

RESOLUTION NO. 2198

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE PARKS AND RECREATION ADVISORY BOARD TO ADMINISTER THE \$25,000 COMMUNITY SERVICES OPPORTUNITY GRANT

WHEREAS, the Wilsonville City Council has identified Council Goals including promoting service in the community, enhancing the City's livability, and making Wilsonville more welcoming to diverse groups of people; and

WHEREAS, projects that promote education, the arts, community service, and diversity in Wilsonville provide opportunities for entertainment, personal growth, neighborhood involvement, and strengthened community ties, which increase the City's livability and provide foundations for enhanced safety, sustainability, and economic growth through greater public interest and engagement in the City's future; and

WHEREAS, the City has received several small, miscellaneous requests for funds to assist community service projects and anticipates more requests in the future; and

WHEREAS, a formal mechanism for awarding funds to assist community service projects would best ensure access to funds to all community members; and

WHEREAS, the Parks and Recreation Advisory Board is adept at and familiar with the process of reviewing grant applications and awarding grant money and staff recommends that the Board be authorized to administer the awarding of community service grants; and

WHEREAS, the adopted 2009-2010 Wilsonville Budget Committee established a Community Services Opportunity Grant Fund and appropriated \$25,000 for Community Services Opportunity Grants; and

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The above recitals are incorporated as fully set forth herein as findings of the City Council.
2. The City Council authorizes the Parks and Recreation Advisory Board to administer the awarding of Community Services Opportunity Grants up to the funding of \$25,000 for the

fiscal year 2009-2010, and each succeeding fiscal year thereafter up to the amount that the Community Services Opportunity Grants are funded.

3. The City Council adopts and authorizes the policies and procedures in the Community Services Opportunity Grant Application Packet, which is labeled "Exhibit A", attached and incorporated herein, for administrating the awarding of Community Service Opportunity Grants. Exhibit A is intended to be illustrative of the purpose and procedures for administrating the new grant program. Hereinafter, the Community Services Department, responsible for administering the program, is authorized to make conforming changes to the policies and procedures in regards to the stated amount funded should the budgeted amount for the Community Services Opportunity Grant fund change in ensuing fiscal year budgets and to make such changes in the procedures as they determine may provide more efficient administration of the fund.

4. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of September, 2009, and filed with the Wilsonville City Recorder this same date.


TIM KNAPP, Mayor

ATTEST:


Starla J. Schur, CMC, Deputy City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Kirk	Yes
Councilor Hurst	Yes
Councilor Núñez	Yes
Councilor Ripple	Excused

Attachment: Community Services Opportunity Grant Application Packet

City of Wilsonville

Community Services Opportunity Grant Application Packet

Grant Information for Applicants

- This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.
- The application packet for the City of Wilsonville Community Services Opportunity Grant will be the sole way of communicating project funding intentions to the grant Review Committee.
- The funding for this entire program is \$25,000.00, which will be disbursed to multiple organizations. \$10,000 will be available at each grant cycle. An additional \$5,000 will be held separately in a discretionary fund available to applicants not reasonably expected to meet the application deadlines in this packet. Any unused portion of the discretionary fund will carry over and be available for awards the following fiscal year.
- Please review the enclosed materials carefully and provide all the information requested. Incomplete applications will not be considered.
- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before either of two deadlines each year:
 - a. *First Friday in July*
 - b. *First Friday in December*Faxed or emailed applications will not be accepted.
- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.
- 2) A single applicant is only eligible for one grant each year.
- 3) An organization that receives funds in two consecutive years will be ineligible for one year before being eligible to apply again.
- 4) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Services or projects to encourage and foster advances in education, art, or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.

Evaluation Criteria

A Review Committee comprised of a subcommittee of the Parks and Recreation Advisory Board will review applications and make recommendations for awards according to the following criteria and the intent of the grant program as expressed in the project types listed above. The Parks and Recreation Advisory board will have final discretion over project approvals and financial awards.

- 1) The project must demonstrate a need for financial assistance. The Review Committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, or community involvement in the City of Wilsonville.
- 3) The project must demonstrate it was not considered for funding, nor funded in part under the City's Tourism and Special Event Grant Program.

Important Financial Information

- The maximum amount to be granted each year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community service projects. In order to distribute funds fairly and encourage new service opportunities the Review Committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any disbursed grant funds to the City of Wilsonville.
- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.

Review Committee

- The Review Committee will consist of a subcommittee of the Parks and Recreation Advisory Board.
- Decisions of the Review Committee are final.
- The Review Committee must report its activities to City Council within 30 days of awarding grant funds.

TIMELINE	
1) Original completed application and three copies must be submitted to the Community Center by 5:00 p.m.	a. First Friday, July b. First Friday, December
2) Review Committee Selection	a. First Friday, July b. First Friday, December
3) Final Project Approval by Review Committee	a. First Friday, August b. First Friday January
4) Disbursement of Funds	a. August b. January
5) Substantial completion for project or service if extension is requested	a. and b. June 30, 2010
6) Evaluation reports * due to the Community Center	30 days after project completion

* The evaluation report must include final financial reports and a project evaluation. A report form is attached as the final page of this packet.

Application Packet Checklist

For your application packet to be considered complete, all of the following items must be included. Please submit the original and three copies of the complete packet.

1. ___ Application Cover Sheet
2. ___ Project Narrative
3. ___ Budget Summary
4. ___ Official statement of support of grant application (minutes of meeting or signed statement of support and responsibility for administering funds).

If you have any questions, please contact:
 Peggy Watters, Community Services Director
 (503) 570-1579
watters@ci.wilsonville.or.us

**CITY OF WILSONVILLE – 2009/10 COMMUNITY SERVICES OPPORTUNITY
GRANT PROGRAM
APPLICATION COVER SHEET**

Each category of this application must be completed for this application to be accepted for review.

APPLICANT NAME _____

Tax-exempt? Y / N If yes, registered tax exempt number: _____

If no, please provide a short description of the non-profit status of your organization and recipients Taxpayer Identification Number _____ - _____;

STREET ADDRESS _____

City _____ State _____ Zip _____ County _____

CONTACT PERSON _____

Title _____

Address _____

Telephone _____ Cell _____

E-Mail _____ Fax _____

PROJECT TITLE: _____	
BRIEF PROJECT DESCRIPTION: _____ _____ _____	
PROJECT DURATION: Start Date _____	Estimated End Date _____
GRANT AMOUNT REQUESTED _____	\$ _____

CERTIFICATION: I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct. I agree to carry out this project or service as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Service Opportunity Grant money to the City of Wilsonville.

Signature of Authorizing Official

Date

Printed Name of Authorizing Official

**CITY OF WILSONVILLE – 2009/10 COMMUNITY SERVICES OPPORTUNITY
GRANT PROGRAM
PROJECT NARRATIVE**

In this narrative, please address how your project fulfills the Evaluation Criteria on page 2 of this packet. Please identify your organization's goals for this project.

**CITY OF WILSONVILLE – 2009/10 COMMUNITY SERVICES OPPORTUNITY
GRANT PROGRAM
BUDGET SUMMARY**

Organization Budget: This budget shows how this project fits into your whole organization. The project should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount	Expenses	Amount
Total Operating Income			

Project Budget: This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent.

Fiscal Year: _____ to _____

Income Sources	Amount	Expenses	Amount
Total Project Income		Total Project Expense	

**CITY OF WILSONVILLE – 2009/10 COMMUNITY SERVICES OPPORTUNITY
GRANT PROGRAM
PROJECT EVALUATION
GRANT FUNDING FOLLOW-UP**

This form and your final financial statement must be returned to Community Services within 30 days of your project completion. If an extension of funding is required, a request must be received in writing on or before the last Friday in June 2010.

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses. If you would like a budget summary form from the City, please contact Community Services.

2. Approximately how many people benefitted from your project? How many of those people were Wilsonville residents? What were some of the individual benefits?

3. Evaluate your achievement of the measurable goals listed in your application.

4. What specific community benefit did your project provide the City of Wilsonville?

4. Will this event or project be reoccurring? How do you anticipate funding the project in the future?

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Peggy Watters
Bridget Donegan

DATE: September 21, 2009

SUBJECT: \$25,000 Community Services Opportunity Grant

At the time of the budget hearings, the City Council designated \$25,000 of general funds to be utilized as grant awards to local organizations for projects and programs that serve a broad scope of values for the good of the community. These funds were made available beginning in the new fiscal year of 2009-10. The funds are known as the Community Services Opportunity Grant to reflect the opportunity made available to local organizations.

The Parks and Recreation Advisory Board is positioned to provide the review of this grant program's applications as well as continuing to review the Community Matching Grant.

As seen in the proposed application, the Community Services Opportunity Grant has been designed with two application deadlines for each fiscal year of funding. To make the funding as accessible as possible throughout the year, and yet manageable for the Parks and Recreation Advisory Board to review and award, each of the designated deadlines will make available \$10,000. A 'discretionary' fund of \$5,000 will be available for those projects that cannot meet the two deadlines. Adjustments may be made as needed to the schedule and procedures once an initial year has been evaluated.

We look forward to making these funds available to qualified members of our community.

Peggy Watters
Bridget Donegan