



COMMUNITY ENHANCEMENT PROGRAM GRANT

PROGRAM GUIDELINES

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, 2026 and June 30, 2027.**

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.

Since fiscal year 2015-16, schools, non-profits and government entities have utilized grant funding to improve economic opportunities, neighborhood livability, public safety and more. The Community Enhancement Program is an exciting opportunity for residents to participate in projects that improve quality of life for the Sherwood community.

The program supports projects that advance one or more of the following goals:

- Provide programs, training or services that benefit underserved populations
- Increases reuse and recycling opportunities; reduce the toxicity of waste
- Improve the environmental quality of the area
- Preserve or improve natural areas; increase public access
- Improve or increase recreational areas and programs
- Rehabilitate and upgrade property owned or operated by non-profits
- Improve the safety, appearance or cleanliness of neighborhoods.



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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 will be given to startup (“bootstrap”) initiatives and capital projects that best meet the program goals and support areas most affected by the Pride Disposal transfer station.

These grants are competitive, typically there are more requests received than can be funded in a given year. Successful proposals will clearly demonstrate support of least one of the following program goals:

- Provide programs, training or services that benefit youth, seniors, low income persons, people of color, veterans or other underserved populations
- Increase reuse, recycling or waste prevention opportunities; reduce waste toxicity
- Improve the environmental quality of the area
- Preserve or enhance wildlife and natural areas within the target area
- Improve or increase recreation opportunities
- Rehabilitate and upgrade non-profit -owned or -operated property
- Improve the safety, economic opportunities, appearance or cleanliness of neighborhoods.

Eligibility

1. The program is open to
 - Nonprofit organizations, including neighborhood associations, faith-based organizations, and 501(c)(3) charitable entities
 - Schools and institutions of higher education
 - Local governments, 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. Projects located on private property must establish a clear public benefit and include written landowner permission.
6. The project must provide a benefit to residents of Sherwood

** Note: Organizations can only receive awards two times in a three-year period*

**** Note:** Some projects may require proof of liability insurance prior to funding distribution



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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
3. Rehabilitate or upgrade the attractiveness or market value of public areas
4. Preservation or enhancement of wildlife, riparian zones, wetlands, forestlands and marine areas, and/or improve the public awareness and access
5. Expand or improve recreational areas or programs
6. Increase 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
9. Enhance art and culture within the City

Funding Match Requirements

Projects/programs must provide 10% match from an additional funding source. Matches may include 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 **\$36.44**. This is the value of volunteer labor time as of **April 2025**, according to the Independent Sector and The Bureau of Labor Statistics.

Application Information

Projects must directly benefit residents of the City of Sherwood and will be evaluated on how they enhance sustainability in the City. Sustainability is intended to have a broad definition under this program.

Projects must be performed during the fiscal year of the grant cycle – **July 1 to June 30**. Payment for expenses incurred before or after this timeframe is not permitted.



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Application Information (continued)

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.
 - Repeat applicants, regardless of project will only receive funding for projects in two years of a three year cycle.
- 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.

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 and City administration. 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 must be received by the City of Sherwood no later than **Wednesday, April 15, 2026 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.

Completed applications may be submitted:

- By email to finance@sherwoodoregon.gov
- In person or by mail to:
Sherwood City Hall,
Attn: Finance Department,
22560 SW Pine Street
Sherwood, OR 97140



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Application Content

Applications requiring additional city authorization, permits or private party agreement must include letters from the affected parties confirming their approval. Applications missing necessary authorization letters will be considered 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 disqualified and the applicant will be notified. Applications that are deemed incomplete will be given a one-time extension to provide missing items: failure to meet the deadline will result in disqualification. Applicants that have received previous awards and with a history of failure to comply with grant requirements and/or reporting deadlines will be disqualified.

Qualified applications will be forwarded to the Community Enhancement Program Committee for independent evaluation prior to the public grant review meeting. At the public meeting, the committee members will allocate funds based on available resources, CEP goals, City Council objectives and the applicant's expected ability to successfully implement the proposed project/program.

The Community Enhancement Program Committee is scheduled to hold a meeting in Conference Room A (City Hall, 22560 SW Pine Street) on a date to be determined. Notice will be provided once the meeting is scheduled. Attendance at the meeting is not required; however, applicants in attendance may be asked clarifying questions.

Contract Information

Awarded applicants must enter into a legally binding contract with the City of Sherwood. A person authorized to represent their organization will review and sign the agreement on behalf of the sponsoring organization. The City Manager or their delegate will represent the City of Sherwood. Contracts must be signed and returned to the City or grant funding will 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, 2026 to June 30, 2027**. Request for extension must be submitted by **May 15, 2027** to be considered.



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Awardee Reports

Progress reporting is required for grant awardees and should be submitted via email to finance@sherwoodoregon.gov.

Interim Report - If the project is not completed by **December 31, 2026** of the grant cycle year, an interim report must be submitted by the project coordinator. An interim report is due to the City of Sherwood by **January 31, 2027**.

An interim report must include:

- A status update, including challenges, accomplishments and any major changes from the original proposal.
- An interim budget identifying amounts spent.

Final (Exit) Report – To close out the grant, the project coordinator **must** submit an Exit Report within the earlier of thirty days of completing the grant project or **July 31, 2027**.

The exit report must include:

- A summary of the project, including challenges, accomplishments and any major changes and performance measures as applicable (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.)

Failure to submit timely exit reports or budget materials *will* result in disqualification of applicants for consideration of future Sherwood Community Enhancement Program grants.



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2026-2027 Funding Cycle Timeline

February 1, 2026	Applications available online and at City Hall, 22560 SW Pine Street
April 15, 2026	Applications must be submitted by 5 p.m. electronically, by mail or hand delivered to City Hall, 22560 SW Pine Street or via email to CEP@sherwoodoregon.gov
May 19, 2026	The Sherwood Community Enhancement Program Committee will hold a public meeting to review and discuss applications
June 30, 2026	Deadline to return contracts. All contracts for awarded projects must be signed and returned to the City of Sherwood.
July 1, 2026	First day the grant funding can be used
January 31, 2027	Interim report (as needed) due
May 15, 2027	Requests for grant extension (if required) deadline
June 30, 2027	Last day that grant funding can be used
July 31, 2027	All Final Exit Report to be submitted to the City.