

City of Tumwater Community Matching Fund Policy

Purpose

The goal of the Community Matching Fund is to promote community engagement within neighborhoods in the City of Tumwater. Grant funds are made available to neighborhoods or groups (formal or informal) that organize to complete a mutually agreed upon Project or Event to benefit the entire neighborhood. The City will match the neighborhood or community group's resources of volunteer hours, in-kind donations, or cash resources with funds, up to a maximum of \$1,000 reimbursement or 50% of the total project cost through the Neighborhood Project Grant. Projects must include a volunteer component in the neighborhood match to qualify for funding. The maximum Neighborhood Event Grant award is \$250 per event. The minimum grant award amount is \$100 per Project or Event.

Definitions

Neighborhood Project: A tangible improvement to a Tumwater neighborhood built or fashioned through resources and labor of the neighborhoods, with an outcome that provides public benefit. Applicants for Community Matching Fund grants are responsible for defining their neighborhood (spatially or geographically), and demonstrating public benefit and community support for the project. Neighborhood Projects could include, but are not limited to, building a community garden, playground equipment, or welcome sign, planting trees, or painting a mural.

Neighborhood Event: A gathering or celebration, open to all members of a neighborhood (spatial or geographic) to build community spirit or engagement, or to meet a common goal. Applicants for Community Matching Fund grants are responsible for defining the neighborhood, demonstrating public benefit and community support for the Event, consistent with the purpose of the Community Matching Fund. Examples of Neighborhood Events that may be eligible for funding include, but are not limited to, neighborhood block parties or picnics, "National Night Out" activities, neighborhood clean-ups, and movie nights.

Match: The community or neighborhood group's contribution to the Project or Event. Neighborhood and community groups may consider volunteer hours, in-kind donations, and cash resources as their contribution. Projects must include a volunteer component in the match to qualify for funding. Groups are required to contribute a minimum of 50% of the total project or event cost as their contribution to the match.

Neighborhood Project Grant Selection Committee: The Neighborhood Project Grant selection committee will review eligible Project Grant applications and make funding recommendations for each grant cycle. This ad hoc committee will be composed of at least three (3) members, appointed by the Mayor. Committee members may currently serve on a City advisory board, commission, or committee. Members may have no vested interest in any Project application under review. The Committee will be presented with the available budget and may make recommendations for funding levels, based on scoring criteria. The final funding decision will be approved or denied by the Tumwater City Council or its designated committee.

Neighborhood Library Projects: To encourage neighborhood groups to engage in simple projects through the Neighborhood Project Grant program, neighborhood library kiosks can be adopted as kits or fully assembled to create streamlined projects that build community, and also encourage reading, book sharing, and creativity.

All policies and procedures of the Neighborhood Project Grants apply to these projects, except funding approval will be managed administratively by assigned City staff.

Basic Requirements:

- Library kiosk kits are available for groups to adopt, paint, and install.
- Groups may submit a design and materials list for a customized kit for review and approval.
- Costs must not exceed \$500.00.
- Kiosks are available on a first-come, first-served basis and are subject to available funding.
- Groups that receive a neighborhood library kiosk through this program are ineligible to receive additional Project Grant funds during the calendar year.

Groups must agree to the following:

- Obtain permit approval from City for library kiosk placement. Neighborhood library kiosks must comply with all permitting requirements and be accessible in locations that benefit the surrounding neighborhood, with easy access and visibility.
- Finish and install kiosk.
- Call utility locator before digging.
- Maintain the kiosk by cleaning and stocking an appropriate supply of books (partnerships are encouraged).
- Allow kiosk to be placed on City neighborhood library kiosk map.
- Optional: register the kiosk location to be part of an international network of free community libraries and obtain an official registration plaque at www.LittleFreeLibrary.org

Neighborhood Party Kit:

The Neighborhood Party Kits are made available through the Tumwater Neighborhood Event Grant Program to simplify efforts of hosting an event that brings neighbors together.

A Neighborhood Party Kit may be reserved on a first-come, first-served basis by a Tumwater Neighborhood Group and must be returned at the completion of the event to City Hall. Groups may check out portions of or the entire kit.

A Neighborhood Party Kit generally contains the following supplies.

- An event pop-up tent for shade 10'x10'
- A folding table and two (2) chairs
- An event sign
- A cooler
- Lawn game(s)
- Bags for recyclables and garbage

The Neighborhood Party Kit can be used alone or in conjunction with an Event Grant to support event expenses. Use of the kit is subject to terms of the Neighborhood Event Grant policies.

Groups must agree to the following:

- Neighborhood group must designate a contact person responsible to pick up and return the kit to City Hall or make other arrangements with the Volunteer Coordinator or other assigned City staff.
- The kit must be returned within 48 hours after the event.
- All contents must be returned in clean and working condition (other than normal wear and tear).
- Groups will be responsible for repair or replacement of damaged or missing items, other than normal wear and tear.
- Groups that fail to return the kit contents will not be eligible to apply for neighborhood grants and/or may have Event Grant reimbursement reduced by the cost of damages to the kit.

Neighborhood Project Grant Policy

1. Groups eligible to receive Neighborhood Project Grant funds through the City's Community Matching Fund must:
 - A. Be significantly composed of people who live and/or work in the City of Tumwater.
 - B. Define and demonstrate support of the neighborhood in which the project will be completed. Projects must be open and inclusive to all residents within the vicinity of the project. A minimum of three (3) individuals within the neighborhood must participate in the proposed project. Some examples that demonstrate neighborhood support are petitions, documented project meeting attendance, or letters of support.
 - C. Provide proof of liability insurance to the City of Tumwater with the group agreement, in some cases.

2. Projects eligible to receive Neighborhood Project Grant funding through the Community Matching Fund must:
 - A. Be non-profit in nature.
 - B. Have lasting and/or direct benefit to the neighborhood or community within the City of Tumwater.
 - C. Projects involving use of private or public land or buildings must include written permission by the owner, in their application.
 - D. Be an improvement for the public benefit within the City of Tumwater, and
 - E. Must seek to be inclusive of all neighbors.
 - F. Must include a volunteer component that demonstrates community engagement.

3. Individual applicants, religious organizations, or political groups are not eligible to receive awards.
4. Applications for project grant funds shall be considered as funding is available. Maximum grant amount is \$1,000 per year. Minimum grant amount is \$100. No project will have a vested right to future funding.
5. Project applications will be reviewed by the Neighborhood Project Grant selection committee which will make a funding recommendation to the City Council.
6. Funding preference will be given to new projects and neighborhood groups.
7. Projects ineligible for grant funding include, but are not limited to:
 - A. Projects conflicting with any laws, regulations, rules or City of Tumwater policies.
 - B. Projects that are for maintenance purposes of previously funded projects.
 - C. Projects outside of the Tumwater City limits.
 - D. Funding to support current programs.
 - E. Reimbursement for project expenses incurred prior to grant application.
 - F. Projects that seek to promote any public or private group, business or commercial enterprise, political or religious group.
 - G. Projects that use any form of hate speech, or exclude any group or sub-group of people.

Procedure

1. Matching grants will reimburse for no more than 50% of the total project cost. The fund will have a set maximum grant reimbursement amount of \$1,000 per project and a minimum of \$100 per project.
2. Projects will be funded one time only. Grant funds may not be used for on-going maintenance of previously funded projects.
3. Eligible groups may submit more than one application to be considered for each grant cycle. However, groups are only eligible to receive funding for a maximum of one project and one special event per year. Further, groups are not eligible to receive new Project Grant funding if they have an existing incomplete Project. Funding preference will be given to new projects and neighborhood groups.
4. Projects must include a volunteer component that demonstrates community engagement.
5. A written agreement will be required for all projects and shall include a provision that the City shall be held harmless from any activities of the grant recipient.
6. Payments of City funds will be on a reimbursement basis after the service is delivered. In some cases, pre-approval for direct billing to the City of Tumwater may be given to the grant recipient. Approval for direct billing must be submitted in writing by the grant recipient and may be approved or denied by the City.

7. Documented worked volunteer hours, in-kind donations, and cash resources will be accepted as the recipients contribution to their project or event. Volunteer hours will be valued at \$20 per hour. Project planning may be included in the match, but not more than 25% of the total match. (Example: The total cost of a project is \$2,000. The match required by the volunteer group is \$1,000. Volunteer hours spent during the planning process may account for \$250 of the group's match).
8. Approved projects must be completed within one year from the date of the first notice of funding. Requests to extend the funding period must be received in writing and are subject to approval by the City.
9. Applicants are responsible for obtaining any necessary permits to complete the funded project.
10. Submittal of an application for funding does not obligate the City to award a Project Grant. Award amount will be determined by the Neighborhood Project Grant Selection Committee. Award amounts will not exceed 50% of the total project cost, up to a maximum award of \$1,000.
11. A City staff contact will be provided for each group to serve as a liaison to facilitate Project funding process.
12. Funds will not be released to the grant recipient until all required documents are completed and turned in to the City. Required documents include: Neighborhood Project Grant Group Agreement, Volunteer Log, Project Expense Log with approved receipts, and Final Project Evaluation.
13. In the event that liability insurance is required to be presented to the City of Tumwater and must be obtained by the applicant as an additional project cost, the funding award may exceed \$1,000 by a maximum amount not greater than the cost of the insurance. The total funding award may not exceed 50% of the total cost of the project (including volunteer hours, in kind donations, and cash resources).

Neighborhood Event Grant Policy

1. Groups eligible to receive Neighborhood Event Grant funds through the City's Community Matching Fund must:
 - A. Be significantly composed of people who live and/or work in the City of Tumwater and promote community engagement within the neighborhood.
 - B. Demonstrate support of the neighborhood in which the event will be held. Events must be open and inclusive to all residents within the vicinity of the project. A minimum of three (3) individuals within the neighborhood must participate in the planning of the proposed event. Some examples that demonstrate neighborhood support are petitions, documented project meeting attendance, or letters of support.
2. Events eligible to receive Neighborhood Event Grant funding through the Community Matching Fund must:
 - A. Be non-profit in nature.

- B. Be located within the City of Tumwater legal boundaries and have direct benefit to the neighborhood.
 - C. Provide proof of liability insurance to the City of Tumwater with the group agreement, in some cases.
 - D. Obtain necessary permits and permissions required by law.
 - E. Seek to be inclusive of all neighbors.
3. Individual applicants, single businesses, religious organizations, or political groups are not eligible to receive awards.
 4. Applications for Neighborhood Event Grant funds shall be considered throughout the calendar year. Funds will be awarded on a first come, first served basis until all Neighborhood Event Grant funds are allocated for each year, January through December, as determined by the City budget cycle. Maximum grant amount is \$250 per grant cycle. Minimum grant amount is \$100. No event will have a vested right to future funding.
 5. Neighborhood Events considered ineligible for grant funding include, but are not limited to:
 - A. Events conflicting with any laws, regulations, rules or City of Tumwater policies.
 - B. Events outside of the Tumwater City limits.
 - C. Funding for any alcohol, drugs or controlled substances associated with an event.
 - D. Funding to support current programs or events.
 - E. Reimbursement for event expenses incurred prior to grant application.
 - F. Events that seek to promote any public or private group, business or commercial enterprise, political or religious group.
 - G. Events that use any form of hate speech, or exclude any group or sub-group of people.
 6. Event applications will be reviewed and approved by City staff according to the program criteria.

Procedure

1. Eligible groups may submit multiple applications to be considered at one time and rank their applications by priority. However, groups will only be awarded a maximum of one Event Grant every other year. Groups may have one event and one project open at the same time.
2. A written agreement will be required and shall include a provision that the City shall be held harmless from any activities of the grant recipient.
3. Payment of City funds will be on a reimbursement basis after the service is delivered. In some cases, requests for direct billing to the City of Tumwater may be given to the grant recipient. Approval for direct billing must be submitted in writing by the grant recipient and may be approved or denied by the City.
4. Neighborhood Event Grants will be for no more than 50% of the total event cost, up to a maximum of \$250.00 per event. The minimum grant award is \$100.00.

5. Documented worked volunteer hours, in-kind donations, and cash resources will be accepted as the Group recipient's contribution to their Event. Volunteer hours will be valued at \$20.00 per hour. Volunteer hours spent planning a project or event will be accepted for no more than 25% of the total match. (Example: The total cost of an event is \$400. The match required by the volunteer group is \$200. Volunteer hours spent during the planning process may account for no more than \$50.00 of the group's match).
6. Events must be completed within the calendar year of the funding notice, unless otherwise approved in writing by the City.
7. Applicants are responsible for obtaining any necessary permits to hold the funded event.
8. Submittal of a Neighborhood Event Grant proposal does not obligate the City to award a grant. Award amount will be determined by City staff, based on program criteria and available funding. Award amounts will not exceed 50% of the total event cost, up to a maximum award of \$250.
9. A City Staff contact will be provided for each group to facilitate processing of the grant.
10. Funds will not be released to the grant recipient until all required documents are completed and submitted to the City. Required documents include the Neighborhood Event Grant Group Agreement, Volunteer Log, Event Expense Log with approved receipts, and Final Event Evaluation.
11. In the event that liability insurance is required to be presented to the City of Tumwater and must be obtained by the applicant as an additional event cost, the funding award may exceed \$250 by a maximum amount not greater than the cost of the insurance. The total funding award may not exceed 50% of the total cost of the event (including volunteer hours, in kind donations, and cash resources).