

City of Shoreline Neighborhood Mini-Grant Information & Application Materials

This Information Packet will assist you with writing your Idea Letter and developing your Neighborhood Mini-Grant application. If you have questions after reading this material, please contact the Office of Neighborhoods at (206) 546-8564.

The Neighborhood Mini-Grant Program provides equal grants to each of the neighborhood associations formally recognized by the City Council in the City of Shoreline which properly applies for a Mini-Grant. The City recognizes neighborhood associations as formal groups of citizens who have organized themselves for the purpose of improving or developing services and amenities for their communities, and who are publicly incorporated or have established rules making their deliberations open and available to the community and general public.

Mini-Grant projects may include:

- Projects that create or enhance a tangible improvement in the neighborhood;
- Projects that disseminate information and increase awareness of the goals and mission of the neighborhood association to the neighborhood community;
- Projects that directly benefit a public agency or organization and its immediate neighborhood, and that require the active involvement of both the public agency and members of the neighborhood in planning and carrying out the program.

Mini-Grant applications are reviewed by the Office of Neighborhoods prior to being submitted for City Council approval. All projects must benefit the City of Shoreline. No project shall be for the benefit of any individual or private entity. Projects that require ongoing funding or staffing will not be considered for funding. Projects must result in a tangible benefit to the neighborhood within one year of approval.

Neighborhood associations are encouraged to involve other neighborhood or community groups in joint projects. These might include groups such as Scouts, PTA, businesses, service and civic organizations, youth service organizations, and others.

NEIGHBORHOOD PROJECT COORDINATOR

The Neighborhood Project Coordinator oversees the project on behalf of its neighborhood association. Typical roles of the Neighborhood Project Coordinator include: organizing project planning meetings and work parties; obtaining volunteer labor pledges; submitting invoices; and coordinating the project with the Office of Neighborhoods and appropriate government entities.

Limitations on Match

Assistance from City staff or funds from elsewhere in the City cannot be counted as match. Professional services must be either wholly donated or wholly 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.

PAYMENT OF PROVIDERS

Because Mini-Grant funds are public dollars, the City must meet certain audit requirements for funds it expends. All grant accounts are handled by the City Finance Department.

Generally, an invoice from the vendor and a Mini-Grant invoice, signed by the Neighborhood Project Coordinator, are required in order for the vendor to receive payment. Invoices should be addressed to the City of Shoreline, not the neighborhood association.

A City purchase order may also be used. Neighborhood Project Coordinators should work out the details of the purchase order with the provider before requesting the Purchase Order from the City. The City Finance Department needs a minimum of two weeks notice to process a purchase order request.

The City cannot pay in advance for goods and/or services and must follow the above procedures.

After approval of a Mini-Grant project by the City Council, the Office of Neighborhoods will provide the Neighborhood Project Coordinator more detailed information regarding the payment of providers and vendors. Please contact the Office of Neighborhoods if you have any questions.

MAINTENANCE OF PUBLIC FACILITIES

Whenever Mini-Grant funds are used towards the purchase or construction of neighborhood assets or facilities, the neighborhood will be required to plan for, and take responsibility for ongoing maintenance of the asset. In the event that the neighborhood is unable to continue maintenance the City will assume responsibility. Ultimate ownership and responsibility for City facilities, including Mini-Grant Projects, rests with the City. If the Mini-Grant project has been installed on private property, or on property owned with another public entity, such as the School District, King County, or Seattle City Light, the neighborhood will work with the property owner to develop a maintenance plan. (Projects on private property must result in a demonstrable, ongoing public benefit).

DEVELOPING A PROJECT BUDGET

Applicants need to include a project budget in their application which includes all costs for doing the project. Researching costs as the project takes shape is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project;
- Get cost estimates for each item from more than one reliable source;
- If you are proposing a physical improvement project, be certain that City staff has confirmed cost of permits, potential design review costs, installation costs and/or any required survey work.

Until a project receives City Council approval, the City is not responsible for nor will it pay for any expenses or costs incurred by the applicant organization for the project.

NEIGHBORHOOD MATCH

Mini-Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the Mini-Grant fund, one dollar of match must be provided by the applicant organization.

Match may be composed of many different things, including cash resources from the neighborhood association, volunteer labor, and donated materials or services. Match may be generated from co-sponsoring groups, businesses, organizations, schools, media, and in-kind donations. The best way to consider ideas for match is to look over a list of all resources needed to complete the project and to identify those items which can be found in the neighborhood. Don't forget human resources, such as expertise needed to develop a design, to supervise construction or to analyze data.

For purposes of match, an hour of labor is worth \$10.00. Professional services that are donated are valued at the "reasonable and customary rate" for that service.

Following are some guidelines to use when determining how to provide neighborhood match:

- To qualify as a volunteer labor match hour, volunteers should be working on the City Council approved Mini-Grant project, as described in the "Idea Letter" and Mini-Grant application.
- Up to 25% of volunteer labor match hours may be expended on application preparation.
- The intent of Mini-Grant projects is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the Mini-Grant project itself.
- The neighborhood association which pledged the match will be responsible for delivering the match in all cases - no matter who acts as Neighborhood Project Coordinator. All commitments for match must be in hand at the start of the project.

LIABILITY

Neighborhood associations proposing Mini-Grant projects that present risk to the neighborhood association and/or the City will be required to obtain liability insurance. The City Attorney will review Mini-Grant proposals to determine whether liability insurance will be required.

IDEA LETTER

Proposal for Mini-Grant Project

Please read the Neighborhood Mini-Grant application packet thoroughly before submitting your Idea Letter.

DATE: _____

TO: City of Shoreline
Neighborhoods Coordinator
17544 Midvale Avenue North
Shoreline, WA 98133

FROM: _____ **Neighborhood Association**
_____ **Neighborhood Project Coordinator**
_____ **Telephone**
_____ **Address**
_____ **Project Title**

1. Summary of Idea: *Describe the project your neighborhood association proposes to do.*

2. Timeline: *Approximately when do you plan on starting and completing this project?*

3. Budget: *How much do you anticipate this project costing? How much do you anticipate requesting in Mini-Grant funds? These figures can be very general - they are simply to assist City staff in knowing your Mini-Grant goals for the year.*

4. Proposed Ideas for match: *How will neighborhood volunteers be involved in the project?*

5. Maintenance: *Will the project require ongoing maintenance? How will it be accomplished?*

Date Submitted by Neighborhood Association: _____

For office use only Date Received by City: _____

NEIGHBORHOOD APPLICATION FOR MINI-GRANT

Action Steps

1. **Read the Neighborhood Mini-Grant Information Packet thoroughly.**
 2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood.
 3. Designate a Project Coordinator who will be the Office of Neighborhoods contact person.
 4. Submit an "Idea Letter" to the Office of Neighborhoods.
 5. Within two weeks of receipt of the "Idea Letter" by the City, you will be notified a) whether the project is feasible and b) information required to complete the Mini-Grant application.
 6. If your project is determined to be feasible begin tracking volunteer hours dedicated to preparing the application. Up to 25% of your volunteer match can be accrued during this phase of the project.
 7. **Complete *Mini-Grant Application* and turn it in to:
Office of Neighborhoods, City of Shoreline, 17544 Midvale Ave. N., Shoreline WA 98133.
Application must contain a complete explanation of the project including scope of work, timeline for completion, demonstration of neighborhood match, and all necessary permits or authorizations required to complete the project.**
 8. Once your project is approved by the City Council you will receive a supply of Mini-Grant Invoices to send in with requests for payment of expenses.
 9. Deadline for application is June 30, 1999. Applications received after this date will generally be considered for funding in the following year.
- IF YOU HAVE ANY QUESTIONS, CALL the Neighborhoods Coordinator, (206) 546-8564***

Please complete the following questions:

Name of Project: _____

Name of Neighborhood Association: _____

Neighborhood Project Coordinator's Name: _____

Project Coordinator's Address: _____

Project Coordinator's Telephone: Days _____ Evenings _____

Briefly Describe Your Project:

Total Dollar Request for Project \$ _____ Value of Neighborhood Match \$ _____

What will this project accomplish? How was the need for it identified? Who was involved?
(You may wish to include minutes of the meeting(s) at which this project was identified or describe the process for the group's decision to pursue this project.)

PROJECT WORK PLAN

Briefly describe each project activity and when it will occur

Activity	Projected Date of Completion
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What is your anticipated project completion date? _____

Are any permits or letters of permission required for this project? Please list and attach.

ANTICIPATED BUDGET ITEMS REQUIRED

If you have more than one project, list items and total cost for each project separately. Then total the costs for all the projects at end.

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST</u>
<i>Example:</i>		
<i>Mural Project</i>		
<i>10 Gallons latex paint</i>	<i>Home Depot</i>	<i>\$150 (\$15/gal)</i>
<i>Sign Project:</i>		
<i>8 - 24x26" signs</i>	<i>Fast Signs</i>	<i>\$720 (\$90/sign)</i>
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ESTIMATED TOTAL COST: _____ \$870

Please attach any requested quotes for items or services.

Indicate below how you will arrive at your neighborhood match for this project (what services, labor, materials, or money your neighborhood association will be contributing):

Match item	Estimated Value
<i>Example: Volunteer labor 60 hours x\$10/hr (see pledge forms. attached)</i>	<u>\$600</u>
_____	_____
_____	_____
_____	_____
_____	_____

Date Work Completed	Work Description	Hours	Value
<i>Example: June, 1999</i>	<i>Application Preparation</i>	<u>20</u>	<u>\$200</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ESTIMATED TOTAL VALUE OF MATCH: _____

If you will be using neighborhood volunteers, please describe how you will secure their participation in the Mini-Grant project:

Will your project require ongoing maintenance or repair? How will it be provided?

Submitted by: _____
Print Name
Signature of Applicant

For Office Use Only

Date Council Approved: _____ Amount Approved \$ _____

COMMENTS: _____

Billboard Policy

Alternatives to the current policy in the Final Draft Plan regarding billboards, CD 17 (page 239), which states: "Initiate removal of billboards using an amortization schedule".

1. Continue the current policy to limit the number of Billboards in the City of Shoreline to that number now lawfully established.
2. Study the removal of billboards using an amortization schedule.
3. Permit billboards in all Community and Regional Business Areas.
4. Include the study of billboards in the Aurora PreDesign Study. (Note: this is not in the current scope of work and could require supplemental funding from the City.)