



A place where families and businesses thrive.

July 2016

To All Community Members of Forest Grove:

The Sustainability Commission's Community Enhancement Project Mini-Grant program is an exciting opportunity for community members, local organizations, institutions, and groups to participate in making Forest Grove a place where families and businesses thrive.

The program is open to non-profit organizations, schools or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community through sustainability efforts.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

The City of Forest Grove Sustainability Commission

2016-17
COMMUNITY ENHANCEMENT PROJECT MINI-GRANT
APPLICATION INSTRUCTIONS

The following is the process for the Community Enhancement Project Mini-Grant Program:

- Applications for project proposals are accepted on an ongoing basis through April 2017. (application form is attached)
- Paper or electronic applications must be completed and returned to City Hall, 1924 Council Street or email to JHolan@forestgrove-or.gov
- The Sustainability Commission will hear applicant presentation of proposed project at their monthly meeting (4th Thursday). Meetings are held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 10 minutes after which the Commission will have up to 10 minutes to ask questions.

General Instructions

- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black
- Applicants must be from non-profit organizations, schools or City Advisory Committees to be eligible for a grant.
- Projects must not promote or inhibit religion or discriminate based on race, ethnicity, age, gender or sexual orientation
- Each project must meet one of eight Metro-approved goals listed on the application. Priority will be given to projects that best meet these goals.
- **A limit of \$500, unless approved by the commission, is being placed on the application for funding of an individual project.**
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals (attached). Sustainability is intended to have a broad definition under this program.
- Each project is evaluated by the Commission together to determine funding which may be as fully funded, partly funded, or not funded.
- Sponsors are encouraged to limit question responses to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Jon Holan, Community Development Director, at JHolan@forestgrove-or.gov

CEP - INSTRUCTION SHEET

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Applicant Information

Name of non-profit organization, school or City advisory committees should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. Project Title, Amount Requested and Funds needed by. Sponsor should identify the date the project will begin, when the project will be completed, and when the requested funds are required. A request for purchase can be made if the project lacks sufficient funds to start the project.
- B. Goals: Checkmark all goals the project meets and explain how. Priority given to projects that best meet these goals. Please be clear and specific
- C. Project Description: This should be a short description for the proposed program or project **including how the CEP funds will be used.**
- D. Estimate how many community members within the boundary area will benefit, and specify who, if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- E. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Compute percent of total budget provided by the applicant.
- F. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2016, is not allowed.**
- G. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- H. Explain how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

Project Management

After a project has been approved by the Sustainability Commission, develop a work plan with a sponsoring commission member or topic area subcommittee:

- A. Provide an outline of the major project tasks and completion dates.
- B. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

Forest Grove Sustainability Commission Mini-Grant Application

Grant Guidelines:

- Provide seed money to local organizations offering sustainability projects addressing equity, economic, and/or environmental issues Forest Grove at **no charge** to the community.
- Preference is given to groups:
 - Serving underrepresented portions of the community such as children, seniors, low-income, and Latinos.
 - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
 - Demonstrating reuse, repurpose, recycled or local materials
- Eligible activities consistent with the Sustainability Commission's Action Plan
- Non-profit organizations and schools are eligible to apply
- Organizations are not required to be registered as a non-profit.



Please print clearly or type your responses.

Sponsor (organization, school, committee): _____

Contact Person: _____ Contact Phone: _____

Address: _____ E-Mail Address: _____

Signature: _____

A. Project Title: _____ Amount Requested: _____

B. Mark all of the goals below which your project meets and explain how:

	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	

Note: The Forest Grove Sustainability Commission makes every effort to ensure that a representative will participate in a project or attend events sponsored in part by the commission.

C) Brief Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project start Date: _____ Project Completion Date: _____

D) Estimate how many residents will benefit if this project is funded: _____

Who will benefit if this project is funded? _____

E) Projected Budget

Total Estimated Costs: \$ _____

How were these costs estimated (quotes, catalog, previous projects, etc.)? _____

Categories	Mini-Grant Funds	Sponsor *	Other * (specify)
Personnel Services (explain):			
Marketing & Publicity (explain):			
Materials & Supplies (explain):			
Other (explain):			
Total	\$	\$	\$

% of Total Budget provided by Sponsor? _____ %

* In-Kind Contribution

F) Name of organizations that will partner or collaborate with this project:

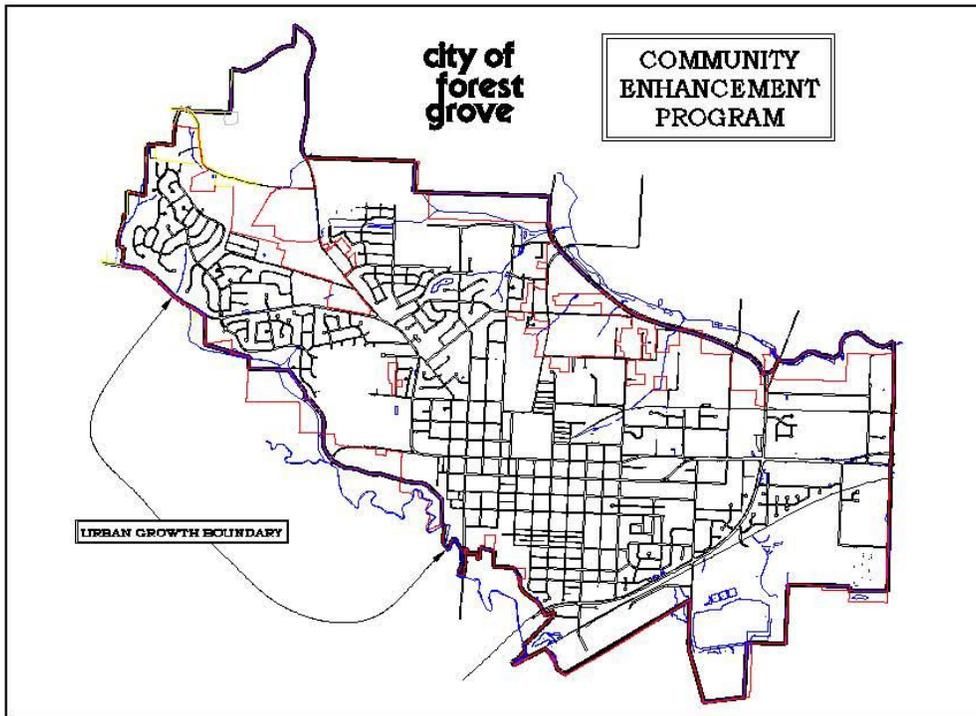
G) Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

H) Will the project be completed with the proposed funding or will future funding be necessary?

I) Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially?

Application needs to be submitted 10 days prior to a regular Sustainability Commission meeting (held the 4th Thursday of each month) to be considered. Applicants should plan to attend the meeting to present the request and answer questions (10 minute presentation and 10 minutes for questions).

Within 30 days of completion of the funded project or event, the applicant is required to submit the Final Report (attached). A reimbursement check, not to exceed grant amount, will be processed and distributed within two weeks. A request for purchase can be made if the project lacks sufficient funds to start.



Ad in local newspaper and utility bill insert



Forest Grove
**Sustainability
Commission**
MINI-GRANTS
For a *Collaborative
Sustainable Community*

Sustainability mini-grants provide seed money to leverage the efforts of local organizations and groups offering sustainability – related projects and events in Forest Grove at no charge to the community.

Preference given to groups who will provide a substantial in-kind contribution to the project or event through volunteer support, and/or donation of complimentary goods and services such as publicity, promotion, use of equipment and support.

Eligible activities include projects or events consistent with the Sustainability Action Plan or sustainability related.

Grants given are up to \$500, unless approved by the commission.

For an application go to:

www.forestgrove-or.gov/sustainability

For questions, contact the Community Development Department:

503.992.3227

**Forest Grove Community Enhancement Program
FINAL REPORT**

Project Name: _____

Contact Name(s): _____

Contact Phone(s): H: _____ W: _____

Address: _____

E-Mail Address: _____

Description of how CEP grant was used (Attach photos, and promotional information, if possible. Attach sheet, if desired):

Date Completed: _____ **Total CEP Grant:** _____

Expenses (attach copies of invoices, receipts if possible):

Personnel: (describe) _____ Total Cost: _____

Materials & supplies: (describe) _____ Total Cost: _____

Marketing & Publicity: (describe) _____ Total Cost: _____

Other Expenses: (describe) _____ Total Cost: _____

In-kind Contributions: Total \$ Amount of In-kind Contribution: _____

(briefly describe):

Name of organizations that partnered or collaborated with this project:

How many people in the community participated in this project? (if applicable) _____

How did this project meet the requirements of the grant terms?

Signature(s) _____ Date _____