



CITY OF RENTON  
**NEIGHBORHOOD  
PROGRAM**

**2023 NEIGHBORHOOD PROJECT GRANT APPLICATION**  
**PROJECTS UP TO \$5,000**

---

## **Overview**

The Neighborhood Project Matching Grant is designed to bring neighbors together, promote positive communication between residents and City government, build the organizational capacity of recognized neighborhoods, and encourage a physical improvement that encompasses and benefits a larger area of a neighborhood.

Renton neighborhoods who are a part of the City of Renton Neighborhood Program are eligible to receive funding from the City of Renton Neighborhood Program for neighborhood projects. To receive funding, neighborhood organizations need to complete and submit an application that demonstrates their ability to organize and manage a neighborhood project. Projects suitable to receive funding must be under \$5,000.

## **Eligibility, Projects and Activities**

### Eligible Applicants

The Neighborhood Grant Program provides matching funds to:

- Neighborhood Organizations and Community Areas that draw membership from a commonly recognized geographic neighborhood in the City of Renton and have been officially recognized as such by the City.

### Projects and Activities

Neighborhood Organizations can apply for grant funding for the following types of projects or activities:

*Community Enhancement:* Projects or activities that build or enhance a feature of the neighborhood, benefit the City of Renton, and are within the City's legal authority to approve. This does NOT include projects that would be funded by homeowner association dues specified in the HOA's CC&Rs.

*Examples include:*

Landscaping traffic islands or portions of right-of-ways; public amenity improvements (benches and public art); community gardens; neighborhood identity signage; entrance or gateway landscaping; neighborhood little library, etc.

*Neighborhood Leadership and Community Building:* Projects/activities that build organizational capacity within the neighborhood organization, create opportunities for networking, and improve and enhance the quality of life within the neighborhood. Projects that provide volunteer opportunities and encourage "neighbor helping neighbor" outcomes are desirable.

*Examples include:*

Sponsoring trainings such as Community Emergency Response Team (CERT), “Map Your Neighborhood,” First Aid or CPR classes, continual outdoor health and recreation courses, emergency preparedness courses and kits, etc.

## How to Apply?

The 2023 Project Grant application will be available on April 1, 2023 and may be submitted at any time.

*The digital application, and all other attachments, can be found at: <http://rentonwa.gov/neighborhoods>*

### Grant Application Requirements

- **Applications must be typed; hand-written applications will not be accepted.**
- Provide a letter of approval from neighborhood organization Board of Directors.
- Submit a detailed map, drawing, or summary outline of the project.
- All neighborhood grants are considered matching grants. The match can be in the form of volunteer labor, in-kind contributions, or cash and does not need to be equivalent to the grant amount requested. The match however should demonstrate project buy-in and commitment from the community and a clear attempt should be made to ensure match value is comparable to the requested grant dollars.
- All grant funds must be expended by the project completion date.
- A final program report must be submitted upon completion of the project. Failure to submit your organization’s final report will impact future grant eligibility.

### Neighborhood Group Responsibilities

- Submit a completed Neighborhood Project Grant Application
- Obtain a letter of approval from the neighborhood organization Board of Directors
- Provide matching contributions for funding (in-kind) or dollar-for-dollar match
- Plan, coordinate, staff, and implement the project with volunteers
- Design and distribute any necessary promotional material
- Rent and/or provide additional equipment (tables, chairs, barbecue, etc.)
- Removal and disposal of garbage, waste, and any leftover project material
- Complete the final report upon completion of the project

### City of Renton’s Contribution

- Rental equipment, professional labor, material/supplies, and any other necessary resources needed to properly complete the project
- Funds for park, picnic shelter, street closure permits, and/or facility rental fees (must be listed in application as potential project cost)
- Rental of City-owned event and/or volunteer equipment
- Promotional material to be used within the neighborhood

### Liability Insurance

The City of Renton no longer provides special event liability insurance for events that are non-city sponsored special events held on city property. Special event liability insurance with minimum liability limits of one million dollars (\$1,000,000) per occurrence; two million dollars (\$2,000,000) aggregate, will be required for any special event held on city owned property. In the certificate it shall name the City of Renton as a certificate holder and the city as additional insured on a primary and non-contributory basis.

### Unallowable Costs

Includes but not limited to:

- Alcohol
- Homeowner Association dues/expenses
- Age restrictive events
- Tools or construction equipment purchases (Rental can be permitted)
- Fuel
- Gift cards
- Ongoing general overhead or maintenance fees
- Loans
- Fundraisers
- Business or political promotions

### Event Locations

Neighborhood events can be held almost anywhere a neighborhood chooses, but it is the responsibility of the organizers to secure an appropriate site.

*City Park Shelter/Facility Rentals:* If using a City Park picnic shelter, reservations are required. Reservations can be made starting in January. Picnic shelters are available for use May 1<sup>st</sup> through mid-September. The use of city park shelters will require advanced notification to the City of Renton Neighborhood Program Coordinator.

*City Street Closures:* If a street needs to be closed, a Special Event Permit will be required. The permit must be completed at least 90 days prior to the event, to ensure adequate time is available for the City's Special Event committee to review. You may be asked to meet with the Committee in order to address or correct any issues that may be needed. Assistance in completing this permit can be coordinated with the Neighborhood Program representative.

### Award Amount

Applicants should carefully consider the resources needed so successfully implement the proposed project and present a realistic budget that accurately reflects the project costs. The award amount will be based on the overall financial need of the project. **Full project funding is not guaranteed**, and the amount decided will be based on the merit of the application and the remaining available Neighborhood Programs grant funding at the time of the application submission. Carefully consider every potential detail as it applies to funding needs. Applicants who fail to produce an accurate and detailed application may lose consideration for funding.

### Neighborhood Match

All neighborhood grants are considered matching grants. The match can be in the form of volunteer labor, in-kind contributions, or cash and does not need to be equivalent to the grant amount requested. The match however should demonstrate project buy-in and commitment from the community and a clear attempt should be made to ensure match value is comparable to the requested grant dollars.

The "match" may be composed of partial payment of project, fundraising; volunteer hours; or in-kind donations in the form of materials and/or services. To best identify potential match contributions, generate a list of all resources needed to complete the project and identify items that can be

contributed by the neighborhood (volunteer labor, donated skilled labor and services, partial funding of project, in-kind donation of material, etc.). If you are having a difficult time identifying a volunteer match, please consider working with local non-profits or the City of Renton Volunteer program to find a volunteer project that can be applied as a project match (volunteering at a local soup kitchen, park clean-up, etc.)

Documentation of the commitments/pledges for the match is mandatory prior to the start of the project. Receipts and volunteer hour documentation will be required before final funds will be released. Assistance from City staff or funds from elsewhere in City government cannot be counted as a match. Professional services must be either entirely donated or entirely paid for with grant funds. "Partial donations" (i.e. professional services delivered for a discount) or other arrangements are not acceptable. This is intended to ensure that persons hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, not on their willingness to donate services.

Use the following criteria when figuring the match:

1. Volunteer Labor – equates to approximately \$30.00 per hour (list volunteer names and hours).
2. Donated professional services or skilled labor is valued at the "reasonable and customary rate."
3. Donated material or supplies is valued at market cost.
4. Cash amount from neighborhood fundraising and pledges may count towards the match.
5. Monies paid out for hand tools, power tools, and food items are NOT eligible for grant funds and cannot be counted towards the match.

### Project Evaluation

All projects must be within the City limits and benefit the City of Renton. Projects that require ongoing funding or staffing by the City will not be considered for funding. **Projects must not be in violation of City ordinances or policies, and must be completed by the end of the fiscal year. Project must include a plan which outlines the steps and a timeline, with month and year, to complete the project.**

Activities should be free and open to the public; meetings are to be open to all residents/businesses residing within the neighborhood.

A team of will review applications and make recommendations for approval. This team will be looking for the following in proposed projects/activities:

Scope – Quality – Creativity – Community Benefit – Readiness – Neighborhood Participation

- Well-defined scope, goals, and detailed steps (e.g. what is being done and by whom?).
- A set timeline (to be completed within the current calendar year or agreed upon timeframe).
- Identified leaders that have made a commitment
- Visibility and public benefit to the neighborhood
- A show of need and support for the project
- The ability to fulfill grant contribution
- Direct involvement of neighborhood residents in all phases
- Physical improvements that benefit a larger area of a community
- Implementation process and consistency with City policies
- Volunteers including people of varying ages, ethnicity, races, incomes, or other demographic characteristics who make up the neighborhood
- Opportunities for residents to take on leadership roles, develop new skills, and cultivate new leadership

- New partnerships with public/private entities or other neighborhood and community-based groups being strengthened or built
- Low maintenance project and a realistic plan for maintaining it

### Developing a Budget

Applicants need to complete and attach the Neighborhood Project Budget Worksheet. The worksheet should include all estimated costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

1. Compile a list of all materials and services needed to accomplish the project
2. Obtain several cost estimates for each item/contracted service to ensure cost estimates are accurate and realistic
3. Include multiple people in the budget development process to better identify project needs
4. Identify all potential in-kind donations (local businesses, fundraising opportunities, etc.)
5. Identify all potential volunteer contribution opportunities (volunteer project labor, local volunteer needs, etc.)

### Grant Presentation

Upon completion and submittal of your Neighborhood Project Grant application, you will be required to provide a quick 5-10 minute presentation. Upon completion of your presentation, there will be a Q & A session.

#### **Presentations should include the following information:**

- The neighborhood project (Name, location, type of project, etc.)
- How the project builds organizational capacity within the neighborhood organization
- How the project improves/enhances the livability of the neighborhood
- Existing challenges, and reasons why the project will address these challenges
- How the neighborhood organization plans to meet the match requirements
- How the neighborhood plans to complete the project (step-by-step)
- Answer how the neighborhood will change/adjust the project if partial funding is only granted
- Include pictures and illustrations of existing challenges, maps, project vision, etc.

As a reminder, the presentations are an opportunity for your neighborhood to showcase the vision of the process, and demonstrate the ability to organize, create, and manage neighborhood project. Do not focus on small details that will take away from the overall project's vision. All small detail and information should have been submitted in the original grant application.

### Reimbursement Process

Grant funds are public dollars and audit requirements must be met for all funds spent. The city of Renton Finance Department processes all grant reimbursements. All receipts must accompany your final report before reimbursement can be made. Once the City of Renton Finance Department has reconciled all receipts, reimbursement will be made to the neighborhood organization. Reimbursement checks will not be made out to individuals, but only to the officially recognized neighborhood group. It will be your responsibility to seek reimbursement from the neighborhood group.

All financial reporting material must be turned in to the City of Renton Finance Department no later than fifteen (15) days after the project completion date. If the material is not turned in on a timely manner, event reimbursement could potentially not be granted, and future grant applications could be subject to disqualification.

To ensure proper reimbursement, please make sure to have completed the City of Renton Vendor Application form. You are required to complete a vendor form if you have not received reimbursement from the city within the last year.

The form is located at: <http://rentonwa.gov/neighborhoods>

**Final Project Report**

Upon the completion of the project, neighborhood groups are required to provide a “Final Report” to the City along with photographs and documents that demonstrate how grant money was spent (photos of completed project, invoices, etc.).

The Final Report has two (2) purposes:

1. The Final Report should document that all elements of the *application and award* between the City and grant recipient have been fulfilled. The documentation should include proof that City funds were used responsibly and as intended. It should also include photographs taken before and after the project was completed.
  
2. The City will use the information included in the Final Report as a means to inform the City Council, the media, and interested citizens about the Grant Program. The Final Report should highlight the achievements made through the grant.

**One copy of the Final Report shall be submitted to the City no later than fifteen (15) days after completion of the project.** Organizations that fail to submit a Final Report may be ineligible for future project grants.

**Contact Information**

if you have any further questions, please contact the Neighborhood Programs coordinator at: (425) 430-6548, or by email at: [neighborhoodprogram@rentonwa.gov](mailto:neighborhoodprogram@rentonwa.gov)

| <b>Neighborhood Programs Project Grant Application Timeline</b>           |   |
|---|---|
| <b>Eligibility Requirements</b>   | <ul style="list-style-type: none"> <li>▪ Recognized as an official Neighborhood Group within Renton city limits (Application included. If already recognized please disregard)</li> <li>▪ Participating in the City’s Neighborhood Program and working with a liaison</li> </ul>  |
| <b>Due at least 45 days prior to event (subject to change)</b>            | <ul style="list-style-type: none"> <li>▪ Completed Grant Application and Budget</li> <li>▪ Neighborhood Group Letter of Event Approval</li> <li>▪ Attached: Detailed project map and drawing of the project</li> </ul> <p>All necessary reservations, permits, and insurance submitted to appropriate department and/or entity.</p> |
| <b>Due no later than fifteen (15) days after the project is completed</b> | <ul style="list-style-type: none"> <li>▪ Completed final program report (Report template included)</li> <li>▪ Completed volunteer attendance signature information sheet (template included)</li> <li>▪ All financial reporting turned in to the City of Renton Finance Department (receipts, quotes, etc.)</li> </ul>              |

## **Neighborhood Program Project Grant Checklist**

|  |  |
|--|--|
| <b>1. Completed Neighborhood Project Grant Application</b>   |  |
| <b>2. Signed letter of support from neighborhood organization</b>  |  |
| <b>3. Completed project grant budget workbook</b>  |  |
| <b>4. Completed project schedule worksheet</b>   |  |
| <b>5. Attached documentation that further illustrates scope of project (maps, drawings, estimates, bids, etc. (The grant cannot reimburse any expenses accrued prior to the approval of the project)</b> |  |
| <b>6. Completed City of Renton Vendor Form and W9 Form (New neighborhood applicants only)</b>  |  |



CITY OF RENTON  
**NEIGHBORHOOD  
PROGRAM**

**2023 NEIGHBORHOOD PROJECT GRANT APPLICATION  
(PROJECTS UP TO \$5,000)**

---

Only submit one (1) application per neighborhood organization for the project. Multiple projects can be encompassed in a single application, and will require prior Program Coordinator approval. All components of the application must be completed. To complete the application:

- Download the latest version of Adobe Reader ([www.get.adobe.com/reader](http://www.get.adobe.com/reader)), and
- Save the document to your computer before entering any information.

Applications can be submitted:

- Electronically via the online Self-Service Portal at [permitting.rentonwa.gov](http://permitting.rentonwa.gov).
- If you have any questions or need assistance submitting an application, please contact the Neighborhood Program Coordinator at (425) 430-6548, or by email at [neighborhoodprogram@rentonwa.gov](mailto:neighborhoodprogram@rentonwa.gov)

---

## Organization Overview

---

Neighborhood Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Organization Role: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Households: \_\_\_\_\_ Grant Funding Requested (\$1.50 per household): \_\_\_\_\_

Does the Neighborhood Organization belong to a property management group? \_\_\_\_\_

If yes, please provide the following in regards to the property management group:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



---

# Project Overview

---

Project Name: \_\_\_\_\_

Has the Neighborhood Organization Board approved the project? \_\_\_\_\_

Is this your first time applying for a neighborhood grant? \_\_\_\_\_

Provide a detailed description of the project which should answer the following:

*Location, length of time, who are you working with, why are you wanting to implement this project, etc.*

---

---

---

---

---

What challenges is your neighborhood attempting to address? How will this project address these challenges and benefit your neighborhood as well as the community at large?

---

---

---

---

---

What efforts will be made to increase participation of neighborhood residents in the planning and implementation of the project?

---

---

---

---

---

Summarize how your neighborhood organization plans to meet the match requirements? *(If your neighborhood organization can meet the match through financial means, you still must demonstrate ways in which residents are directly involved in the implementation of the project or other volunteer contribution methods).*

---

---

---

---

---

**If your project receives only partial funding, what changes would you make to decrease your project costs?**

---

---

---

---

---

**Project Coordinator Name:** \_\_\_\_\_

**Project Coordinator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**President Name:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I learned about the Project Grant application from:**

---

---

---

---

Neighborhood Program Use Only. Please do not complete

| Completed Application | Neighborhood Letter of Support | Completed Grant Budget Worksheet | Completed Project Schedule Worksheet | Submitted by Deadline |
|-----------------------|--------------------------------|----------------------------------|--------------------------------------|-----------------------|
| Yes/No                | Yes/No                         | Yes/No                           | Yes/No                               | Yes/No                |