



October 11, 2023

Interested Applicants:

The Community Enhancement Program is an exciting opportunity for community members to participate in making Wilsonville a place where families and businesses thrive.

The reimbursement program is open to non-profit organizations, service organizations, schools and/or city advisory committees. We encourage you to let us know your ideas and plans for enhancing the community. The City will offer an in-person application workshop for potential applicants at 6:00 p.m. on November 28<sup>th</sup> to help applicants understand the application, criteria, and review process. The open house will be held in the Rose Room at the Wilsonville Library (8200 SW Wilsonville Road). Those interested in sharing and developing an idea to determine what information is required to move their potential project forward are also encouraged to attend.

All ideas are welcome, big or small, you can be sure they will be considered. All applicants are required to meet with City staff for a free pre-application meeting. Meeting times are flexible and available between November 1, 2023 – December 29, 2023. Please contact Zoe Mombert, Project Coordinator, at 503-570-1503 to schedule a pre-application meeting or email Zoe at [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us).

Fill out the online application by January 12, 2024 at 5:00 p.m. and we look forward to reviewing your proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Zoe Mombert", with a long horizontal flourish extending to the right.

Zoe Mombert  
Project Coordinator/ Assistant to the City Manager  
503-570-1503  
[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)

# COMMUNITY ENHANCEMENT PROJECT APPLICATION INSTRUCTIONS

## 2023 Community Enhancement Program Schedule:

### 2023

Nov. 1 Applications for project proposals available. ([www.ci.wilsonville.or.us/CEP](http://www.ci.wilsonville.or.us/CEP) )

Nov. 1 Required pre-application meetings begin. (Required pre-application meeting should be scheduled with the project coordinator between November 1 – December 29)

Nov. 28 Application workshop – optional - 6:00 p.m. at the Wilsonville Library - Rose Room (8200 SW Wilsonville Road)

### 2024

Jan. 12 Applications must be completed and submitted online by 5:00 p.m.

February Staff application review

Feb. 27 Community Enhancement Committee meeting to review projects. Each qualifying application representative will provide a presentation to the committee and answer questions.

Mar. 19 Community Enhancement Committee meeting to discuss projects and make a recommendation to City Council.

Spring Allocations of funds recommended to and approved by City Council

July 1 Awarded projects can begin once they have signed agreements.

Aug. 31 *“Offer of Funding”* will be withdrawn if agreements are not signed and returned to the City of Wilsonville by this date.

### 2025

June 30 Projects must be complete or have an approved extension

## **General Instructions**

- All projects must be within the City limits to be eligible for funding.
- Applicants must be from non-profit organizations, service organizations, schools or City Advisory Committees to be eligible for a grant.
- Applicants may not have any previous Community Enhancement program grants that are active at the time of the Community Enhancement Committee application review meeting. However, exceptions may be made based on a project performance update and anticipated project completion schedule. (Project proposals seeking an exception should be prepared to provide the committee with this information at the Community Enhancement Committee meeting.) Generally, all projects should be complete within the agreed upon project completion date of June 30, 2025.
- 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 project is evaluated by staff before being forwarded to the Community Enhancement Committee. The Community Enhancement Committee will review the projects to determine funding.
- 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 such in the appropriate space.

Application packets are available on the website at [www.ci.wilsonville.or.us /CEP](http://www.ci.wilsonville.or.us/CEP). Any questions regarding the application should be directed to Zoe Mombert, Project Coordinator/Assistant to the City Manager, at [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us) or 503-570-1503.

### **Applicant Information**

Name of non-profit group, service organizations, organization, or committee should be listed in Sponsor Information. Contact person, phone, email address, 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 concise.

- C. Project Description: This should be a short description for the proposed program or project **including how the Community Enhancement Program funds will be used.**
- D. Estimate how many Wilsonville residents 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 funds 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, 2024, 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. 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.

## Community Enhancement Project Evaluation

**Evaluation Process:** Following presentation of the proposals, each Community Enhancement Committee (CEC) member will evaluate the project. Based on funding requests and money available, the CEC will determine which projects will be recommended for funding. Funding may be full, partial, or none and must be approved by the City Council.

**Goals:** Projects must meet **one or more** of the following goals to be eligible for funding. If not, the application will not be considered further. Priority will be given to projects that best meet these goals.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement to safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

**Guidelines:** Project enhances sustainability in the City, either economically, environmentally, or socially. Sustainability is intended to have a broad definition under this program.

When evaluating the projects, the committee members will use the guidelines of the Community Enhancement Program to evaluate a proposed project, and will also include the following additional factors:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.

### **Next Steps:**

Staff will review all applications in February and provide an evaluation of each project to the Wilsonville- Metro Community Enhancement Committee. The applications, evaluations and a presentation from the project sponsor will be presented to the committee at a meeting in March (the date will be provided as soon as possible). After the committee reviews all of the application materials and information provided, they will make a recommendation to City Council. The City Council must approve the project funding allocation. All project applicants will be notified of the status of their project (unfunded or funded with the amount awarded).

All successful project sponsors will need to complete an agreement acknowledging that the project sponsor will do the following:

1. Complete all improvements and activities within the specified time as described in Sponsor's application with any identified revisions, due to partial funding.
2. Provide all necessary administrative support to manage the project.
3. Provide a label on any physical, digital, or printed material stating that the project was funded (fully or partially) by Wilsonville- Metro Community Enhancement funds.
4. Provide all receipts, documents, or contracts showing use of the allocated funds in Community Enhancement Program money to be reimbursed for project expenses.
5. Provide the City with a written report within two months of project completion.
6. Provide a presentation to City Council upon completion of the project.
7. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.

The project funds will be available July 1, 2024. Project expenses cannot be incurred before this time. Receipts and associated documentation will be required for reimbursement. All projects must be complete or receive an extension by June 30, 2025. Projects requiring a one-year extension must request an extension in writing from the Community Enhancement project coordinator. The written request must describe the need for the extension and how the project sponsor will complete the project prior to the new deadline. Project extensions will be granted in writing and mutually agreed upon by the City and the sponsor.

A written report describing the activities were completed, project outcomes, and how the community enhancement committee funds have been spent will be required within two months of project completion. This report should identify how the objectives or scope of the project were met. The project sponsor will provide a brief presentation (project report) to City Council to share the results with the community.

Finally, any materials (physical, digital, printed, etc.) developed by or associated with the project will identify that the project was funded (fully or partially) by Wilsonville- Metro Community Enhancement funds. This is intended to inform the community about the Wilsonville – Metro Community Enhancement funds and how the funds have been used in the community.

## COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Wilsonville ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- A. The City agrees to grant the Sponsor \$«Funding\_Approved» to assist in completing the Community Enhancement Project.
- B. The Sponsor agrees to:
  1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
  2. Provide all necessary administrative support to manage the project.
  3. Provide a label on any physical, digital, or printed material stating that the project was funded (fully or partially) by Wilsonville- Metro Community Enhancement funds.
  4. Provide all receipts, documents, or contracts showing use of the \$«Funding\_Approved» in Community Enhancement Program money to be reimbursed for project expenses.
  5. Provide the City with a written report within two months of project completion. The report should include activities completed and indicate how the money has been spent. Any unspent money provided to the sponsor shall be remitted back to the City.
  6. Provide a presentation to City Council upon completion of the project. City Council generally meets on the first and third Monday of each month at 7:00PM
  7. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the Sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«Funding\_Approved» of Community Enhancement Program money. The deadline for completing the Community Enhancement Project (June 30, 2025) may be extended

upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.

D. If the sponsor fails to execute and return contract to the City by August 31, 2024, the funds will be forfeited.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

City of Wilsonville

SPONSOR

By \_\_\_\_\_  
City Manager

By \_\_\_\_\_  
Authorized Person to Execute Contract