



Home of the Tualatin River National Wildlife Refuge

City of Sherwood
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Councilors
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Jennifer Kuiper
Renee Brouse

City Manager
Joseph Gall, ICMA-CM

Assistant City Manager
Tom Pessemier, P.E.



2009 Top Ten Selection



2007 18th Best Place to Live



July 31, 2015

To All Citizens of Sherwood:

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

The program is open to non-profit groups, organizations, or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

*The Sherwood Community
Enhancement Program Committee*

**FISCAL YEAR 2015-16
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS**

The following is the process schedule for the Community Enhancement Projects Grant Program:

- July 31 Applications for project proposals will be available. (Application form is attached)
- August 31 Applications must be completed and returned to City Hall, 22560 SW Pine Street, by 5:00 pm.
- September 15 Community Enhancement Project Committee (CEPC) will hold meeting to review and discuss applications at regularly scheduled City Council meeting.
- October 1 Contracts for awarded projects will be distributed to successful applicants. Contracts must be executed by November 1, 2015, or grant may be forfeited.

General Instructions

- Applicants must be from non-profit groups, organizations or City Advisory Committees to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Each project must meet one of eight Metro-approved criteria listed in question G.
- Projects will be evaluated on how the project enhances sustainability in the City. Sustainability is intended to have a broad definition under this program.
- Projects must be done between October 1, 2015 and September 30, 2016.
- Each project is reviewed by the CEPC together to determine funding which may be as fully funded, partly funded, or not funded.
- Applicants are encouraged to limit question responses to the spaces provided on the application. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.
- Applicants must submit project plans to applicable City Departments and submit written acknowledgment that the project meets requirements set forth by the City. Documentation should be included in the application packet.

Application packets will be available on the website at www.sherwoodoregon.gov or at City Hall, 22560 SW Pine Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Tammy Steffens, at SteffensT@SherwoodOregon.Gov 503.625.4213.

CEP- INSTRUCTION SHEET

Applicant Information

Name of non-profit group, organization, or committee should be listed in Applicant information. Contact person, phone and address should be provided for notification purposes. 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 and Funds Needed by: Applicant should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from Metro. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Project Description: This should be a short description for the proposed program of project **including for what purpose or how the CEP funds will be used.**
- C. 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 grant money in past years.
- D. 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 done in-kind volunteer labor and/or contractual costs. **In order to estimate the value of donated volunteer time, use \$22.55** (This is the value of volunteer labor time as of 1/10/15, according to the Independent Sector and The Bureau of Labor Statistics). Supplies and services would include any consumable materials and supplies used to complete project program. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings.

Verify where City fees and/or permits may be required for a project. City permit fees may have a major impact on the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission. Most importantly, if the project results in any changes or improvements to a property of building, contact a Community Development Division at 503-625-4226 to determine if a Land Use and/or Building Permit is required for the project.

Compute percent of total budget provided by the sponsor.

- E. List the amounts and sources of the funding for the Applicant's share of the project and whether the applicant has secured funding from other sources. **Reimbursement of project costs incurred prior to October 1, 2015, is not allowed.**
- F. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- G. Completed a brief description of how the project meets one or more of the eligibility criteria and how the project enhances sustainability in the City. Sustainability is intended to have a broad definition under this program.

Project Management

Provide an outline of the major project tasks and completion dates for the tasks.

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.

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.

Exit Report

In order to be considered for future Sherwood-Metro Community Enhancement grants, the project coordinator must submit a two-page Exit Report within thirty days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A final budget.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc.) Please mention the Sherwood-Metro Community Enhancement Grant as a project/program sponsor on all promotional materials.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: _____ Tax ID# _____
(N/A) for City Board or Commission

Contact Person: _____ Daytime Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title

**Amount
Requested:**

**Funds
Needed by*:**

_____ \$ _____

*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed Schedule

Project Start Date: _____ Project Completion Date: _____

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used and the location of the project):

B. Project Description Continued:

C. Who will benefit if this project is funded? And how will they benefit?

Has the applicant received a Community Enhancement grant for this project in the past?

Yes

No If so, amount received \$

Has the applicant received a Community Enhancement grant for the current year? If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, ect.

D. PROJECT BUDGET

Total Estimated Costs: _____ How these costs were estimated (quotes, catalog, previous projects, etc.)? _____

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services				
Supplies & Materials				
Capital				
Permits & Fees				
Other				
Total				

% of Total Budget provided by Applicant: _____ %

E. Is there secure funding for Applicant's share of the total costs including funding from other public or private agencies and what are the sources of funding?

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- 1. Increases attractiveness/market value of residential, commercial or industrial areas.
- 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
- 3. Preserve or increase recreational areas and programs within the City.
- 4. Improve safety within the City.
- 5. Result in significant improvement in the cleanliness of the City.
- 6. Increases recycling efforts to provide a reduction in solid waste.
- 7. Increase employment or economic opportunities for City residents.
- 8. Rehabilitate or upgrade the market value of housing or commercial property.
- 9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
- 10. Enhance art and culture within the City.

List by item number and describe how the project meets each goal.

