2021 Neighborhood Matching Grant – Application Guidelines

Overview: In 2021, the City is offering **$23,000 for projects in the Neighborhood Match Grant (NMG) Program.** Each year the City requests applications from Recognized Neighborhood Associations (RNAs) on a 50/50 matching basis. The following information is to assist Neighborhood leaders in submitting applications. *(For more information, please note the contact people listed on the last page).*

Purpose of the Program: The Neighborhood Matching Grant Program funds projects that enhance Olympia's neighborhoods. The program goal is to fund projects that foster civic pride and environmental sustainability; enhance and beautify neighborhoods; expand citizen involvement; and, promote the interests of the broader Olympia Community.

2021 Program Timeline:

Request for Proposals:	February 2, 2021
Deadline:	5:00 p.m., Monday, **March 22, 2021**
Council Review & Approval	May 2021
Contracts Signed	May 2021
Projects Completion Date	December 31, 2021
Project Reports	February 3, 2022

Applications can be submitted in the following ways:

Email: lmoorehe@ci.olympia.wa.us Lydia Moorehead, Program Manager
Hand Deliver: Olympia City Hall, 601 – 4th Avenue East, Olympia, WA 98501
U.S. Mail: Neighborhood Match Grants
c/o CPD, City of Olympia
PO Box 1967
Olympia, WA 98507

Types of Projects: This program seeks to fund projects that have an environmental benefit and strengthen neighborhoods. Projects must be completed within six months with volunteer support with the exception of projects on public property. Recent projects include:

Walking Maps
Street Banners – Design & Fabrication
Festival Materials
Bulk mailing to residents
Garden and park improvements
Signage

***Funding Tiers**:* Projects will be tiered at three levels, ranging from simple to more complex:

$500 - $1,500:	Projects involving the simple purchase of goods, e.g., signage, landscape materials, etc.
$1,501 - $3,500:	Projects involving materials and licensed contractors on private property.
$3,501 - $5,000:	Projects on public property (***pre-approval from Parks or Public Works is required – see Policies section below)***.

***How the Match Works**:* Grant awards will range **from $500 to $5,000** to cover ***a maximum of* 50%** of project costs. The RNA matches the City grant through direct financial contributions, material donations, and/or volunteer time. RNA project managers must document and report on all related volunteer time. Please submit only one application per RNA. One project may have multiple activities. For example, a welcome sign *and* mailing.

***Project Review and Approval**:* Applications will be reviewed by a committee composed of City staff and one Councilmember. The committee's recommendations will go to the City Council for review and approval.

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

- Applicant is a City of Olympia Recognized Neighborhood Association in good standing;
- Applicant does not have an open Neighborhood Matching Grant from 2020 (carryover);
- Project is nonprofit in nature;
- Project is accessible to the public;
- Project meets one or more program goals (listed under *Purpose of the Program*);
- Project will be completed within six months and no later than December 31, 2021; and
- Proposed projects on public property have been pre-approved.

Grant Project Prioritization: In addition to meeting the minimum project requirements, project proposals which **demonstrate** the following will be given **first priority**:

- Foster community engagement and enrichment through volunteer opportunities;
- Do not require extensive City staff involvement to be completed successfully;
- Are ready to begin soon after funding has been approved;
- Are easily accomplished with volunteers; and,
- Are submitted by an RNA that did not receive a matching grant in 2020.

Projects on Private Property: Projects which involve commonly held land, such as subdivisions and homeowners' associations (per association covenant) will be considered for

funding IF they are not for activities that are the responsibility of the association as described in a plat or covenant. These projects must protect and enhance the greater public systems and facilities, such as storm water retention, bank stabilization, and creek clean-up relating to larger public systems and cannot be stand-alone facilities.

Program Policies:

1. **TOTAL COMBINED GRANTS** - 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. **PAYMENTS** - Grants will be paid upon the submission of bona fide invoices & receipts for approved work. 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 **MUST** be submitted directly by the RNA, **NOT** via a third party.

3. **CARRYOVER** - A carryover of 2021 grant funds to the following year ***MAY*** conditionally be approved one time only at the City's discretion. Carryovers for more than one additional year will not be considered.

4. **INSURANCE** – When applicable, the grantee shall demonstrate proof of or the ability to procure liability insurance in advance of any and all work performed. The cost of purchasing necessary insurance may be included in the grant application.

5. **SIMPLE PROJECTS ONLY** - Projects that require exceptional public process or changes to existing ordinances (such as zone changes and public hearings) will not be funded.

6. ***PROJECTS ON PUBLIC LANDS*** – Proposals for projects on public lands ***must be pre-approved***. *(Staff contacts listed on last page)*.

PARKS – VOLUNTEER IN PARKS (VIP) PROJECTS

Proposed projects in city parks will be referred as an RNA priority to Olympia Parks & Recreation's Volunteers in Parks program, with the understanding that all referrals are ***subject to Parks Planning staff review and not guaranteed for approval:***

PARKS PROJECT TYPE	EXAMPLE
Trail enhancements	NW Olympia Neighborhood Association – clearing, new bark, invasive plant removal
Park facilities	Bigelow Neighborhood Association – benches, signage

CAPITAL FACILITIES PROJECTS (CFP)

Proposed projects in City Right of Way (ROW) will be referred as an RNA priority to Olympia Public Works Department, with the understanding that all referrals are ***subject to City CFP and/or Public Works staff review and not guaranteed for approval:***

ROW PROJECT TYPE	**EXAMPLE**
Street Signage	Lakemoor Neighborhood Association – sign replacement
Landscaping	Carlyon North Neighborhood Association – plantings

PROJECT FINAL REPORTS: Grant recipients will submit a report on their project by February 3, 2022. This allows staff to share success stories with the City Council, staff and other Olympia residents. Highlights should include: 1) project description; 2) before & after pictures; 3) number of participants; and 4) observations or stories of interest. This information will be presented to the City Council in recognition of your work to strengthen our community and environment.

More Information:

NMG Application	**Lydia Moorehead,** Neighborhood Match Grant Program lmoorehe@ci.olympia.wa.us or 360.570.3746
Projects in City Parks	**Jonathon Turlove,** City Parks Deputy Director jturlove@ci.olympia.wa.us or 360.753.8068
Projects on City Property	**Fran Eide,** City Engineer feide@ci.olympia.wa.us or 360.753.8422