



Neighborhood Program

2017 NEIGHBORHOOD PROJECT GRANT APPLICATION **PROJECTS OVER \$1,000** **Due Friday, March 24th, 2017**

Overview

The Neighborhood Project Matching Grant is designed to promote networking between residents in order to bring neighbors together, promote positive communication between residents and City government, build the organizational capacity of recognized neighborhoods, and, encourage a physical improvement that encompasses and benefits a larger area of a neighborhood. Physical projects build or enhance a feature of the neighborhood, benefit the general public and are within the City's legal authority to approve.

Renton neighborhoods who are a part of the City of Renton Neighborhood Program are eligible to receive funding from the City of Renton Neighborhood Programs division for large neighborhood projects. In order to receive funding, neighborhood organizations need to complete and submit an application that demonstrate their ability to organize and manage a large neighborhood project. Projects suitable for this grant are those requesting funds over \$1,000. Should your project be under this amount, you may want to consider applying for the Neighborhood Mini-Grant.

Eligible Projects and Activities

Community Enhancement: Projects or activities that build or enhance a feature of the neighborhood, benefit the City of Renton, and are within the City's legal authority to approve. Does NOT include projects that would be funded by homeowner association dues or projects that can be undertaken and completed in a short period of time.

Examples include:

Landscaping traffic islands or portions of right-of-ways; public amenity (benches and public art); community gardens; identity signage; entrance or gateway landscaping; playground equipment, neighborhood library boxes, and livability improvements

Neighborhood Leadership and Community Building: Projects/activities that build organizational capacity in neighborhood associations, create opportunities for networking, and improve and enhance the quality of life within the neighborhood. Projects that provide volunteer opportunities and encourage "neighbor helping neighbor" outcomes are desirable.

Examples include: Sponsoring trainings such as, Community Emergency Response Team (CERT), "Map Your Neighborhood," First Aid or CPR classes, neighborhood participation in IKEA Renton River Days Parade (i.e. supplies for a float, costumes), holiday events, outdoor health and recreation activities (walking, biking, running), emergency preparedness fairs, meeting space and permits for activities or workshops (when applicable).

Eligible Applicants

The Neighborhood Grant Program provides matching funds to:

- Organized neighborhood associations and Community Areas¹ (CA) that draw membership from a commonly recognized geographic neighborhood in the City of Renton and have been officially recognized as such by the City.
- Neighbors, civic groups, who have organized to provide a benefit to a neighborhood community and have been sponsored by an organized neighborhood community association to do so.

How to Register as an ‘Officially Recognized’ Neighborhood

To be recognized as an ‘official neighborhood’ with the City of Renton, the following documentation must be completed and submitted to the Neighborhood Programs Division:

1. Recognized Neighborhood Application
2. City of Renton Vendor Application Form
3. Letter of Support from Neighborhood Board of Directors
4. Neighborhood Bylaws

The following documentation is located at: <http://rentonwa.gov/living/default.aspx?id=2234>

How to Apply?

The 2017 Project Grant application will be available in January of 2017. Completed applications must be submitted by March 24, 2017 at 5:00 p.m. Late applications will not be considered for funding.

The digital application, and all other attachments, can be found at:

<http://rentonwa.gov/living/default.aspx?id=2234>

Grant Application Requirements

- Applications must be typed; hand-written applications will not be accepted.
- Grants can only be made for public purposes and cannot result in any benefit to individual citizens, or prevent attendees from participation in the event.
- If the project requires city permit approval, or City Department approval, contact should be made with the appropriate Department prior to submission. Please provide the Department contact in the application narrative so follow up questions may be addressed if necessary.
- Must have letter of approval from Neighborhood organization Board of Directors.
- All grant funds must be expended by the project completion date
- A dollar for dollar match is required. The match can be in the form of volunteer labor, in-kind contributions, or cash and does not need to be equivalent to the grant amount requested. The required Neighborhood match should demonstrate project buy-in and commitment from the community.
- Submit a detailed map and drawing of the project along with the application
- Must be willing to present a grant overview oral presentation in front of the Neighborhood Grants Committee
- A final program report must be submitted. Failure to submit your organization’s final report will impact future grant eligibility.

The following documentation is located at: <http://rentonwa.gov/living/default.aspx?id=2234>

¹ Community Areas (CA) are groups of individual recognized neighborhoods that are within a geographic area. To determine which Community Area you may be in, please contact staff.

Neighborhood Group Responsibilities

Your neighborhood will be responsible for:

- Submitting an application
- Presenting an overview of the Project Grant in front of the Neighborhood Grant Committee
- Providing matching contributions for funding (in-kind) or dollar for dollar match
- Planning, coordinating, staffing, and implementing the project with volunteers
- Renting/providing additional equipment (tables, chairs, barbecue, etc.)
- Design and distribute any necessary promotional material
- Possessing or purchasing liability insurance (can be purchased from the City for the event. This is discussed in further detail under budgets.)
- Removal of garbage and recycling upon completion of the project
- Completing the Final Report upon completion of the project

City's Contribution

Based on the Neighborhood Match, The City will contribute potential funding for:

- Rental equipment, professional labor, material/supplies, and any other necessary resources needed to properly carry out the project
- Funds for park, picnic shelter, street closure permits, and/or facility rental fees
- Assistance with purchasing liability insurance, if needed by neighborhood group
- Rental of City-owned Event and Screen on the Green Movie Equipment
- Promotional material needed to promote the project within the neighborhood

Liability Insurance

The City of Renton does not provide special event liability insurance for events that are non-city sponsored special events held on city property. **If you are planning on utilizing grant funds to host an event, or will be utilizing City of Renton owned property for an event, you may be required to purchase special event liability insurance.** Special event liability insurance with a minimum liability limits of one million dollars (\$1,000,000) per occurrence; two million dollars (\$2,000,000) aggregate, may be required for any special event held on city owned property. If required, in the certificate it shall name the City of Renton as a certificate holder and the city as additional insured on a primary and non-contributory basis.

If the event applicant or organizer is unable to obtain liability insurance coverage, they may be able to purchase a single event policy through the "TULIP Program" recommended by the City's insurance provider – Washington Cities Insurance Authority, <http://www.ebi-ins.com/tulip>. This is only one way to obtain special event insurance coverage. Special event coverage can also be obtained through the commercial insurance market. For more information please contact the Renton Human Resources and Risk Management Department at 425-430-7650.

Special event liability insurance does not cover damage to a city facility. Depending on the type of special event, property coverage may be required if it is believed to be an enhanced risk to the city owned facility.

To find out if you are required to carry liability insurance please contact the Renton Human Resources and Risk Management Department at 425-430-7650.

Unallowable Costs

Unallowable costs include but are not limited to:

- Alcohol purchases
- Food or beverage
- Political campaigning
- Homeowner Association business expenses
- Age restrictive events
- Already completed events
- Tool/construction equipment purchases (Rental is permitted)
- fuel

Event Locations

Neighborhood events can be held almost anywhere a neighborhood chooses, but it is the responsibility of the organizers to secure an appropriate site.

City Park Shelter Rentals:

If using a City Park picnic shelter, reservations are required. Reservations can be made starting in January. Picnic shelters are available for use May 1st through mid-September. The use of the following parks will require submittal of a shelter reservation form that can be obtained from neighborhood liaisons: City park shelter rental information can be found at:

<http://www.rentonwa.gov/living/default.aspx?id=520>

City Facility Rentals:

If using a Neighborhood Center for event space, reservations are required. Reservations can be made starting one year out to the date of the reservation. City rental information can be found at:

<http://www.rentonwa.gov/rentals/>

City Street Closures:

If a street needs to be closed, a Special Event Permit will be required. The permit must be completed 90 days prior to the event, to ensure adequate time is available for the City's Special Event committee to review. You may be asked to meet with the Committee in order to address or correct any issues that may be needed.

The Special Event Permit will require a \$50.00 application fee, and cost incurred by the City of Renton in provide services to support the event. Project grant funding can be used to reimburse for the fee.

For more permit information, please review the Special Event permit application. Special Event Permit information can be found at: <http://www.rentonwa.gov/living/default.aspx?id=27413>

Award Amount

Applications should carefully consider the resources needed so successfully implement the proposed project and present a realistic budget that accurately reflects the project costs. The award amount will be based on the overall financial need of the project. Full project funding is not guaranteed, and the amount decided will be based on the merit of the application and the remaining available Neighborhood Programs grant funding at the time of the application submission.

Neighborhood Match

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. If an additional match is submitted, it will not be worth more points in the evaluation process. The “match” may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges; volunteer labor; or in-kind donations in the form of materials and/or services. The best way to consider ideas for the match is to generate a list of all resources needed to complete the project and to identify those items that can be found in the neighborhood. Keep in mind that human resource expertise may be needed to develop a design or supervise construction.

Up to \$200.00 of volunteer labor match hours may be expended on preparation of application. This includes all resident meetings, workshops, and meetings with City staff. The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the grant project itself. The neighborhood group on the application (not the Project Coordinator) will be responsible for providing the neighborhood’s match used to justify the cost portion of the project.

Documentation of the commitments/pledges for the match is mandatory prior to start of the project. Receipts and volunteer hour documentation will be required before final funds will be released. Assistance from City staff or funds from elsewhere in City government cannot be counted as a match. Professional services must be either entirely donated or entirely paid for with grant funds. “Partial donations” (i.e. professional services delivered for a discount) or other arrangements are not acceptable. This is intended to ensure that persons hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, not on their willingness to donate services.

Use the following criteria when figuring the match:

1. Volunteer Labor – equates to \$28.99 per hour (list volunteer names and hours).
2. Donated professional services or skilled labor is valued at the “reasonable and customary rate.”
3. Donated material or supplies is valued at market cost.
4. Cash amount from neighborhood fundraising and pledges may count towards the match.
5. Monies paid out for hand tools, power tools, and food items are NOT eligible for grant funds and cannot be counted towards a match.

Project Evaluation

All projects must be within the City limits and benefit the City of Renton. Projects that require ongoing funding or staffing by the City will not be considered for funding. Projects must be compatible with adopted City plans/policies and completed within six months of approval (unless otherwise arranged) and include a plan which outlines the steps and a timeline, with month and year, to complete the project. Activities should be free and open to the public; meetings are to be open to all residents/businesses residing within the neighborhood.

A team of City staff will review applications and make recommendations for approval. ***Each Volunteer Neighborhood Project Coordinator will be scheduled to give an oral presentation outlining the project plans to this Review Team.*** This team will be looking for the following in proposed projects/activities:

Scope – Quality – Creativity – Community Benefit – Readiness – Neighborhood Participation

- Well-defined scope, goals, and detailed steps (e.g. what is being done and by whom?).
- A set timeline (to be completed within the current calendar year or agreed upon timeframe).
- Identified leaders that have made a commitment
- Visibility and public benefit to the neighborhood
- A show of need and support for the project
- The ability to fulfill Matching Grant contribution
- Direct involvement of neighborhood residents in all phases
- Physical improvements that benefit a larger area of a community
- Implementation process and consistency with City policies
- Volunteers including people of varying ages, ethnicity, races, incomes, or other demographic characteristics who make up the neighborhood
- Opportunities for residents to take on leadership roles, develop new skills, and cultivate new leaders.
- New partnerships with public/private entities or other neighborhood and community-based groups being strengthened or built.
- Low maintenance project and a realistic plan for maintaining it.

Bonus points may be given for:

- Projects that include volunteer labor from the neighborhood and will engage the neighborhood throughout the process;
- Projects that will benefit a large number of people will have higher priority than those affecting a smaller number. Community area projects are desirable;
- Grants that were not awarded to a neighborhood during the previous year;
- Attendance at a 2015-2016 Neighborhood Program sponsored workshop/event.

The grant review team will make recommendations to the City Council's Community Services Committee prior to being submitted for final approval by City Council. This process takes approximately 45 days from the application deadline. Estimated final grant awards to be named in early May 2017.

Developing a Budget

Applicants need to attach a project budget in their application including all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

1. Compile a list of all materials and services needed to accomplish the project
2. Obtain cost estimates for each item from more than one reliable source to ensure cost estimates are accurate and realistic
3. Include multiple people in the budget development process to better identify project needs

Reimbursement Process

Grant funds are public dollars and audit requirements must be met for all funds spent. The city of Renton Finance Department processes all grant account. All receipts must accompany your final report before reimbursement can be made. Once the City of Renton Finance Department has reconciled all receipts, reimbursement will be made to the neighborhood association. Reimbursement checks will not be made out to individuals, but only to the officially recognized neighborhood group. It will be your responsibility to seek reimbursement from the neighborhood group.

All financial reporting material must be turned in to the City of Renton Finance Department no later than two (2) weeks after the project completion date. If the material is not turned in on a timely manner, event reimbursement could potentially not be granted, and future grant applications could be subject to disqualification.

To ensure proper reimbursement, please make sure to have completed the City of Renton Vendor Application form. You are required to complete a vendor form if you have not received reimbursement from the city within the last year.

The form is located at: <https://rentonwa.gov/uploadedFiles/Government/FIS/vendorsetup.pdf>

Final Project Report

Upon the completion of the project, neighborhood groups will be required to provide a Final Report to the City along with photographs and documents that were created and printed with the use of grant money.

The Final Report has two purposes:

1. The Final Report should document that all elements of the contract between the City and grant recipient have been fulfilled. The documentation should include proof that City funds were used responsibly and as intended. It should also include photographs taken before and after the project was completed.
2. The City will use the information included in the Final Report as a means to inform the City Council, the media, and interested citizens about the Grant Program. The Final Report should highlight the achievements made through the grant.

One copy of the Final Report shall be submitted to the City no later than thirty (30) days after completion of the project. Organizations that fail to submit a Final Report will be ineligible for future project grants.

Contact Information

if you have any further questions, please contact the Neighborhood Programs coordinator at: (425) 430-6595, or by email at: dhicks@rentonwa.gov

Neighborhood Programs Project Grant Application Timeline	
Eligibility Requirements	<ul style="list-style-type: none">▪ Recognized as an official Neighborhood Group within Renton city limits (Application included. If already recognized please disregard)▪ Participating in the City's Neighborhood Program and working with a liaison
Due no later than March 24, 2017 by 5:00 p.m.	<ul style="list-style-type: none">▪ Completed Grant Application and Budget▪ Neighborhood Group Letter of Event Approval▪ Attached: Detailed project map and drawing of the project All necessary reservations, permits, and insurance submitted to appropriate department and/or entity.
Due no later than 30 days after the project is completed	<ul style="list-style-type: none">▪ Completed final program report (Report template included)▪ Completed volunteer attendance signature information sheet (template included)▪ All financial reporting (receipts, quotes, etc.)

Eligible Grant Ideas

Here are some potential eligible grant ideas that are permitted under the block party grant guidelines. Although these are permitted project ideas, it is not guaranteed your project will be granted funding.

- Neighborhood kiosk
- Neighborhood school bus shelter
- Outdoor "little free" neighborhood library
- Dog waste canister installations
- Playground equipment installation/renovation
- Outdoor gym/workout equipment installation/renovation
- Neighborhood beautification project
- Neighborhood/community garden project
- Community/BBQ area project
- Renton River Days float project
- Community Emergency Response Training
- Emergency/Survival kits for neighborhood
- Neighborhood public art
- Neighborhood security contract
- Public safety improvements
- Neighborhood website design



Neighborhood Program

2017 NEIGHBORHOOD PROJECT GRANT APPLICATION

Please submit one (1) application no later than Friday, March 10, 2017 by 5:00 p.m. All components of the application must be completed. **Hand written applications will not be accepted.**

To complete the application:

- Download the latest version of Adobe Reader (www.get.adobe.com/reader), and
- Save the document to your computer before entering any information.

Applications can be submitted:

- Electronically to neighborhoodprogram@rentonwa.gov; or
- Mailed to City of Renton Neighborhood Programs, 1055 South Grady Way, 6th Floor, 98057

If you have any questions or need assistance submitting an application, please contact the Neighborhood Program Coordinator at (425) 430-6595, or by email at dhicks@rentonwa.gov

Organization Overview

Today's Date

Neighborhood Organization

Project Coordinator's Name

Leadership Role

Mailing Address

Zip

Phone Number

Email Address

Presidents Name

Mailing Address

Zip

Phone Number

Email Address

Do you have an HOA Management Firm?

If yes, name of Management Firm

Phone Number

Email Address

Name of Project

Date of Project Start

Date of Project Completion

Location of event (where it will physically take place):

Detailed description of the project. Description should answer the following:

- The project incorporates a number of neighborhood volunteers to implement the project.
- The project increases the livability of the overall neighborhood.
- The project has a sustained positive impact for both the neighborhood and surrounding community.

How will the project benefit your neighborhood and the public at large?

What efforts will be made to gather new neighborhoods volunteers to assist with the implementation of the project?

If you were to only receive partial funding, what changes would you make to decrease your project costs? If no budget changes can be made, please explain why?

Are you planning on organizing a neighborhood event using project grant funds?

If yes please answer the following questions.

Would you like to schedule a Screen on the Green (Movie Night)? *Please refer to the Screen on the Green Neighborhood Association Fact Sheet for details on a booking date and movie.*

Will you be requesting a street closure? *Please include a copy of the completed Special Event Permit Application, as well as the permit cost within your budget.*

Street and cross street

Time frame

***Note:** If you are requesting a street closure, you will need to apply for a Special Event Permit through the City of Renton Community Services Division. Please call 425-430-6600 for more information.*

Does your association or group have liability insurance for the event? *If yes, Please include a copy of Liability Insurance information.*

Would you like assistance to purchase liability insurance? *Please refer to the Special Event Liability Insurance Information sheet for more information.*

Will you be needing to rent any equipment from the Neighborhood Programs or Volunteer Trailer? *Please fill out the Rental Application to reserve equipment for your project idea. Depending on the date of the event, not all equipment may be readily available.*

Guidelines

- *Grant funds are public dollars and audit requirements must be met for all funds spent. The City of Renton Finance Department processes all grant accounts.*
 - *Checks will not be made out to individuals, but only to the neighborhood association. It will be your responsibility to seek reimbursement from the neighborhood association.*
 - *Liability insurance is the responsibility of the neighborhood group for non-city sponsored events.*
 - *All receipts must accompany your final report before reimbursement can be made. Once the City of Renton Finance Department has reconciled all receipts, reimbursement will be made to the neighborhood association.*
 - *A letter reflecting the Neighborhood Association Board's decision for approval must accompany the application, including name and position of the Board Member.*
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The signatory below declares that she/he is the elected chair or president of the application group or agrees to lead the group to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein:

Project Coordinator Name

Project Coordinator Signature

Date

President Name

President Signature

Date

I learned about the Project Grant Application from