



## City of SeaTac 2017 Neighborhood Grant Program Information and Application

*Applications will be accepted until May 15, 2017, unless an extension is announced.*

***This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact Resource Conservation/Neighborhood Programs Coordinator Trudy Olson at 206.973.4763.***

The 2017 Neighborhood Grant Program provides matching funds to organized neighborhoods that can draw volunteers from residents in SeaTac. The amount of matching grant funds allocated to neighborhoods is based on a project's worthiness to the community and will be initially evaluated by City staff and, if qualified, presented to SeaTac City Council for review and final approval. Commercial projects will not be considered.

### **NEIGHBORHOOD PROGRAM GOALS**

1. Networking of residents, bringing neighbors together and encouraging communication
2. Improvement projects that foster self-help, community safety and security, neighborhood pride, enhance and benefit a larger area of a neighborhood in the community are encouraged

### **NEIGHBORHOOD PROJECTS**

Grant projects may include improvement projects and/or community communication projects. Physical projects are those that build or enhance a feature of the neighborhood, benefit the general public, and are within the City's legal authority to approve, and cannot be projects that would be funded by a homeowner's association's dues. Communication projects are those projects that encourage neighborhood/community information and/or interaction. Examples of projects could include: neighborhood identity (signage, kiosks), play areas, neighborhood events (Block Watch, Map Your Neighborhood), public amenity (benches, sculpture), neighborhood clean-up, youth projects, secure mailboxes, artwork/neighborhood beautification, or other similar improvements. Information about how ongoing maintenance will be provided must also be included in the application.

All projects must benefit the SeaTac community. **Projects that require ongoing City funding or City staffing will not be considered for funding.** Projects must be completed within six months of approval (unless otherwise arranged) and no later than December 15, and include a plan which outlines the steps and a timeline, with month and year, to complete the project.

## **PROJECT EVALUATION CRITERIA**

The following are used to evaluate projects:

- Scope of the project
- How well the project:
  - Enhances safety/security of the neighborhood
  - Benefits a larger area of a community and/or fosters neighborhood pride
  - Enhances communication within the neighborhood
- Location of project
- Neighborhood participation and networking of residents bringing neighbors together
- Maintenance after completion (if applicable)
- Visibility and benefit to the public (if applicable)
- Meets minimum Match requirement
- Consistency with Council Vision and Goals

## **PROJECT COORDINATOR and PROJECT MANAGEMENT**

A Project Coordinator from your neighborhood must be identified to serve as the contact person with the City during the planning and construction of the project.

Responsibilities of the Project Coordinator include:

1. Acting as the primary contact for the project
2. Communicating with residents
3. Working with City staff to answer resident's questions and facilitate neighborhood meetings where necessary
4. Coordinating project
5. Coordinating maintenance (a maintenance agreement between the neighborhood and the City may be required)
6. Recruiting volunteers
7. Filling out and submitting all paperwork
8. Financial accountability and documentation of expenditures including requests for Purchase Orders and reimbursement for purchases, and submitting invoices
9. Provide a signature and/or letter of support from neighborhood association, businesses, etc., if necessary

## **DEVELOPING A BUDGET**

Applicants need to include a project budget in their application including all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project
- Get cost estimates for each item from more than one reliable source
- Cost estimates need to be accurate and realistic

**Until the project receives City approval, the City is not responsible for, nor will it pay for, any expenses or costs incurred by the applicant for the project prior to project final approval by City Council.**

## **NEIGHBORHOOD MATCH**

The 2017 Neighborhood Grant Program projects require a 2 neighborhood to 1 City match for City funds awarded (2:1 match). For every dollar requested through the grant fund, two dollars of match must be provided by the applicant organization. If an additional match is submitted, it will not be worth more points in the evaluation process.

Match may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges, volunteer labor, in-kind donations in the form of materials and/or services. The best way to consider ideas for match is to generate a list of all resources needed to complete the project and to identify those items that can be found in the neighborhood. Don't forget human resource expertise that may be needed to develop a design or supervise construction.

**Determining value of match** (please use the following criteria when figuring the match):

1. Volunteer Labor - \$29 per hour for adults; youth equivalents - \$12 per hour for high school, \$8 per hour middle school (list volunteer names and hours)
2. Donated professional services or skilled labor valued at the "reasonable and customary rate"
3. Donated material or supplies valued at market cost
4. Cash amount from neighborhood fundraising and pledges

### **Guidelines to use when determining how to provide neighborhood match:**

1. To qualify as a volunteer labor match hour, volunteers must be working on the approved grant project as described in the grant application. (Include a list of names of volunteers that will be working on the project.)
2. Up to \$150 of volunteer labor match hours may be expended on preparation of application. This includes all resident meetings, workshops and meetings with City staff.
3. The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the grant project itself.
4. The neighborhood group that pledged the match will be responsible for delivering the match in all cases – no matter who acts as the Project Coordinator.
5. All commitments for the match must be in hand at the start of the approved project.

## **PAYMENT OF PROVIDERS**

Because grant funds are public dollars, the City must meet certain audit requirements for funds that it expends. The City Finance Department handles all grant accounts. There are two ways in which the grant funds will be disbursed:

1. City Purchase Orders
2. Reimbursements paid directly to the neighborhood group for incidental expenses (all reimbursements require original receipts or company invoices)

## **MAINTENANCE OF PROJECTS**

If maintenance is required for the project, a maintenance agreement may be required by the City. The Project Coordinator will be required to ensure that the project be maintained.

## **CONTRACT**

A contract between the neighborhood group and the City must be signed or the funds will not be authorized or dispersed. **The City has no responsibility to reimburse the organization for any expenses incurred before the agreement is in place.**

## **COMPLETION OF PROJECT**

Upon the completion of the project, neighborhood groups will be required to provide a brief project summary to the City along with photographs and documents that were created and printed with the use of grant money. One copy of the final report shall be submitted to the City no later than thirty days after completion of the project.

# **GRANT APPLICATION**

## **NEIGHBORHOOD GRANT PROGRAM 2017**

### **INSTRUCTIONS**

- 1. Read the attached Neighborhood Grant Application Packet thoroughly.**
2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood. Involve as many neighbors as possible in the selection and planning of the project(s).
3. Designate a Project Coordinator who will be the contact person.
- 4. Complete the Grant Application and return it to:**

**City of SeaTac Public Works Department,  
Attn: Resource Conservation/Neighborhood Programs Coordinator Trudy Olson  
4800 South 188<sup>th</sup> Street, SeaTac, WA 98188.**

Application must contain a complete explanation of the project including a description of the actual work you want to do, the proposed location of the project, timeline for completion, and demonstration of neighborhood match.

5. Official homeowners associations will be required to provide a copy of association bylaws and Declaration of Covenants, Conditions, Restrictions, and Easements for the purpose of funding authority.
6. Include with your application the following items for **physical improvement projects**:
  - a) A detailed drawing of the project
  - b) A detailed site map locating the project site and where the project will be installed at the site
  - c) Detailed directions to the location of the project site

Include with your application the following for **community communication projects**:

- a) A complete description of what the project is
  - b) A description of how the funds will be used
  - c) Required permission/release of property where event will be held (if applicable)
7. Upon approval of your project, you will receive notification with instructions of how to proceed.
  8. If you have any questions, contact Resource Conservation/Neighborhood Programs Coordinator Trudy Olson at 206.973.4763 or by email at [tolson@ci.seatac.wa.us](mailto:tolson@ci.seatac.wa.us).

**Detailed directions to the location of the project site:**

Please provide a detailed site map locating the project site and where the project will be installed at the site.

**Detailed project description:**

**What will this project accomplish in your neighborhood/community?**

**How will this project benefit the public?**

# PROJECT WORK PLAN

Expected (approximate) start date of project \_\_\_\_\_

Expected (approximate) completion date of project \_\_\_\_\_

Projects must be completed within a **6 month timeframe or before December 15, 2017** after receiving the grant unless otherwise agreed upon with the City. Include a plan which outlines the steps and a timeline (with month and year) to complete the project.

## ANTICIPATED BUDGET ITEMS REQUIRED

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST (including tax)</u>
<i>Mural Project:</i>		
<i>10 gallons latex paint</i>	<i>Home Depot</i>	<i>\$150 (\$15/gallon) including tax</i>
<i>Sign Project:</i>		
<i>1-24x26" sign</i>	<i>Fast Signs</i>	<i>\$90 including tax</i>
<b>ESTIMATED TOTAL COST: \$240 (including tax)</b>		

## YOUR PROJECT

List each item of the project separately.

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST (including tax)</u>
_____	_____	_____
_____	_____	_____
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_____	_____	_____

**ESTIMATED TOTAL COST** (including tax): \_\_\_\_\_

(Enter the Estimated Total Cost in the space provided for the Total Grant Amount Requested on page 10 of the Grant Application.)

Attach additional pages as needed.  
**Please attach any quotes for items or services.**

How will your neighborhood match be able to meet the 2:1 requirement for the requested matching grant amount (what services, labor, materials, or money will your neighborhood group be contributing)? *Please be sure you have a 2:1 match at least.* See previous Neighborhood Match section example to help determine dollar values and eligible components.

**Example:**

<u>Match Item</u>	<u>Estimated Value</u>
<i>Volunteer labor 40 hours x \$27/hour</i>	<u>\$1080</u>
<i>Neighborhood potluck fund raiser</i>	<u>\$300</u>
<i>Donated materials (brushes, buckets, cement)</i>	<u>\$400</u>
<b>ESTIMATED TOTAL VALUE OF MATCH:</b>	
	<u>\$1780</u>

<u>Match Item</u>	<u>Your Project</u>	<u>Estimated Value</u>
<b>ESTIMATED TOTAL VALUE OF MATCH:</b>		_____

(Enter the Estimated Total Value match in the space provided for the Total Neighborhood Match on page 10 of the Grant Application. Remember this number must meet the 2:1 ratio for the total amount of the grant being requested.)

**Explain how you plan to solicit neighborhood volunteers to participate in the project:**

**Will your project require ongoing maintenance or repair?**  YES  NO  
 If yes, how will it be provided?

Submitted by: \_\_\_\_\_  
Print name Signature of Project Coordinator

For Office Use Only Date Approved/Declined: _____ COMMENTS:	Amount Approved _____
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## 2017 Neighborhood Grant Program

### Volunteer Commitment Roster for estimating grant match

Name of project: \_\_\_\_\_

Name of Neighborhood Association (if applicable): \_\_\_\_\_

Neighborhood Project Coordinator's name: \_\_\_\_\_

Phone: Days \_\_\_\_\_ Evenings \_\_\_\_\_ Email \_\_\_\_\_

Project Coordinator's Address: \_\_\_\_\_

**PLEASE LIST THE VOLUNTEERS WHO WILL WORK ON THE PROJECT:**

*ALL volunteers must sign the 2017 Volunteer Registration - Liability Waiver, Release & Indemnity Agreement Form PRIOR to volunteering on the grant project. ALL youth volunteers must also have their parent/guardian sign the City of SeaTac 2017 Volunteer Registration – Liability Waiver, Release & Indemnity Agreement Form PRIOR to volunteering on the grant project. ALL waivers must be received by the City prior to the volunteer(s) participation on the project.*

Volunteer Name	Hours for Match	Comments
		<b>Total match hours:</b>

For office use only	Date Received by City: _____	Staff: _____
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Date: \_\_\_\_\_

**After completing the application, please enter the following information:**

Total Grant Amount Requested for Project \$\_\_\_\_\_ (from page 7)

Total Neighborhood Match \$\_\_\_\_\_ (from page 8)

**Please complete the following questions:**

Name of project: \_\_\_\_\_

Name of neighborhood group or association: \_\_\_\_\_

General neighborhood area involved (a map with the area outlined/highlighted or a written description): \_\_\_\_\_  
\_\_\_\_\_

Neighborhood Project Coordinator's name: \_\_\_\_\_

Project Coordinator's address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_

Project Coordinator's telephone: Days \_\_\_\_\_ Evenings \_\_\_\_\_

Project Coordinator's e-mail address: \_\_\_\_\_

**Is the project site located in?**

SeaTac City Limits

On City public right-of-way	YES	NO
On private property	YES	NO

(A letter from the property owner must be submitted with the application granting permission for the project to be constructed on their property.)

Other – Explain

**NOTE:** In order for the project to meet the grant criteria, the project site must be located in SeaTac City Limits and must be either on the City right-of-way or on private property (agreement with property owner required). Any site locations that do not fall within these perimeters will not be eligible for the grant.