



*Home of the Tualatin River National Wildlife Refuge*



## **COMMUNITY ENHANCEMENT PROGRAM GRANT Application Tip Sheet**

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### **Preparing the application**

Start early! Give yourself enough time to gather information, review requirements, and complete all materials.

Confirm Organization Eligibility: 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.

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

### **Writing your application**

Follow all instructions. Read the application and instructions and answer the questions thoroughly.

Be clear and descriptive – Explain the need and how your project addresses it. 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 proposal – provide all information necessary to make an informed decision.

Set SMART goals Ensure your project goals are Specific, Measurable, Attainable, Results-Oriented, and Time Sensitive. Describe how these goals will demonstrate the projects sucess.

Proofread – Review your application for formatting or clarity issues that could make answers incomplete or difficult to read. Confirm every question is fully answered and your project plans are clearly communicated. Consider having someone else review it—a fresh set of eyes can catch issues you may miss.

## **Submitting the proposal**

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

Include all required supplemental materials –Applications missing required documents will be considered incomplete.

- ❖ Preapproval is required for applications that involve 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. Include IRS 501(c)(3) determination letter when applicable.
- ❖ Letters of support (optional) – You may include optional letters of support from community members or organizations.

Provide cost documentation when possible. Quotes, bids, or advertised prices strengthen your budget and help justify the requested funding.

Check for insurance requirements. Some proposals may require liability insurance.

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