

## **Impact Grant Program Instructions:**

The City of Forest Grove Community Impact Grant (Impact Grant) is a new pilot program designed to provide multi-year grant funding to a nonprofit organization for a project or program that makes a sustained, targeted impact in a priority area of community concern. The Impact Grant is a competitive grant awarded to an organization once every three years. Organizations may apply for up to \$120,000 in funds to be distributed over the three year period (maximum \$40,000 per year). Nonprofit organizations are invited to apply for Impact Grant funds with proposals for projects or programs that emphasize direct services, innovation and creativity, measurable outcomes, financial sustainability, collaboration with community partners and other criteria. Capital projects are not eligible. Organizations can apply for both CEP and Impact grants; however, if they are awarded the Impact Grant, they will not be considered for CEP grants.

## **Eligibility Requirements**

- Applicants must be a qualified nonprofit, tax-exempt organization
- Only one grant application per 3-year grant cycle will be considered for each organization
- Organizations may be named as partners in an application and still be eligible for their own application submittal
- Organizations may combine the Impact Grant with non-CEP grant funds and other revenue sources
- Projects or programs must be within the City's Urban Growth Boundary (UGB) or benefit citizens within the UGB to be eligible for funding.

## **Grant Agreement**

If awarded, organizations will be asked to sign a grant agreement that outlines the terms of the grant funding.

## **Reporting Process**

If awarded, organizations will be asked to present an annual progress report on project implementation, both in written form and in person at a City Council meeting each July during the three years of grant funding. Organizations may also be asked to provide information as requested by the City at any time over the course of the grant.

## **Application Scoring**

Applications will be scored on the following areas:

- Impact of the proposed project or program in addressing the area of community concern
- Level of innovation, creative approaches, new programming and service enhancements
- Collaboration with community partners, including relevant City agencies
- Long-term financial sustainability of the project or program
- Clarity of 3-year project or program implementation plan and timeline
- Measurable outcomes and deliverables and clear method for tracking
- Complete, cost-effective project or program budget
- Effectiveness

## **Required Supplemental Materials**

- In addition to the grant application, please provide the following (1 page max each):
- Proof of non-profit status
- List of current board members
- Project or program budget (3 years), including revenues and expenditures
- Organizational budget summary for current year, including revenues and expenditures  
Please include any government funding and other pending grants related to the project or program to which you are applying for funding