors together, require collaboration and address a clear need. Review the grant guidelines to see if your project is a good fit. Go to the Neighborhood Matching Grant Program website (<http://www.eugene-or.gov/matchinggrants>) for project ideas.

**Discuss your project concept early with appropriate City staff:** You must discuss your project with the manager of the Neighborhood Matching Grant Program prior to applying for funds. Contact Cindy Clarke at 682-5272.

It is also prudent to contact the appropriate City Department that will be involved in the review and/or permitting of your project prior to submitting any materials. See City contacts in Pre-Review section on this page

**Coordinate with your neighborhood association:** A neighborhood association endorsement for your project is required. Some associations meet infrequently and it may take some time to arrange to present your proposal. Applicants are strongly encouraged to initiate contact early in the application process. Contact Cindy Clarke at 682-5272 if you are unsure of whom to contact.

**Obtain additional neighborhood support:** It is expected that applicants pursue a variety of means to educate residents about their project. Your application must show you have a broad base of support for the project(see Community Involvement in “How are Projects Selected?” on page 3)

### Get approval for the site:

If your project involves property that your organization or applicant group does not own you will need to get written approval from the owner. For private property, the owner of the parcel must approve the

project. For projects on school grounds documentation is required from the District and school principal.

- 4J School District contacts:
  - Kerry Delf, Communications and Intergovernmental Relations, at 687-3245 (delf\_k@4j.lane.edu) or
  - Doug Lemley, Facilities Management, 334-4816 (lemley@4j.lane.edu).
- Bethel School District contacts:
  - Pat McGillivray, Community Relations, 689-3280 (pmcgillivray@bethel.k12.or.us)
  - Patrick Bradshaw, Maintenance, 689-7693 (pbradsha@bethel.k12.or.us)

**Determine resource needs:** What will it cost to complete your project? Be thorough and make sure to include typical costs, such as equipment and supplies, services, volunteers, etc. as well as applicable permit fees and insurance costs. Will you handle project accounting or do you need to identify a fiscal agent? (see *Fiscal Agents*, pg. 7)

**Research permit requirements:** Applicants are responsible for investigating permit requirements and associated fees. Related costs and timeframes should be reflected in the project budget and schedule. Contact the Permit and Information Center (PIC), 682-5086, to clarify the permit needs of your project. The PIC is open 9:00 am to 5:00 pm, Monday – Friday and located at 99 West 10<sup>th</sup> Avenue.

**Insurance:** Depending on the nature of the project, you may be required to have liability insurance to limit the liability of your organization and the City. If your project will involve the use of a contractor, the City of Eugene will require proof of liability insurance from the contractor. Contact Cathy Joseph, Risk Services, 682-5669, to determine the insurance needs of your project. The cost of insurance must be reflected in your project budget.

**Develop a budget and project schedule:** Project budgets should be as comprehensive and accurate as possible.

- Get cost estimates for budget items from more than one reliable source. Purchases over \$5,000 require three documented quotations (see *Purchasing Requirements*, pg. 7).
- Construction projects must include a 15% cash contingency fund.
- Documentation of professional qualifications must be provided to justify professional rates.
- Projects involving City parks may be required to include a maintenance endowment in their budgets.
- Include permit and insurance costs, if applicable.
- Applicants are required to use the budget form provided in the application.

Projects schedules should be realistic, reflect the schedule constraints of potential service providers or contractors and designed to be completed by May 1<sup>st</sup>, 2011.

Determine and document the match.

Identify all possible match resources (cash, donated resources, professional services or volunteer time) and make sure to follow the match requirements.

**Call with questions or guidance:** Cindy Clarke, Neighborhood Services Coordinator is available to answer questions and offer assistance with the process. Cindy may be reached at 541-682-5272 or [cindy.j.clarke@ci.eugene.or.us](mailto:cindy.j.clarke@ci.eugene.or.us).

## What happens if my project is selected?

**Grant Agreements:** Successful applicants will enter into an agreement with the Public Works Department that clarifies the terms and conditions of the grant. **Grant recipients will not be reimbursed for expenses incurred before an agreement is in place.** Typically, funding is provided in installments either on a reimbursement basis to you or directly to a vendor upon presentation of an invoice. It is expected that projects be completed within one year of the award date (no later than April 2011).

**Fiscal Agents:** You will need someone to handle and account for money raised as well as the funds the City allocates or reimburses to your project. We call the person or organization who handles the financial side of the project a “fiscal agent”.

For small projects, someone in your group may act as the fiscal agent. For larger projects, you may want to arrange for a nonprofit organization or business to act as the fiscal agent. Your fiscal agent may either charge the project for the service or donate time as an in-kind match. Typically, fiscal agents charge a fee of 3-10 percent of the money they handle. The expenses can be included in your budget.

**Purchasing Requirements:** If you are awarded a grant, purchases associated with the project can be handled in two ways. The neighborhood group can make purchases directly and submit receipts for reimbursement or submit an invoice and have the City pay a vendor directly.

Individual purchases in excess of \$5,000 require a written request to a minimum of three vendors that includes specifications of the item or service to be purchased and date of request, and quotations from three vendors. This documentation must be included as an attachment in the final application.

Contact Jackie Hallett, Volunteer Program Supervisor, at 682-4844 if you have questions related to purchasing issues for your grant.

## How do I apply?

Application materials are available online (<http://www.eugene-or.gov/matchinggrants>) or at the following locations:

- Planning and Development Department, Permit and Information Center Reception or Neighborhood Services Office, 99 West 10<sup>th</sup> Avenue
- All public library locations
- Amazon, Hilyard, Sheldon and Peterson Barn Community Centers
- Campbell Senior Center and River Road Annex

Final applications are due by 5:00 pm, February 1, 2010. Grant awards will be announced in March 2010. Completed materials should be submitted to:

**Cindy Clarke, Neighborhood Services, 99 West 10<sup>th</sup> Avenue, Eugene, Oregon, 97401.**