

2020-21
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS

The following is the process schedule for the Community Enhancement Projects Grant Program:

- March 1 Applications for project proposals will be available. (Application form is attached)
- April 3 Applications must be completed and returned to City Hall, 1924 Council St., by 5 pm.
- April 16 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the Council will have opportunity to ask questions.
- April 20 CEPC's completed allocation worksheets due to staff.
- April 27 Allocations of Grant funds approved at CEPC meeting.
- July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2020, or grant is forfeited.

General Instructions

- All projects must be within the City's Urban Growth Boundary (UGB) or benefit citizens within the UGB 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.
- Each application may request a maximum limit of \$10,000.
- Each organization or group is limited to two (2) applications.
- If an organization applies for a Community Impact Grant and a CEP Grant for the same project or program and receives the Community Impact Grant, the applicant will not be considered for CEP funding.
- 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 CEPC members individually and reviewed by the CEPC together to determine funding which may be as fully funded, partly funded, or not funded.
- Responses are limited 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 9 am to 5 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

CEP - INSTRUCTION SHEET

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Applicant Information

Name of non-profit group, organization, or committee 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. Sponsor should identify the date the project will begin and when the project will be completed.
- 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. Also, choose which category best describes your project – new one-time event/program or ongoing event/program.
- 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 FG residents within the boundary area will benefit, and specify who will benefit 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. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. Please define any costs listed under "Other". Compute percent of total budget provided by the sponsor.
- 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, 2020, 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

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. 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.
- D. If project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.