



## COMMUNITY ENHANCEMENT PROGRAM GRANT Application Tip Sheet

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### Preparing the application

Start early!

Verify your organization qualifies as one of the three types of organizations eligible for funding for the Community Enhancement Project (non-profit, school or institution of higher learning, local government). Include IRS 501(c)(3) determination letter when applicable.

Verify your proposed project is eligible for funding by meeting one or more of the Community Enhancement Program's stated goals.

### Writing your application

Read the application and instructions and answer the questions thoroughly.

Be clear and descriptive – This is the opportunity to show a need and how it can be solved. Don't assume grant readers know anything about your organization or what you are asking for. Give them all of the information they need to make an informed decision.

Make goals and make those goals SMART (Specific, Measurable, Attainable, Results-Oriented, and Time Sensitive). Explain how these goals will show the success of the proposed project.

Proof read your application – Review to spot formatting errors that may make the answers incomplete or illegible. Make sure that all questions are fully answered and plans are clearly communicated. Obtain assistance from others – a second set of eyes may spot something new.

### Submitting the proposal

Submit early – The deadline is firm. Don't wait for the deadline to loom before submitting your proposal.

Don't forget the supplemental information – An application is deemed incomplete without the necessary paperwork.

- ❖ Preapproval is required for applications for city owned or run facilities. Written permission from the City Manager's office must be included with the application.
- ❖ City Fees or Permits may be required. If applicable, verify with the City Permit Office and include in the application budget.
- ❖ Private landowner authorizations need to be submitted with the application.
- ❖ IRS Certification of non-profit status, when applicable.

Letters of support – Optional letters of support from community organizations or members can be included with the application.

Provide source information for anticipated expenses, when possible – quotes, bids or advertised pricing helps to support the stated need in the application.

Some proposals may require liability insurance

Questions? Contact Leslie Dean at 503-625-4212 or [deanl@sherwoodoregon.gov](mailto:deanl@sherwoodoregon.gov)