

# 2019 EVENT MINI GRANT APPLICATION (UNDER \$1,000)



CITY OF KENT NEIGHBORHOOD PROGRAM  
*making connections...transforming neighborhoods*

*This information packet will assist your Neighborhood Council with developing and writing your grant application. If you have any questions after reading this material, please contact Toni Azzola, Neighborhood Program Coordinator, at 253-856-5708.*

## Overview

The Neighborhood Event Mini Grant through the Neighborhood Program offers an opportunity to engage residents in a neighborhood activity who may not already be involved. The Neighborhood Event Mini Grants are intended to encourage participation, build groups of neighbors, and help produce an interest within a neighborhood. Any neighborhood event that positively engages and reinvigorates the neighborhood is eligible to apply.

To receive funding, recognized Neighborhood Councils must complete and submit an application that demonstrates their ability to organize and manage a neighborhood event that accomplishes the following:

- Incorporates a number of neighborhood volunteers to implement the event
- Demonstrates their ability to organize and manage an event
- Provides a sustainable, positive impact for the neighborhood and surrounding community

**Events are eligible for mini grant funding until November 1, 2019, or until all mini grant funds have been used.** If grant funding is not awarded with a Neighborhood Council's first submission, the group will be granted another opportunity for submission. Each application will be evaluated based on merit and overall completion of the grant application. Events should take no more than two months to complete.

## Eligible Applicants

The new Event Mini Grant program provides matching funds to:

- Neighborhood Councils that draw membership from a commonly-recognized geographic neighborhood in the City of Kent and that have been officially recognized as such by the City
- Neighbors or community groups who have organized to provide a benefit to a neighborhood and are working with a City of Kent recognized Neighborhood Council.

## How to register as an officially-recognized Neighborhood Council

To be recognized as an official Neighborhood Council with the City of Kent, the following documentation must be completed and submitted to the Neighborhood Program division:

1. Registration form to become formally recognized by the City of Kent
2. Geographical boundaries (map) of the neighborhood
3. Bylaws
4. Covenants, conditions and restrictions if applicable.

Go to [KentNeighborhoodProgram.com](http://KentNeighborhoodProgram.com) for the registration form and further information.



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## How to apply for a Neighborhood Event Mini Grant?

Applications will be available starting in January 2019 and available through November 1, 2019.

**Completed applications must be submitted to the Kent Neighborhood Program at 220 Fourth Avenue South, Kent, WA 98032.** The application and other forms can be found at: [KentNeighborhoodProgram.com](http://KentNeighborhoodProgram.com)

### Grant Application Requirements

- Applications can be typed or handwritten, and they must be legible.
- Grant funding can only be used for public purposes and cannot result in any benefit to individual residents or normally-funded Homeowners Association events. Events must be open to the public.
- If a proposed event requires a permit or City Department approval, contact should be made with the appropriate department prior to submission. Please provide the department contact in the application so follow-up questions may be addressed if necessary.
- Applications must be signed below by a recognized Neighborhood Council.
- The event must be approved first and completed prior to submission for financial reimbursement.
- A dollar-for-dollar match is required. The match can be in the form of volunteer labor, in-kind contributions or cash donations. The required neighborhood match should demonstrate event buy-in and commitment from the community.
- A final event report must be submitted. Failure to submit your organization's final report will impact grant reimbursement and future grant eligibility.

### Potential Neighborhood Event Mini Grant ideas

Although these are permitted event ideas, it is not guaranteed your event will receive funding.

**Community-building events:** Neighborhood holiday celebrations, outdoor health/recreation (walking, biking, running) events, emergency preparedness training and new neighbor welcome packets.

**Leadership training and education:** Sponsorship of board members or residents to attend leadership training classes or do organizational development, Neighborhoods USA conference, Map Your Neighborhood or other relevant educational/training opportunities that help expand the neighborhood's leadership or volunteer base.

**Other events:** neighborhood clean-ups, rental equipment or venue space for neighborhood meetings, movie nights, block parties, neighborhood barbecues or potlucks in a City park or community area, neighborhood softball tournaments, kid performances/plays, "taste the neighborhood" events or chili cook-off competitions, voter registration drives, National Neighborhood Day celebrations (third Sunday in September), Halloween costume competitions and parties, National Night Out gatherings, neighborhood outdoor yoga classes (rent an instructor), local Red Cross CPR and first aid training, Thanksgiving flag football "Turkey Bowls," child car seat inspection events, professional labor, material/supplies and any other resources needed to properly carry out an event.



Neighborhood Program | 220 Fourth Avenue South, Kent, WA 98032 | 253-856-5708

[KentNeighborhoodProgram.com](http://KentNeighborhoodProgram.com)

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## Neighborhood Group Responsibilities

Your neighborhood will be responsible for:

- Submitting an application
- Providing matching contributions for funding, in-kind or dollar-for-dollar match
- Planning, coordinating, staffing and implementing the event with volunteers
- Renting/providing additional equipment (table, chairs, barbecue, etc.)
- Designing and distributing flyers to advertise the event
- Promoting the event
- Clean up, removal or trash/recycling once the event has been completed
- May be asked to present event details at an upcoming neighborhood meeting or workshop as part of a celebration of your success.

## Liability Insurance

The City will provide worker's compensation insurance for volunteers working on a neighborhood grant event. Minors are not permitted to operate any equipment. The project coordinator will have every volunteer sign the Neighborhood Volunteer Registration Form and Release, providing names, signatures, phone numbers, addresses and a general description of volunteer work duties. This form will be submitted monthly to the City.

Volunteers injured while working an event will immediately report the injury to the project coordinator, who will then report the injury to the City's Neighborhood Program Coordinator as soon as possible. Liability for negligence related to the event will be covered through insurance carried on behalf of the Neighborhood Council or, in the event of the City's negligence, by the City.

To execute an event on private property, the owner is required to grant permission in writing to the Neighborhood Council. The City will determine who is responsible for insurance. The property owner assumes all future responsibility.

## Unallowable Costs

Unallowable costs include, but are not limited to:

- Alcohol purchases
- Political campaigning
- Homeowner association business expenses
- Events not open to the public
- Profit-generating events
- Events outside Kent city limits
- Already completed events
- Construction tools and equipment purchases (rentals are permitted)
- Fuel



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## Event Locations

Neighborhood Event Mini Grant funds can be used to organize an event. Funding can be used for event rental space almost anywhere a neighborhood chooses, but it is the responsibility of the organizers to secure an appropriate site. Potential sites include:

**City park shelters:** If using a City park picnic shelter, reservations are required. Reservations can be made starting in February through the year. The use of a City park picnic shelter will require submittal of a shelter reservation form that can be obtained from the Kent Commons at 525 Fourth Avenue North, Kent, WA 98032 or by calling 253-856-5000.

**City facility:** If using a City facility (e.g., Kent Senior Activity Center, Kent Commons, etc.) for event space, reservations are required. Reservations can be made up to 12 months prior to the date of the reservation.

**City street closures:** If a street needs to be closed, a Special Event Permit or Street Use Permit will be required. The permit must be completed 90 days prior to the event, to ensure adequate time is available for the City to review. You may be asked to meet with staff in order to address or correct any issues that may be needed.

For more permit information, please review the Special Event permit application or a Street Use Permit.

## Grant amount

Applications should carefully consider the resources needed to successfully implement the proposed event and present a realistic budget that accurately reflects the event. The award amount will be based on the overall financial need of the event up to a \$1,000. Full event funding is not guaranteed, and the amount awarded will be based on the merit of the application and the remaining neighborhood grant funds available at the time of the application submission.

## Neighborhood Match

The match may be composed of many different things, including cash resources, volunteer labor or in-kind donations in the form of materials and/or services. The best way to consider ideas for the match is to generate a list of all resources needed to complete the event and to identify those items that can be found in the community.

**Up to \$200 of volunteer labor match hours may be used to prepare the application.** The Neighborhood Council as well as the project coordinator will be responsible for providing the details on the neighborhood's match. Documentation of the commitments for the match is mandatory prior to start of the event. Receipts and volunteer hour documentation will be required before reimbursements can be made. Assistance from City staff cannot be counted as a match. Professional services must be either entirely donated or entirely paid for with grant funds. Partial donations such as professional services delivered for a discount or similar arrangements are not acceptable. This is intended to ensure that individuals hired to provide services or skilled labor is selected on the basis of their qualifications, experience and fees, not on their willingness to donate services.



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Use the following criteria when calculating the match:

1. Volunteer labor equates to \$30.46 per hour (list volunteer names and hours).
2. Donated professional services are valued at the "reasonable and customary rate."
3. Donated material or supplies are valued at market cost.
4. Cash from neighborhood or community may count toward the match.
5. Money paid for hand tools and power tools are NOT eligible for grant funds and cannot be counted toward the match.
6. Up to \$2.00 per person may be added toward food as well as a match.

## Developing a Budget

Applicants need to attach an event budget in their application including all costs for the event. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget.

1. Compile a list of all materials and services needed to host the event.
2. Obtain cost estimates for each item from more than one reliable source to ensure cost estimates are accurate and realistic.
3. Include multiple people in the budget development process to better identify the needs of the event.

## Reimbursement Process

Grant funds are public dollars, and audit requirements must be met for all funds spent. The City of Kent Finance Department processes all grant reimbursements. All receipts must accompany your final report before reimbursement can be made. Once the City of Kent Finance Department has reconciled all receipts, reimbursement will be made to the neighborhood organization. Reimbursement checks will not be made out to individuals, but only to the officially recognized Neighborhood Council. It will be your responsibility to seek reimbursement from the neighborhood group.

All financial reporting material must be turned into the City of Kent Neighborhood Program Coordinator no later than 30 days after the completed event. If the material is not turned in on a timely manner, event reimbursement could potentially not be granted, and future grant applications could be subject to disqualification.

To ensure proper reimbursement, please make sure you have completed the City of Kent Vendor Set Up form. You are required to complete a vendor set up form if you have not received reimbursement from the City within the last year. [You can download the form here.](#)

## Grant review process

The Neighborhood Program Coordinator, along with the grant review team, will evaluate all applications based on grant eligibility and application requirements. Once a decision has been made, applicants will be notified.



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## Final project report

Upon completion of the event, Neighborhood Council or event coordinator are required to provide a final report to the City along with photographs and documents that demonstrate how the grant money was spent (photos of completed event, invoices, etc.)

The Final Report has two purposes:

1. The final report should document that all elements of the contract between the City and grant recipient have been fulfilled. The documentation should include proof that City funds were used responsibly and as intended. It should also include photographs taken before and after the event was completed.
2. The information included in the final report may be shared with Kent City Council, the media and interested residents to tell them about the grant program. The final report should highlight the achievements made as a result of the grant.

**One copy of the final report must be submitted to the City no later than 30 days after completion of the event.** Organizations that fail to submit a final report may be ineligible for future event grants.

## Contact information

If you have any further questions, please contact Toni Azzola, Neighborhood Program Coordinator at 253-856-5708 or [TAzzola@KentWA.gov](mailto:TAzzola@KentWA.gov).

## Neighborhood Program Event Mini Grant Application Timeline

<b>Eligibility requirements</b>	<ul style="list-style-type: none"> <li>• Recognized as an official Neighborhood Council within Kent city limits</li> <li>• Have provided the Neighborhood Program Coordinator with the Neighborhood Council's updated leadership information and bylaws</li> </ul>
<b>Due at least eight weeks prior to the event</b>	<ul style="list-style-type: none"> <li>• Completed grant application and proposed budget</li> <li>• Neighborhood Council signature on grant application</li> <li>• All necessary reservations, traffic control plans, etc. or correspondence with appropriate departments/ staff and/or entity</li> </ul>
<b>Due no later than 30 days after the event is completed</b>	<ul style="list-style-type: none"> <li>• Completed final event report (report template included)</li> <li>• Completed event attendance sign-in sheets</li> <li>• All financial reporting turned into the City of Kent Neighborhood Program Coordinator (receipts, quotes, etc.)</li> </ul>



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Please submit application at least eight weeks prior to the event date. All components of the application must be completed.

## To complete the application:

- Download the latest version of Adobe Reader ([get.adobe.com/reader](http://get.adobe.com/reader)), and
- Save the PDF document to your computer before entering any information.
- 

## Applications can be submitted:

- Electronically to [Communications@KentWA.gov](mailto:Communications@KentWA.gov); or
- Mailed to the Kent Neighborhood Program at 220 Fourth Avenue South, Kent, WA 98032.

If you have any questions or need assistance submitting an application, please contact the Neighborhood Program Coordinator at 253-856-5708 or by email at [TAzzola@KentWA.gov](mailto:TAzzola@KentWA.gov).



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**Organization Overview**

Neighborhood Council: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Leadership Role: \_\_\_\_\_

Neighborhood Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If the following address belongs to a property management group, what is that group's name? \_\_\_\_\_

**Event Overview**

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Date : \_\_\_\_\_ Event time: \_\_\_\_\_

Neighborhood Organization Board approved the project and signature below?  Yes  No

Is this your first attempt at completing a neighborhood grant?  Yes  No

Describe the neighborhood event in detail. Include planned activities, reason for event, special themes or holidays, etc.

Anticipated number of individuals attending: \_\_\_\_\_

Is this an annual event?  Yes  No

If so, what changes are you planning on making this year? \_\_\_\_\_

Will you need to reserve equipment?  Yes  No

Does your neighborhood council require insurance for the event?  Yes  No

Will you be requesting funds for food? (Limit to \$2.00 per attendee)  Yes  No

Would you like to extend your invitation to any of the following City departments?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mayor's Office                   | <input type="checkbox"/> Public Works Department | <input type="checkbox"/> Puget Sound Regional Fire Authority |
| <input type="checkbox"/> City Council Members             | <input type="checkbox"/> Police Department       | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Economic & Community Development | <input type="checkbox"/> Parks Department        |  |









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The 2019 Neighborhood Event Mini Grant application will be available year round starting in January. Completed applications must be submitted eight (8) weeks prior to the event date.

The signatures below declares the she/he is the elected chair or president of the application group or agrees to lead the group to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein:

Project Coordinator Name: \_\_\_\_\_

Project Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President Name \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT COORDINATOR:**

**CITY OF KENT:**

By: \_\_\_\_\_ (signature) By: \_\_\_\_\_ (signature)

Print Name: \_\_\_\_\_ Print Name: Dana Neuts

Title: \_\_\_\_\_ Title: Communications Manager

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTICES TO BE SENT TO:**

**NOTICES TO BE SENT TO:**

**NEIGHBORHOOD COUNCIL:**

**CITY OF KENT:**

Name \_\_\_\_\_  
Council Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_

Toni Azzola  
Neighborhood Program Coordinator  
City of Kent  
220 Fourth Avenue South  
Kent, WA 98032  
TEL: 253-856-5708 FAX: 253-856-6700

I learned about the Event Grant application from: \_\_\_\_\_

