



Leave this section blank. To be completed by Office of Neighborhood Services.

Grant ID # - _____
Date Submitted ____/____/____
Date Reviewed ____/____/____

Neighborhood Matching Grant Program APPLICATION

Project Name: _____

Location of Project: _____

Sponsoring Neighborhood Association: _____

Project Contact Person: _____ Phone: _____

Mailing Address (street): _____

City/State: _____ Zip: _____

Chairperson: _____ Phone: _____

Amount Being Requested: _____

Partnering Organizations (if any): _____

If this project is approved, the City will enter into an agreement with the Neighborhood Association to ensure completion of the project as described in this application. The agreement will require that the Neighborhood Association hold the City harmless from any claims growing out of the project and related activities. This project has been discussed at a public meeting of the NDA. The undersigned certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Milwaukie for the project described.

Neighborhood Officer Signature: _____ Date: _____

Print Name: _____ Title: _____

Step #1 - Please describe the goal and the need for the proposed project/program.

Step #2 - Who will be involved in the project/program and how has support evolved in the neighborhood?

Step #3 – Estimate Project Revenues

Note: Match of equal or greater value must be met in the form of: cash, value of donated/in-kind resources or volunteer labor (at least 25% of the match must be volunteer labor, which is valued at \$15 per hour). Please refer to the suggestions on how to match the grant contained after the expense section of this application.

City Grant Request	
Total Cash from the City of Milwaukie	a) \$ <input style="width: 150px;" type="text"/>

Cash Donations from Partners

Person/Organization Name	\$ Amount	
	\$	
ORS	\$	
	\$	
	\$	
	\$	
	\$	
Total Cash From Partners		b) \$ <input style="width: 150px;" type="text"/>

In-Kind Donations from Partners

Person/Group & Activity Performed	\$ Amount	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total In-Kind From Partners		c) \$ <input style="width: 150px;" type="text"/>

of Hours

X \$15 per
hour =

Volunteer Hours (Valued at \$15 per hour)

Person/Group & Activity Performed

John Truong volunteer hours	\$
PSAC volunteer hours	\$
	\$
	\$
	\$
	\$

Total Volunteer Labor d)

Grand Total of Revenues (a+b+c+d=e) e) \$

Step #4 – Estimate Project Expenses

Note: These are only common categories and may not be all inclusive of the expenses for your project or program. Please add to this list on this sheet or another sheet of paper if needed and leave sections blank that do not apply to your project or program.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to cleanup after an event, babysitters, etc.		\$
Contracted Services such as site planning, sidewalk installation, etc.		\$
Material/Supplies such as refreshments, safety equipment, etc.	Purchase of dog and outfitting car	\$
Communication such as long distance phone calls, internet usage, etc.		\$
Printing/Reproduction such as fliers, invitations, applications, etc.		\$
Rentals/Leases such as renting a PA System for an event		\$

Capital Purchases such as playground equipment, trees, etc.		\$
Other		\$

Grand Total of Expenses f) \$

Project Overage or Shortage (e-f=g) g) \$

Total Neighborhood Match (b+c+d=h) h) \$

Note: Total of h must meet or exceed the amount of City Grant requested.

How to

Match

Neighborhood

Grant

Funds?



Volunteer Labor (Valued at \$15 per hour) – Keep track of all the time you spend...

- ◆ travelling, including your time and expenses such as gas, bus fare, etc.
- ◆ filling out the application forms.
- ◆ making phone calls, emailing, faxing, and talking in person to those involved or interested in the project.
- ◆ fundraising.
- ◆ learning and/or researching the project at hand. For example, if you are interested in planting trees and spend time researching the proper trees to plant in a specific location then keep track of the time you spend doing so and the resources you used.
- ◆ presenting your ideas to the Neighborhood Association.
- ◆ If a grant is expected to increase involvement in your Neighborhood Association please include the expected hours of increased involvement as part of your match. Furthermore, include hours of increased involvement in other neighborhood entities such as Milwaukie Museum, Milwaukie Grange, etc.

Donations

- ◆ Could be cash, contracted services, materials, supplies, communication, printing and reproduction, rentals, leases, capital purchases, etc.
- ◆ Anything that is donated for the project that you otherwise would have had to buy should be included. For instance, if a volunteer brings a rake to a cleanup effort the value of the rake should be identified and included when matching the grant.

CITY OF MILWAUKIE

Neighborhood Grant Program

Self Rating – Checklist

The following form is used by the Office of Neighborhood Services to rate your Grant Proposal. Please use this form during and after the development of your proposal to discover if it meets the basic requirements of the Grant Program.

1. Basic Requirements:

- a. Project has been sponsored by an officially recognized Neighborhood District Association.

Yes No

- b. Funding contribution of equal or great value has been met in the form of: Volunteer Labor (at least 25%), Cash, or Cash Value of donated supplies, equipment or professional services.

Yes No

- c. Meets at least one of the following applicability criteria for value to the neighborhood. Check the appropriate box(s):

(1) Neighborhood Organizing/ Organization Development

activities, services and materials that generate new neighborhood membership, grow the organization or educate neighborhood leadership toward the organization's development and continued operation.

(2) Neighborhood Physical Improvements

materials and services to be used toward playgrounds, minor park improvements, community gardens or other facilities, neighborhood markers, identity signs, banners, trash cans, benches, etc.

(3) Neighborhood Preservation

materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood's aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.

(4) Neighborhood Cultural, Social or Recreational Initiatives

materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

- d. The project complies with all City, County and State Codes

Yes No

2. Project Description Rating:

- a. Detailed - ready to implement 25
- b. Plan outline - needs refinement 15
- c. Conceptual only 5

3. Neighborhood Public Participation Rating:

- a. Broad Neighborhood support is evident 25
- b. Support of Neighborhood Association members is evident 15
- c. Support of Neighborhood Association Officers is evident 5

4. Considering the availability of existing facilities, equipment, services or opportunities within the neighborhood, to what extent is the project warranted?

- a. High need 25
- b. Medium need 15
- c. Low need 5

5. To what extent does the project encourage collaboration within the neighborhood or with other organizations?

- a. High Collaboration 25
- b. Medium collaboration 15
- c. Low Collaboration 5

TOTAL POINTS
(100 points possible)

Comments: _____