

**Milwaukie Neighborhood Enhancement Program (MNEP)
Community Connection Grant Application**

ATTENTION! Before you complete this application for MNEP funding, please closely review the MNEP Administrative Policy at www.milwaukieoregon.gov/MNEP. If you determine that your project proposal satisfies the policy requirements, then please fill out this application and proceed. If you aren't sure if your proposal meets the policy requirements, please reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that we can discuss your project idea and determine if it meets the policy. Thanks for taking the time to review the policy before proceeding!

A NOTE ABOUT APPROVED GRANT REQUESTS - Please keep in mind that NDAs cannot provide payment of funds to individuals either by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization.

When there isn't a non-profit or organization involved, the applicant must identify a vendor that the NDA can provide direct payment to. For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service. If you are not able to receive the funding in this manner, then you may not be eligible to request MNEP funds. Questions about payment of approved grants should also be directed to the email and telephone number listed above. When in doubt, please reach out!

I. Applicant Information

Project Name: _____

Organization/s (If any): _____

Project Contact Person: _____

Phone: _____ Email: _____

Website Address (if any): _____

Mailing Address: _____

City/State/Zip Code: _____

Amount Being Requested (**Cannot exceed \$500**): \$ _____ Date: _____

II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

Name of NDA that funds are being requested from: _____

Briefly describe the project. Please introduce the project here with a key point or two to make a connection with the NDA. This is your chance to provide the reviewer with your “elevator pitch.”

Project Narrative: Please describe the project in detail.

Please describe the goal of your proposed project and the need that it fulfills. Include how the project directly benefits the neighborhood that the funding is being requested from.

Who is involved? Please list all community partners that are connected to the project.

Please describe how the grant money, if approved, would be used (Please be as specific as possible, including specific materials or services that the funding will be used for.).

Please provide any additional comments and information that you would like to share with the NDA about this proposal.

Project Time Frame: Beginning Date _____ End Date _____

III. Proposal Criteria

Project meets at least one of the following applicability criteria. Check the appropriate boxes:

(1) Neighborhood Capacity Building Initiatives

Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA's development and continued operation.

- **Allowable expenses:** Administrative expenses (Paper, writing instruments, printing, copying, etc.), equipment or services to hold in-person meetings with a virtual option (laptop computers, speakers, microphones, cameras, etc.), marketing and outreach costs (Mailers, fliers, posters, NDA maintained websites, etc.), food and refreshments for meetings to encourage participation, and facility use fees for meetings. Other expenses are allowed in this category, but NDAs should check-in with the City Manager's Office prior to making purchases or approving grants to other community groups.

(2) Neighborhood Cultural, Social and Recreational Initiatives

Activities, services and materials that bring people together, build community, and promote diversity, equity and inclusion within the neighborhood.

- **Examples of past projects:** Concerts in parks, movies in parks, neighborhood picnics, intersection paintings as approved by the city, little free libraries, litter cleanup volunteer events, and others.

(3) Neighborhood Physical Improvements

Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.

- **Examples of past projects:** Neighborhood entrance/welcome signs, playground improvements, outdoor benches, community garden improvements, and similar projects.

(4) Neighborhood Sustainability, Resilience, and Safety

Activities, materials and services that support the neighborhood's ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

- **Examples of past projects:** Cleanup and beautification events, tree planting events and projects, community garden improvements, seed sharing initiatives to encourage people to grow their own food, support of Milwaukie Community Emergency Response Team (CERT) events and activities, and others.

____ To the best of my knowledge, the proposed project complies with the **Milwaukie Neighborhood Enhancement Program Administrative Policy**.

____ To the best of my knowledge, the proposed project complies with all city, county and state codes.

Applicant's Signature: _____

Title (if any): _____

Date: _____

IV. Next Steps

1. Applicant submits this completed application to the NDA that the applicant is seeking funding from. Contact information for each NDA is available at www.milwaukieoregon.gov/citymanager/all-neighborhood-association-meetings-contact-information.
2. The NDA that funding is being requested from will schedule the applicant to attend an upcoming regular NDA meeting for the applicant to discuss their proposal.
3. The applicant will attend the agreed to NDA meeting and present the proposed idea at the meeting. Attending the meeting in person is preferred, but online options may be available if

the NDA is able to accommodate it. NDA officers and visitors to the NDA meeting may ask any clarifying questions of the applicant at that time.

4. The **NDA discusses the proposal at the next regular NDA meeting and takes a formal vote** to approve, approve with conditions, or deny the proposal. The NDA may choose to fund the proposal in its entirety, reduce the amount requested, or increase the amount requested.
5. The NDA contacts the applicant to let them know what the result of the discussion and vote was. At that time arrangements can be made for the NDA to get the funding to the applicant if the grant request was approved.
 - Should the grant request be approved, **please keep in mind that NDAs cannot provide payment to individuals by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization. When there isn't a non-profit or community organization involved, the applicant must identify a vendor that the NDA can provide direct payment to.** For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service.
6. Non-profits and community groups receiving funding are asked to help cross promote the NDA providing the funding and encourage participation in the NDA. This includes adding NDA logos to promotional material, statements where possible explaining that the NDA helped to fund the project, and other opportunities as they are identified.
7. **All applicants that receive funding must provide a final report to the NDA** that granted the funding using the **Reporting Form available at www.milwaukieoregon.gov/MNEP**. The report includes an overall description of how it benefitted the neighborhood, an itemized list of how the funding was spent, and additional materials that illustrate how it benefitted the neighborhood including photos.
 - **NOTE: Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided the attached final report to the NDA.**

For NDA Use Only

NDA that has approved this proposal shall have the chair or their designee sign and date below.

____ Ardenwald-Johnson Creek _____ Date _____

____ Hector Campbell _____ Date _____

____ Historic Milwaukie _____ Date _____

____ Island Station _____ Date _____

____ Lake Road _____ Date _____

____ Lewelling _____ Date _____

____ Linwood _____ Date _____

As mentioned in Next Steps (#7), the applicant is required to complete the reporting form at the conclusion of the project and submit it to the NDA/s that provided the funding. Please use this form to record when the report was received with any additional notes for future applications that might be received from the applicant.

Date final report provided to the NDA _____.

Additional notes: