Purpose of the Program

The Olympia City Council established the Neighborhood Matching Grant program to encourage projects that foster civic pride and environmental sustainability, enhance and beautify neighborhoods, expand citizen involvement, and promote the interests of the Olympia Community. To accomplish this goal, the City Council considers making grant funds available each year to Recognized Neighborhood Associations (RNAs) on a 50/50 matching basis. The City Council firmly believes that community participation and commitment to accomplishing improvements within our City are beneficial to all Olympia residents.

General Guidelines

Eligibility – All City of Olympia Recognized Neighborhood Associations (RNAs) in good standing are eligible to apply for a matching grant for 2015.

Types of Projects – The types of activities supported by matching grants have an environmental benefit and strengthen community connections. Successful projects are those that are easily accomplished by the end of the year with volunteer support. Recent neighborhood projects which were funded in part by a matching grant include:

- Native plant restoration
- Interpretive sign creation and installation
- Mural painting
- Neighborhood garden and park improvements
- Festival celebrating the local community
- Certified Emergency Response Training (CERT) for community members

Project Review – Applications will be reviewed by a committee composed of City staff from multiple departments and one RNA leader from a neighborhood which does not apply for a matching grant in 2015. The committee’s review will result in a recommendation to the City Council, who will make the final selection at a regularly-scheduled meeting.

How the Match Works – Each RNA’s grant can range from $500 to $4,000 to cover up to 50% of project costs. The RNA matches the City grant through direct financial contributions, material donations, and/or volunteer time. For 2015, the City Council approved up to $23,000 to be distributed to multiple RNAs for approved projects.

Funding Timeline – From the point of view of grant funding, the project begins once City staff and an RNA leader have signed the formal agreement after the Olympia City Council approves the funds. We anticipate that agreements will be signed in May 2015. Matching grant funds must be spent by December 31, 2015.
Minimum Project Requirements

All applications will be reviewed to determine that they meet the minimum requirements of the program. These are:

1. The applicant is a City of Olympia RNA in good standing;
2. The project is nonprofit in nature;
3. The project has lasting and/or direct benefit to the neighborhood and/or wider community;
4. The project is accessible to the public; and
5. The purposes to be accomplished by the applicant must be within the City’s legal authority and be an improvement for the benefit of the public.

Grant Project Prioritization

In addition to meeting the minimum project requirements, project proposals which demonstrate the following will be given first priority by the review committee:

✓ Will result in a direct and lasting environmental benefit to the neighborhood and/or wider community;
✓ Foster community engagement and enrichment opportunities through the use of the neighborhood’s sweat equity;
✓ Are ready to begin after funding has been approved;
✓ Are likely to be completed by December 31st;
✓ Are easily accomplished with volunteers; and
✓ Do not require extensive City staff involvement to be completed successfully.

The total amount of funds available for 2015 is $23,000. Where the total amount of funds requested by RNAs for matching grant projects exceeds this amount, the following factors may also be considered in the review process:

✓ Which RNAs did not receive a matching grant in 2014;
✓ Which RNAs were awarded a matching grant in 2014; and
✓ Which RNAs which were awarded a matching grant in 2014 requested a carryover of funds to 2015.

Other Policies

1. The City will accept grant proposals sponsored cooperatively by two or more RNAs. To ensure that the greatest number of neighborhoods has access to grant funding, combined RNA proposals will be limited to a maximum of $8,000 in matching funds.

2. Grants will be paid upon the submission of invoices and/or receipts to the City for work described in the approved project proposal. Invoices for services can only be paid after the service has been delivered. Receipts will be reimbursed to the RNA or RNA member who made the purchase; invoices can be paid directly to the provider of the goods/service or paid as a reimbursement to the RNA or a RNA member. Grant Expense Forms will only be accepted directly from the RNA, not via a third party.
3. A carryover of grant funds to the following year may be approved one time only at the City’s discretion. Carryovers for more than one additional year will not be considered. RNAs which hold an existing carryover of grant funds from 2014 will have reduced priority for a newly-proposed project for the current grant cycle.

4. Projects that require exceptional public process or changes to existing ordinances (such as zone changes and public hearings) will not be funded.

5. Where City staff time is required to complete a project, such as from the Public Works or Parks departments:
   a. The relevant City department director will assign a project liaison who will have budgeted time to provide adequate support for completion of the project;
   b. The total number of projects related to one City department will be limited to ensure manageable staff workloads;
   c. Project scope must reasonably allow for its completion within City budget constraints for staff time; and
   d. No more than 50% of each awarded matching grant will be allowed for staff support of that project.

6. Projects which involve commonly held land, such as subdivisions and homeowners’ associations (per association covenant) will be considered for funding. These projects must protect and enhance the greater public systems and facilities, such as stormwater retention, bank stabilization, and creek clean-up relating to larger public systems and cannot be stand-alone facilities.

7. Where a third-party provider, such as a contractor, is engaged in the project, all communication about the grant is to be conducted between the RNA and City staff. The RNA is responsible for communicating any requirements related to the grant to the third-party provider.

**Following Grant Completion**

This year, we’d like to hear back from RNA leaders after your projects are finished to share your experiences and the results of your projects with the City Council and staff.

After you have submitted your final receipt or invoice, the City’s Neighborhood Liaison will send you a short report form which will ask for:

✓ Numbers of participants and the numbers of hours they worked on the project;
✓ A description of what you feel you accomplished together;
✓ Photos taken during the project, such as work parties and training sessions;
✓ Where appropriate to the type of project, “after” photos to show the results of your work; and
✓ Any other observations or stories you’d like to share.

This information will be presented to the City Council in recognition of your work to strengthen our community and environment.
### Anticipated Project Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>March 2, 2015</strong></td>
<td>Completed application must be submitted to Michelle Sadlier, Neighborhood Liaison, by 5:00 p.m.</td>
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<tr>
<td><em>March 9, 2015</em></td>
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<tr>
<td><em>(deadline extended)</em></td>
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<tr>
<td><strong>March 2015</strong></td>
<td>Application review committee considers proposals and determines recommendation for approval to be submitted to City Council</td>
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<td><strong>April 2015</strong></td>
<td>City staff presents committee’s recommendation at regularly-scheduled City Council meeting (to be determined)</td>
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<td>Following City Council approval of project funding, City staff draws up Neighborhood Matching Grant agreements with RNAs awarded a grant</td>
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<td><strong>May 2015</strong></td>
<td>Agreement is signed by RNA leader and relevant City staff</td>
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<tr>
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<td>Project begins</td>
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<tr>
<td></td>
<td>RNA begins submitting receipts/invoices for reimbursement/payment</td>
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<tr>
<td><strong>December 31, 2015</strong></td>
<td>Project is completed</td>
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<tr>
<td></td>
<td>All receipts/invoices have been submitted for payment/reimbursement</td>
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<tr>
<td><strong>February 1, 2016</strong></td>
<td>Final project report submitted to Michelle Sadlier, Neighborhood Liaison</td>
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If you have any questions about the application form or the Neighborhood Matching Grant program in general, please contact **Michelle Sadlier**, the City of Olympia’s Neighborhood Liaison, at: [msadlier@ci.olympia.wa.us](mailto:msadlier@ci.olympia.wa.us) or 360.753.8031.