



NEIGHBORHOOD MATCHING GRANT INFORMATION PACKET

This Information Packet will assist you with writing your Idea Letter and developing your Neighborhood Matching Grant Application. If you have questions after reading this material, please contact the City's Communications Manager, Kellie Stickney, at (206) 780-3741 or email kstickney@bainbridgewa.gov.

The City of Bainbridge Island Neighborhood Matching Grant program was created to establish a mechanism for the City to support initiatives that result in neighborhood improvements and enhanced community connections.

Neighborhood Matching Grant funding is available for the following types of projects:

- Projects that create or enhance tangible improvement in a Bainbridge Island neighborhood;
- Projects or events that build or expand neighborhood and community connections or civic engagement among Bainbridge Island residents.

All projects must benefit the public. No project shall be solely or mostly for the benefit of any individual or private entity. Projects should be completed within the calendar year in which they are proposed and approved. All projects must include at least two Bainbridge Island households as applicants.

Matching proposals may include collaboration with neighborhood or community groups in joint projects. Such partnerships could include youth or civic organizations, ethnic organizations, schools, PTAs, human service groups, and others.

IDEA LETTER

The first step of the Neighborhood Matching Grant process is to submit an Idea Letter to the City's Communications Manager. This allows early review of the project concept and discussion with City staff to identify areas needing further development or research and to lay the foundation for a more successful project. City staff will review the Idea Letter to ensure the idea meets the guidelines for this grant program.

APPLICATION

Applicants must use the current (2017) Neighborhood Matching Grant Application form. The form will guide your research in determining project costs and major project tasks, and will assist you in considering how you will work with property owners and/or project partners to develop a well-coordinated project. For an application to be approved for funding, the application must first be reviewed and forwarded for approval by a cross-department review committee, then reviewed by the City Manager, and then forwarded to the City Council for final approval.

CITIZEN PROJECT COORDINATOR

The Citizen Project Coordinator is a volunteer who oversees the project's implementation. Typical roles of the Citizen Project Coordinator include overall project management, organizing project planning meetings and work parties, reporting progress, and coordinating the project with the City's Communication Manager and other appropriate entities.

RATING CRITERIA

The following criteria will be utilized to review and evaluate Neighborhood Matching Grant application projects and identify for funding those projects demonstrating the strongest benefit to the neighborhood and the City. A Neighborhood Matching Grant Application should demonstrate how the proposed project or activity meets as many of the following criteria as possible:

- Provides a public benefit and will be open to all community members;
- Builds stronger neighborhoods and expands community connections and engagement;
- Identifies whether the project will require permits and, if so, provides confirmation to the City that permit requirements and cost have been discussed with the City's Planning and Community Development Department staff;
- If the project is a tangible improvement, the proposal includes a plan for extended maintenance by community members;
- As applicable, the project applicant can demonstrate a history of successful project implementation and/or capacity to implement the project;
- The project addresses a new or important area of identified community interest or need;
- The project promotes inclusiveness among a wide variety of populations within a neighborhood (e.g., ethnic, intergenerational, renters, or other underrepresented populations).

DEVELOPING A PROJECT BUDGET

Applicants are required to include a project budget that addresses all costs for carrying out the project. In developing a project budget, it is critical that applicants research costs as the project takes shape. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project;
- Make a list of all services and expertise needed to accomplish the project;
- Obtain from more than one reliable source cost estimates for each item;
- If you are proposing a physical improvement project, be certain that you have confirmed with City staff the cost of permits, installation costs, and/or any required survey work; and
- Provide clear information within the budget about which items will be donated and part of the neighborhood match, and which items and/or services will be purchased with matching grant funds.

Unless and until a project receives City Council approval, the City is not responsible for nor will it pay for any expenses or costs incurred by the applicant for the proposed project.

NEIGHBORHOOD MATCH

Neighborhood Matching Grant projects require the neighborhood to provide a one dollar match for every two dollars of City grant funds.

The match may be composed of various aspects, including cash resources from residents, volunteer labor, and donated materials and/or services. The match may be generated from cosponsoring groups, businesses, organizations, schools, media, and in-kind donations. The best way to consider ideas for match is to look over a list of all resources needed to complete the project and to identify those items and/or resources that can be found in the neighborhood or community. Don't forget human resources, such as expertise needed to develop a design, supervise construction, or analyze data.

For purposes of the match, an hour of labor is worth \$28.99. This rate will be updated every January based on research by Independent Sector (see http://www.independentsector.org/volunteer_time). Professional services that are donated are valued at the "reasonable and customary rate" for that service. Justification for a professional rate must be provided by the applicant.

The following are some guidelines to use when determining how to provide your neighborhood match:

- To qualify as a volunteer labor match hour, volunteers must be able to show that the work at issue relates directly to the City-approved Matching Grant project, as described in the "Idea Letter" and grant application.
- Up to 25% of volunteer labor match hours may be expended on project planning and application preparation.
- The intent of Matching Grant projects is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the Matching Grant project itself.

Limitations on Match

Assistance from City staff or use of City funds that are not part of this grant program cannot be counted as part of the match.

Professional services and skilled labor that is provided must be either wholly donated or wholly paid with grant funds. "Partial donations" (i.e., professional services or skilled labor delivered for a discount) or other arrangements are not allowed under this grant program. This requirement is intended to ensure that persons who are hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, and not on their willingness to donate services.

DISBURSEMENT OF FUNDS

Upon signing a contract with the City, the City will disburse funds to the neighborhood group.

MAINTENANCE OF PUBLIC FACILITIES

Whenever Neighborhood Matching Grant funds are used toward the purchase or construction of neighborhood assets or facilities, the neighborhood will be required to plan for and take responsibility for ongoing maintenance of the asset. If the Matching Grant project has been installed on private property or property owned with or by another public entity, such as the School District, Bainbridge Island Library, or Bainbridge Island Metropolitan Park and Recreation District, the neighborhood will work with the property owner to develop a maintenance plan. Projects must result in a demonstrable, ongoing public benefit.

CONTRACT

Upon approval of the Neighborhood Matching Grant by the City Manager and City Council, and negotiation of a final scope of work with the Communications Manager, a contract for the project will be developed, which must be signed by the Citizen Project Coordinator and the City before any Matching Grant funds are disbursed.

ATTACHMENTS TO APPLICATION

Please include the following with a Matching Grant Application:

- Letters or emails documenting cooperation, describing roles, and/or demonstrating approval from the site owner(s) and key partners;
- Maps or photos of the physical location or of the project concept (if relevant).

How to Apply

Read the Neighborhood Matching Grant Information Packet thoroughly.

Identify a project(s) through discussion with neighbors.

Designate a volunteer Citizen Project Coordinator who will be the contact person between the City and other groups involved in the project. The Coordinator oversees the project.

Submit an “Idea Letter” to the City of Bainbridge Island Communications Manager.

Within two weeks of receipt of the “Idea Letter” by the City, the Project Coordinator will be notified a) whether the project is feasible, and b) if more information is required for review.

Once the Neighborhood Project Coordinator is notified by the City that the project is feasible, begin tracking volunteer hours dedicated to develop the project and prepare the “Matching Grant Application.” Up to 25% of the volunteer match can be accrued during this phase of the project.

Submit the completed and signed Matching Grant Application to:

Communications Manager
City of Bainbridge Island, 280 Madison Ave N, Bainbridge Island WA 98110
And email a copy to kstickney@bainbridgewa.gov

The Application must contain a complete explanation of the project including scope of work, timeline for completion, and demonstration of capacity to meet the neighborhood match. The Communications Manager is available to connect you with the appropriate City staff members to discuss review of potential projects and any permitting requirements.

The City Communications Manager will coordinate review by the Matching Grant review team and review and possible approval by the City Manager and City Council, and contact you if additional information is needed.

Once a project is approved by the City Council, the City Communications Manager will coordinate execution of a contract between the City and the recipient and work with the City’s Finance Department regarding the disbursement of grant funds.

Applications may be submitted between January 1 and June 30. Applications received after this date will be evaluated based on remaining funding available and the estimated timeframe for completing the project. All funding will be allocated on a first come, first served basis.

IF YOU HAVE ANY QUESTIONS, contact the City’s Communications Manager at (206) 780-3741 or (206) 786-2342 or email kstickney@bainbridgewa.gov

Neighborhood Matching Grant Idea Letter

Please read the Neighborhood Matching Grant application packet thoroughly before submitting your Idea Letter. The Idea Letter is the first step of the Neighborhood Matching Grant application process to allow early review of the project concept.

DATE: _____

Citizen Project Coordinator: _____

Phone (best) _____ **Phone (alt)** _____

Address _____

Email _____

Project Title _____

Please provide numbered, typed answers to the following questions for an Idea Letter, up to three pages in length.

1. **Summary of Idea:** Describe the scope and intent of the proposed project. What will this project accomplish?
2. **Timeline:** When do you plan to start and complete this project?
3. **Budget:** How much do you anticipate this project will cost? How much do you anticipate requesting in Matching Grant funds? What research are these figures based on? (Note: these figures can be based on estimates.)
4. **Proposed Ideas for Match:** How will neighborhood volunteers be involved in the project? What money, time, and/or services have been identified as sources for a match?
5. **Maintenance:** Will the project require ongoing maintenance? How will it be accomplished?
6. **Describe how this project benefits the neighborhood and results in a demonstrable, ongoing public benefit.**