



## Community & Neighborhood Matching Grant Program: Small Project Application

### **Instructions:**

1. Before filling out a project application:
  - Read and follow the **Community & 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. Call 541-682-5272 or email [cindy.j.koehler@ci.eugene.or.us](mailto:cindy.j.koehler@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
  - Brief Project Narrative
  - Attachments:
    - 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
      - 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 (if applicable)
      - membership roster for ad hoc applicant groups
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. **Submit application** to:
  - Cindy Koehler
  - Human Rights & Neighborhood Involvement
  - 99 West 10<sup>th</sup> Ave, Ste 116
  - Eugene, OR 97401

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

<b>Applicant Information</b>			
<b>Applicant Organization/Group</b> (if ad hoc group include membership roster with contact info as attachment)			
<b>Project Primary 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>	

<b>Project Funding Request</b>	
<b>Grant funds requested:</b>	\$
<b>Value of neighborhood match</b> (must be equivalent to request, at minimum):	\$
<b>Total project value:</b>	\$

<b>Neighborhood Association Endorsement</b>	
<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?)	
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**Project Contact**

Who will handle the project accounting including tracking of invoices, payments and elements of the match? (Name, email and phone number)	
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**Project Details and Narrative**

**Project Details:**

- Does the project meet a need unique to your neighborhood? Y/N
- Can you demonstrate broad participation and support of neighborhood residents with your project? Y/N
- Did your outreach include under-represented or marginalized communities? Y/N
- Will this project be somewhere other than on City property? Y/N
  - If yes, provide documentation of permission in your application for use of the site from the property owner. This also applies to school-based sites.

**Please provide a brief overview of the project addressing the following questions where applicable (limit your response to 1 page):**

**Project Description and Neighborhood Benefit**

- What do you want to do and why do you want to do it?
- If submitting a neighborhood planning or design project, how will your neighborhood implement the plan or address your findings?
- How will it contribute to neighborhood identity, foster a sense of inclusivity in our community and strengthen relationships?
- What is the intended lasting impact of your project on the neighborhood?

**Neighborhood and Community Involvement**

- How have community members participated in the development and planning for this project?
- Are you working with other public, private or non-profit organizations on this project? If so, describe who and how.

**Project Readiness**

- Briefly provide a project schedule with estimated timelines for the project and completion.
- 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.

**Sustainability Values**

- Describe who will benefit from the project. How does this project contribute to building community relationships, social equity, cultural awareness, livability 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?



## Project Budget

When creating your project budget, get estimates from more than one reliable source if possible. Projects involving public right-of-way or in City parks may be required to include a maintenance endowment and **are** required to be approved by the appropriate department. Items considered for the match (section C) must be documented. All proposed purchases and donations must be documented on the budget.

\*\*Documentation of professional qualifications must be provided to justify professional rates related to this budget.

Project Budget						
A	B	C – Describe Match Items			D	E
Item Description	Grant Funds Requested	Volunteer Time (\$24.14 /hr)	In-Kind Contributions (supplies, materials or services)	Cash Donations	Other Sources (Not included with match)	Total Project (B+C+D=E)
<b>Supplies &amp; Materials</b>						
<b>Subtotal</b>						
<b>Services **</b>						
<b>Subtotal</b>						
<b>Other Items:</b>						
Insurance						
Permits						
Other						
<b>Subtotal</b>						
<b>GRAND TOTAL</b>						

### 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 \$24.14 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

## Neighborhood Petition Form

Petitions are most effective for gauging support of those residents adjacent to or in the vicinity of a project site or those most likely to use the site. Petition signatures do not necessarily gauge the level of support of the entire neighborhood and should be used in conjunction with other methods to reflect a broad base of support for the project. Make sure that those signing clearly understand the details of your project. Include owners, renters and businesses. Focus on neighbors adjacent to or in the general vicinity of the site. Include others as time allows.

<b>Project Name &amp; Description:</b>		
The following residents of the _____ Neighborhood fully understand the aforementioned project and support the pursuit of a Neighborhood Matching Grant to implement it.		
Name	Address	Signature