



Neighborhood Matching Grant Program: 2017 Application for the grant cycle opening September 12, 2016

Deadlines:

Pre-review deadline- all applications: Monday, October 31, 2016 no later than 5:00pm

Final Application deadline: Tuesday, January 17, 2017 no later than 5:00 pm

Deadlines are firm and late applications will not be accepted.

Instructions:

1. Before filling out a project application:
 - Read and follow the **Neighborhood Matching Grant Program Guidelines**.
 - You must discuss your project idea with the Cindy Koehler, manager of the Neighborhood Matching Grant Program before submitting an application for pre-review. Call 541-682-5272 or email cindy.j.clarke@ci.eugene.or.us.
2. The application provided must be used. Incomplete applications will not be considered for funding. Application components include:
 - Project Identification Information Page
 - Project Narrative
 - Attachments:
 - Project Schedule
 - Project Budget
 - Match Pledge Form
 - Neighborhood Petition Form (if applicable)
 - Additional 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
3. Staple the application materials together, in order. Do not bind or enclose in any folder. Attachments must be 8.5 x 11. Double-sided copies are preferred. Do not include loose photos, flyers or oversize documents.
4. **Pre-review** application– submit one (1) copy no later than 5:00 pm, Monday, October 31, 2016. See page 5 in the *Grant Guidelines* for an explanation of the Pre-review process and requirements.
5. **Final applications** – submit one (1) original and seven (7) copies no later than 5:00 pm, Tuesday, January 17, 2017. Submit to:

Cindy Koehler
Human Rights & Neighborhood Involvement
99 West 10th Ave, Ste 116
Eugene, OR 97401

Project Identification Information

Project Name:

Project Address or Location:

Briefly describe the project in 50 words or fewer:

Applicant Information

Applicant Organization (if ad hoc group include membership roster with contact info as attachment)	
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Project Primary Contact:	
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Mailing Address:	
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Day Phone:		Email:	
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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.

Name:	Signature:
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Address:	Phone:
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Project Funding Request

Grant funds requested:	\$
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Value of neighborhood match (must be equivalent to request, at minimum):	\$
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Total project value:	\$
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Neighborhood Association Endorsement

The project is located within the following City recognized Neighborhood Association boundary: (indicate if association is currently dormant)	
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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).

Name:	Signature:
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Supplemental Information

Does your group have a current Neighborhood Matching Grant? (If yes, what is the project and anticipated completion date?)	
Was there additional information required from the Pre-Review? Please list:	

Project Narrative

In no more than 4 pages, using no smaller than 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, foster a sense of community and strengthen relationships?
- What is the lasting impact of your project on the neighborhood?

Neighborhood and Community Involvement

- Demonstrate broad participation and support of neighborhood residents with your project.
- 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 Pre-review comments were provided, clarify how you have addressed issues or concerns raised by staff.
- For physical improvements, how will long-term maintenance costs be addressed?
- 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).

Sustainability Values

- Describe who will benefit from the project. How does this project contribute to building community relationships, social equity, cultural awareness and/or community safety??
- Discuss how the project contributes to community goals of environmental health and sustainability.
- How will this project affect the local economy and/or minimize cost to the community now and long-term?
- How might this project promote community relationships, effective government, social justice and overall livability?

Neighborhood Match

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

Project Budget						
A	B	C - Neighborhood Match			D	E
Item Description	Grant Request Amount	Volunteer Time (\$23.56/hr)	In-Kind Contributions (supplies, materials or services)	Cash Donations	Other Sources (Not included with match)	Total Project (B+C+D=E)
Supplies & Materials						
Subtotal						
Services						
Subtotal						
Other Items:						
Insurance						
Permits						
Other						
Contingency for all construction projects- 15%						
Subtotal						
GRAND TOTAL						

Match Pledge Form

This form must be used to document all volunteer labor and donated cash, materials and 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.

The project budget must include an amount of cash, in-kind donations, or volunteer time equal to or greater than the grant request. No more than half of the match may come from contributions outside the neighborhood or other government agencies. The match may not include resources or funding from other City departments.

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.

Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match. All volunteer labor is valued at \$23.56 per hour. A project coordinator or other method of engaging volunteers may be desirable depending on the project. 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.

Name of Project:

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 (include # hrs. pledged)	Value of Item or Hours	Value Received or Hrs. Worked	Date & Initials

Attachments