



COMMUNITY ENHANCEMENT PROGRAM GRANT Application Tip Sheet

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



COMMUNITY ENHANCEMENT PROGRAM GRANT APPLICATION INFORMATION

The City of Sherwood is soliciting proposals for projects or programs that will enhance the Sherwood Community. The City has funding available for projects that will occur between July 1, 2021 and June 30, 2022.

Background

Metro's community enhancement grants provide communities the opportunity to improve neighborhood livability, public safety and economic livelihood in areas in which there is a solid waste transfer facility. The Sherwood Community Enhancement Program (CEP) is an opportunity for citizens to participate in making Sherwood a place where families and businesses thrive.

This grant program is formed by a partnership between the City of Sherwood and Metro. Funding is generated by a \$1.00 per ton surcharge that is collected at the Pride Disposal and Recycling Company transfer station located at 13980 SW Tualatin-Sherwood Road, in Sherwood, Oregon.

The Community Enhancement Program is an exciting opportunity for residents to participate in projects that improve quality of life for the Sherwood community.

Grant Criteria and Requirements

The purpose of the CEP grant program is to support enhancements throughout the City of Sherwood.

To qualify to receive funding, projects and applicants must meet the criteria below. Priority is given to projects or programs that best meet the funding goals and benefit areas most impacted by the Pride Disposal transfer station.

Eligibility

1. The program is open to
 - a. Non-profit entities including without limitation; neighborhood associations, faith-based/religious organizations, charitable organizations with 501(c)(3) status under the Internal Revenue Service
 - b. Schools or institutions of higher learning
 - c. Local governments, local government advisory committees, departments or special districts.
 2. The project must not promote or inhibit religion
 3. The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
 4. The project must not be used to replace any other available source of federal, state, local or regional funds.
 5. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission for access.
 6. The project must provide a benefit to residents of Sherwood
- *Note that some projects may require proof of liability insurance prior to disbursement of funds.

Goals

Projects/programs must meet at least one of the following goals:

1. Improve the appearance or environmental quality within the City boundaries
2. Increase reuse and recycling opportunities or a reduction in solid waste in the City
3. Rehabilitate or upgrade the attractiveness or market value of public areas of residential, commercial or industrial areas within the City boundaries
4. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
5. Result in improvement to, or an increase in recreational areas and programs in the City
6. Result in increases in safety in the City
7. Provide work, education or training opportunities for youth, seniors, low income persons or underserved populations in the City
8. Increase employment or economic opportunities for City residents
9. Enhance art and culture within the City

Funding Match Requirements

Projects/programs are required to provide 10% of the project cost from an additional funding source. Funding sources can be fulfilled by volunteer hours, in-kind donations or actual dollars.

Funding match sources must be secured prior to submitting an application. Funding match sources must be explained within the application.

Volunteer labor rates for funding match is \$27.20. This is the value of volunteer labor time as of July 2020, according to the Independent Sector and The Bureau of Labor Statistics.

Application Information

Projects submitted for funding must directly benefit residents of the City of Sherwood. 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 performed between July 1, 2021 and June 30, 2022. Payment for expenses incurred before or after this timeframe is not permitted.

Each project is reviewed by the Community Enhancement Program Committee to determine funding.

- Projects may be fully funded, partly funded, or not funded.
- Prior applicants and/or projects can apply for funding each fiscal year. Reoccurring projects are subject to a reduction in funding upon review by the committee. Prior applicants that submit applications for new projects will not be considered reoccurring.
- Applicants are encouraged to limit question responses to the spaces provided on the application. Every question should have a response. If a question does not apply to your proposed project, indicate this 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.

Funding will be provided either in an up-front lump sum payment or as a reimbursement of actual expenses as directed by the CEP committee. The funding payout will be outlined in the individual CEP Contract.

Neither Metro nor the City of Sherwood are responsible for any costs incurred in preparing an application/proposal.

Deadline

Applications for the 2021-2022 grant cycle must be received by the City of Sherwood no later than Friday January 31, 2021 at 5pm. Applications received after that time will not be considered.

Application materials will be available on the City website at www.sherwoodoregon.gov and hard copies will be available at Sherwood City Hall, 22560 SW Pine Street, from 8:00 am to 5:00 pm Monday through Friday. Applications can be submitted electronically via email to deanl@sherwoodoregon.gov, or a hard copy can be hand-delivered or mailed to Sherwood City Hall, Attn: Finance Department, 22560 SW Pine Street.

Application Content

Applications requiring additional city authorization, permits or private party agreement should submit letters from the affected parties indicating their agreement with the proposed project. Missing necessary authorization letters will deem an application incomplete. Applicants should note that liability insurance may be required.

Review, Evaluation and Selection Process

Staff will review all submitted applications. Applications that do not meet the guidelines and/or CEP goals will be eliminated. Applications that are deemed incomplete will be given a one-time due date to provide missing items. If the due date is not met, the proposal will be eliminated.

The staff will forward the applications to the Community Enhancement Program Committee for independent review prior to the public grant review meeting. The committee members will evaluate and allocate the funds based on funds available, Community Enhancement Program goals, City Council objectives and the applicant's ability to successfully implement the proposed project/program.

The Community Enhancement Program Committee is tentatively scheduled to hold a meeting in Conference Room A (City Hall, 22560 SW Pine Street) in March 2021 for the review and recommendation of grant funding. The meeting is an open public process and will be advertised accordingly.

Attendance at the meeting is not required to receive an award. Although individual applicants will not be asked to present their proposal, it is possible that they may be asked questions if the committee requests additional information and they are in attendance.

All applicants will be notified of the committee's final action.

Contract Information

Successful applicants will be required to enter into contract with the City of Sherwood. This contract is legally binding and outlines the responsibilities of both parties. A person authorized to represent their organization will review and sign the agreement on behalf of the sponsoring organization. The City Manager will represent the City of Sherwood. Agreements for awarded projects will be distributed by April 1, 2021. Contracts must be signed and returned to the City of Sherwood by May 31, 2021 or grant funding may be forfeited. A fully executed (signed) version of the contract will be sent to the grantee.

Funds for projects will only be available from July 1, 2021 to June 30, 2022. A request for extension must be submitted by May 15, 2022 to be considered.

Awardee Reports

If the project is not completed by December 31, 2021, an interim report must be submitted by the project coordinator. An interim report is due to the City of Sherwood by January 31, 2021. An interim report must include:

- An update on the project status, including challenges, accomplishments and any major changes from the original proposal.
- An estimated timeline to completion of the project and any anticipated challenges that may occur that were not identified in the original application.
- An interim budget identifying amounts spent.

The project coordinator **must** submit an Exit Report within the earlier of thirty days of completing the grant project or July 30, 2022. The exit report must include:

- A description of the project, including challenges, accomplishments and any major changes from the original proposal. Please include performance measures as applicable (e.g. number of people served, program attendance rate, number of services performed)
- A final budget and budget narrative explaining how funds were spent.
- Photos of the project (as applicable)
- 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.

Failure to submit a timely exit report may result in disqualification of applicants for consideration of future Sherwood Community Enhancement Program grants.

Additional Information

The applicant agrees to hold the City of Sherwood and the Community Enhancement Program Committee harmless of the applicant's actions.

Any questions regarding the application or the grant process should be directed to Leslie Dean, at DeanL@SherwoodOregon.Gov 503.625.4212.

2021-2022 Funding Cycle Timeline

January 31, 2021	Applications must be submitted by 5 p.m. Mail or hand deliver to City Hall, 22560 SW Pine Street or electronically via email to deanl@sherwoodoregon.gov
March 2021	The Sherwood Community Enhancement Program Committee will hold a public meeting to review and discuss applications
April 1, 2021	Notification of committee decisions will be sent to each applicant. Contracts for awarded projects will be distributed to successful applicants.
May 31, 2021	Deadline to return contracts. All contracts for awarded projects must be signed and returned to the City of Sherwood.
July 1, 2021	First day the grant funding can be used
December 31, 2021	Interim exit report (as needed) due
May 15, 2022	Requests for grant extension (if required) deadline
June 30, 2022	Last day that grant funding can be used
July 30, 2022	Final Exit Report due.