

# CITY OF WILSONVILLE – 2017/2018 COMMUNITY OPPORTUNITY GRANT GUIDELINES

## Grant Information for Applicants

**Purpose:** This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.

**Funding:** The funding for this entire program is \$25,000, which will be disbursed to multiple organizations. \$12,500 will be available at each of two grant cycles in a fiscal year.

**Process:**

The application packet for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.

This meeting is scheduled on: October 12, 2017, Wilsonville City Hall Council Chambers, 29799 SW Town Center Loop E, 6:00 PM

- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested. *Incomplete applications will not be considered.*
- Completed application (1 paper copy, 1 pdf on usb memory stick) must be received at the Parks and Recreation Admin Offices on or before the following deadlines each year:
  - a. *Last Friday in September*
  - b. *First Friday in March*
- 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) Funds must be used for a specific project or a specific element of a project which is clearly identified in the application.
- 3) Only one grant per fiscal year (July – June) will be awarded to any one organization.
- 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 civic engagement or community leadership among Wilsonville’s diverse community members.
- Services, projects, or events to involve Wilsonville’s youth or elderly population in community activities.
- The board has traditionally not covered expenses related to staff, or paid volunteers. General operating expenses are not eligible for grant funds (exception- space rental to facilitate project).

### **Evaluation Criteria**

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above. All decisions of the Parks and Recreation Advisory Board will be final.

### **Please address each of the following items as you prepare your application:**

- 1) The project must demonstrate a clear 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, civic engagement and community involvement in the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project, as defined or on-going.
- 4) The project must demonstrate it was not funded in part or whole under the City’s Community Tourism/Match Grant.

### **Important Financial Information**

- The maximum amount to be granted each fiscal 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 remaining 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, or decline the funding.
- 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.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include:
  - The activities of the program/project:
  - Final financial income and expense statements related to the project
  - If you met your project goals as stated in your application? Include the following:
    - Which goals were successful?
    - Which goals were not?
    - What were some of the benefits that this project provided?
    - Approximately how many people benefitted from your project?
      - How many of those people were Wilsonville residents?
  - A copy of any publicity or printed materials that include the statement acknowledging the source of funds.

**Report must be filed within 60 days of completion of the project or event.**

If you have any questions, please contact:  
 Brian Stevenson, Recreation Coordinator  
 (503) 570-1523  
[stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)