

# 2019 LARGE GRANT INFORMATION PACKET AND APPLICATION



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.*

It is recommended that you schedule a pre-application appointment with staff to assist you in addressing any questions related to the proposed project or application.

## **The Neighborhood Grant Program provides matching funds to:**

- Organized neighborhood councils that draw membership from a recognized neighborhood in the City of Kent and have been officially recognized as neighborhood councils by the City of Kent.
- Neighbors or civic groups who have organized to provide a benefit to a neighborhood community and have been sponsored by a recognized neighborhood council to do so.

The amount of matching grant funds allocated to neighborhoods is based on a project's worthiness and will be decided upon by the Grant Review Team.

## **GOALS of the NEIGHBORHOOD GRANT:**

Neighborhood networking brings people together and encourages communication.

- Physical improvements that encompass and benefit the overall community.
- To enable projects that highlight at least one of the Kent City Council's Strategic Goals, such as: creating connections for people and places, beautifying Kent or fostering inclusiveness.

## **NEIGHBORHOOD PROJECTS:**

Grant dollars are awarded on a competitive basis and can be used for physical improvement and/or neighborhood newsletters. Each has a separate grant application. Physical projects are those that:

- Build or enhance a feature of the neighborhood.
- Benefit the general public.
- Are within the city's legal authority to approve.
- Projects that enhance working together as a team

## **CRITERIA:**

The following criteria are used to evaluate projects:

- Visibility and benefit to the public.
- Physical improvements that benefit the community overall.
- Neighborhood participation in all phases of project.
- Fulfillment of Matching Grant contribution.
- Maintenance after completion by neighborhood (if applicable).
- Scope, type and need of project.



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## PROJECT REQUIREMENTS:

All projects approved for funding through the Matching Grant Program must comply with the following:

- Benefit a neighborhood in Kent.
- Has defined scope and goals.
- Leaders are identified and have made a commitment.
- Include a complete grant application with all necessary components.
- Include neighborhood meeting minutes expressing support for the project.
- Include a plan which outlines the necessary steps for its completion as well as a timeline to complete the project.
- Direct involvement of neighborhood residents.
- Be completed within six months of approval.
- The Neighborhood Council must provide assurance that the projects will be maintained.

## NOT FUNDED:

There are some expenses associated with matching grants which city funds cannot cover or reimburse, depending on the project. Please note that:

- Matching grant funds supplied by the City cannot be used to directly reimburse the cost of fuel for a project.
- Food related products and/or alcohol.
- Projects that require ongoing city funding or staffing.
- Projects which have been previously implemented and/or completed.
- Projects or repair work on damaged projects completed prior to approval of application and signed agreement.
- Homeowner association's normally funded projects.

## HOW to APPLY:

Neighborhoods interested in participating in the Neighborhood Matching Grant program must complete and sign a Neighborhood Matching Grant Application.

## Applications may be mailed or delivered to:

City of Kent, Office of the Mayor  
Neighborhood Program Coordinator  
220 Fourth Avenue South, Kent, WA 98032

## Please include the following attachments:

- Meeting minutes reflecting Board approval of project
- Documentation of city of Kent recognized neighborhood status.
- Documentation of non-profit, tax exempt status.
- The application must contain a complete explanation of the project including a description of the actual work you want to do, the location of the project, diagrams of proposed sign, mural, etc., photo of the location, timeline for completion, and demonstration of neighborhood match.



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## PROJECT COORDINATOR and PROJECT MANAGEMENT:

A project coordinator from your neighborhood must be identified to serve as the contact person with the city during the planning and construction of the project. The project coordinator must:

- Act as the primary contact for the project.
- Maintain ongoing communication with residents within the neighborhood.
- Work with staff to answer residents' questions and facilitate meetings when necessary.
- Coordinate any ongoing maintenance (*a maintenance agreement between the neighborhood and the city will be required*).
- Consistently recruit, retain and coordinate volunteers throughout the duration of the project.
- Complete and submit all paperwork.
- Provide financial accountability and documentation of expenditures including requests for purchase orders and reimbursement for purchases; submit invoices, volunteer logs, etc.

## DEVELOPING a BUDGET:

Applicants must include a budget in their application accounting for all project costs.

- Make a list of all materials and services needed
- Get cost estimates for each item from more than one reliable source
- Cost estimates need to be accurate and realistic

**Until the project receives approval, the City is not responsible for, nor will it pay for any expenses or costs incurred by the applicant for the project.**

## NEIGHBORHOOD MATCH:

For every dollar requested of the city through the grant fund, one dollar of match must be provided by the applicant organization. If the match exceeds contribution from the City, it will not be worth more points in the evaluation process.

Compile a list of all resources needed to complete the project and to identify those items that can be found in the neighborhood.

*Match may be composed of many different things, including:*

- Cash resources from the neighborhood group generated through fund-raising and pledges.
- Volunteer labor.
- In-kind donations in the form of materials and/or services.
- Human resource expertise needed to develop a design or supervise construction.

*Determining match value:*

- Volunteer labor is valued at \$30.46 per hour in terms of match (list volunteer names and hours on volunteer pledge log).
- Donated professional services or skilled labor are valued at the "reasonable and customary rate".
- Donated materials and supplies are valued at the market cost.
- Cash from neighborhood fundraising and pledges.



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## ***Neighborhood match guidelines:***

- Include the neighborhood grant volunteer pledge log.
- Volunteers must work on the approved grant project as described in the grant application.
- All resident meetings, workshops and meetings with city staff in preparation to submit a complete application may be matched up to \$300.00.
- The neighborhood group that pledged the match is responsible for delivering the match in all cases – no matter who acts as the project coordinator. All commitments for the match must be in hand at the start of the project.

The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the grant project itself.

## ***Limitations on match:***

- Assistance from staff and/or funds from elsewhere in city government cannot be counted as match.
- Professional services must be either entirely donated or entirely paid for with grant funds.
- “Partial donations” (i.e. professional services delivered for a discount) or other arrangements are not acceptable. This is intended to ensure that persons hired to provide services or skilled labors are selected on the basis of their qualifications, experience and fees, not on their willingness to donate services.

## **PAYMENT of PROVIDERS:**

Because grant funds are public dollars, the City must meet certain audit requirements and it is the Finance Department that handles all grant accounts. There are two ways in which the grant funds will be disbursed:

- Direct payment to vendors.
- Reimbursements paid directly to the neighborhood group for incidental expenses.

## **INSURANCE:**

The City will provide worker compensation insurance for volunteers working on neighborhood grant projects. Minors are not permitted to operate any equipment. The project coordinator will have every volunteer sign the Neighborhood Project 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 on the project will immediately report the injury to the project coordinator, who will report the injury to the City’s Neighborhood Program Coordinator as soon as possible. Liability for negligence related to the project 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 a project on private property, the owner is required to grant permission in writing for the Neighborhood Council. The City will determine who is responsible for insurance. The property owner assumes all future responsibility.

## **COMPLETION of PROJECT:**

The neighborhood project coordinator is required to provide the neighborhood grant final report summary to the City along with before and after photos and any documents that were created and printed with the use of grant dollars. The final report will be submitted to the City no later than thirty days after completion of the project.



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## INSTRUCTIONS:

1. Read the Neighborhood Grant Information and Application Packet thoroughly.
2. Choose a project through group discussion with either the entire Neighborhood Council or a subcommittee with oversight from the entire Neighborhood Council. Involve as many neighbors as possible in the selection and planning of the project.
3. Designate a Project Coordinator who will be the contact person.
4. Complete the Grant Application and return it to:  
Office of the Mayor, Neighborhood Program Coordinator  
220 Fourth Avenue South, Kent, WA 98032  
Please include the following attachments:
  - Meeting minutes reflecting Board approval of project.
  - Documentation of city of Kent recognized neighborhood status.
  - Documentation of non-profit, tax exempt status.
  - A complete explanation of the project including:
    - A description of the project
    - A detailed map locating the project site and where the project will be installed
    - Timeline for completion
    - Demonstration of neighborhood matchFor physical improvement projects, include the following attachments:
  - A detailed drawing of the project
  - A detailed site map locating the project and where the project will be installed
  - Detailed directions to the location of the project site.
5. **The deadline for filing the application is Sunday, September 1, 2019.** Applications received after the deadline will not be considered for funding. Projects completed before the agreement is signed and is approved by the city will not be funded.
6. Official homeowners associations will be required to provide a copy of Association By-laws and Declarations of Covenants, Conditions, Restrictions and Easements for the purpose of funding authority. Projects normally funded by HOA's will not be considered.
7. Upon approval of your project by the Grant Review Team (approximately 45 days from the date of application deadline), you will receive notification with instructions of how to proceed.
8. If you would like to schedule a pre-application meeting or have questions, call the Neighborhood Program Coordinator, Toni Azzola at 253-856-5708.



**Neighborhood Program** | 220 Fourth Avenue South, Kent, WA 98032 | 253-856-5708  
KentNeighborhoodProgram.com

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After completing the application, please enter the following information:

Date: \_\_\_\_\_

Name of neighborhood project: \_\_\_\_\_

Name of neighborhood council: \_\_\_\_\_

Project coordinator's name: \_\_\_\_\_

Coordinator's address: \_\_\_\_\_

Coordinator's daytime phone: \_\_\_\_\_

Coordinator's evening phone: \_\_\_\_\_

Coordinator's email address: \_\_\_\_\_

Total project amount (city funds and neighborhood match): \$ \_\_\_\_\_

Total grant amount requested from city for project: \$ \_\_\_\_\_

Total neighborhood match amount from council: \$ \_\_\_\_\_

Detailed project description:

In order for the project to meet the grant criteria, the project site must be located within Kent city limits. If the project is on private property, the property owner must submit a letter with the application granting permission.

Is the project site located in the Kent city limits?  Yes  No

Is the project on city public right-of-way?  Yes  No

Other – Explain:



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What will this project accomplish in your neighborhood?

How will this project benefit the public?

How do you plan to solicit neighborhood volunteers to participate in the project?

Will the project require ongoing maintenance or repair?  Yes  No

If yes, how will it be provided?



**Neighborhood Program** |

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

KentNeighborhoodProgram.com

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## PROJECT WORK PLAN

Projects must be completed within a **six-month timeframe** after receiving the grant. Include a plan which outlines the steps and a timeline with month and year to complete the project.

When will the project be completed (approximate date)? \_\_\_\_\_

Anticipated budget items are required. List each item of the project separately.

Example:

<b>ITEM</b>	<b>SOURCE</b>	<b>ESTIMATED COST (INCLUDING TAX)</b>
Mural project: 10 gallons latex paint	Home Depot	\$150 (\$15/gallon) including tax
Sign project: 8-24"x26" signs	Fast Signs	\$720 (\$90/sign) including tax
ESTIMATED TOTAL COST:		\$870 (including tax)

## PROJECT NAME

Item	Source	Estimated Cost (including tax)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Total Cost: \_\_\_\_\_(including tax)

Attach additional pages as needed. Please attach any quotes for items or services.







# NEIGHBORHOOD GRANT PROJECT PARTICIPATION LOG



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Name of project \_\_\_\_\_

Name of Neighborhood Council: \_\_\_\_\_

Neighborhood Project Coordinator's name: \_\_\_\_\_

Project Coordinator's Address \_\_\_\_\_

Project Coordinator's Telephone: Days \_\_\_\_\_ Evenings \_\_\_\_\_

*PLEASE LIST THE VOLUNTEERS WHO WILL WORK ON THE PROJECT:*

Volunteer Name	Task	Volunteer Name	Task

Submitted by: \_\_\_\_\_  
Print Name
Signature of Project Coordinator

**FOR OFFICE USE ONLY**

Date Approved: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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