



Neighborhood Association Rollover Grant Program Guide 2016-17 (Updated Aug. 24, 2016)

Unspent Bend Neighborhood Associations communications funds will be rolled over into a separate fund and allocated as Rollover Grants in the subsequent year following a grant application and approval process. This application process is open to any operational neighborhood associations that are in compliance with City code Chapter 1.70.

Rollover Grant funds can be awarded to an individual neighborhood association or a team of neighborhood associations in addition to the per-tax-lot funding that neighborhood associations use for communications purposes. Rollover funds do not have to be restricted to communications.

The amount of rollover neighborhood association funds available are determined annually after the end of the fiscal year (June 30). Rollover fund totals will be announced in the late summer or early fall of each year. The amounts are expected to vary each year.

Rollover Grant applications will be reviewed, approved and administered by the Communications Department in the City Manager's office. The Neighborhood Association Roundtable group can be used as an advisory board to help make recommendations for awards.

Rollover grants are a one-time expenditure and can be used for projects that benefit the applicant's neighborhood and must be used within the applicable fiscal year.

Purpose:

The purpose of the Rollover Neighborhood Association Fund grant program is to build community and to help develop sustained engagement from membership in neighborhood associations.

Neighborhood Associations provide an opportunity for citizens to address the issues affecting their neighbors and offer an opportunity to participate in decision making. Sometimes, neighborhood associations lose momentum when there's not a particular issue driving interest.

This grant program is intended to provide additional means to help neighborhood associations maintain strong, functional leadership and membership, and to provide financial assistance to neighborhood associations that have smaller budgets and a higher proportion of need.



CITY OF BEND

Funding:

The City's projected funding available for the Rollover Neighborhood Association Funds for the 2016-17 fiscal year is \$16,000 total. No individual grant will be awarded for more than \$4,800 in this grant cycle. Application deadline is December 1, 2016. Grant awards will be selected for projects meeting the criteria by January 6, 2017. Rollover grants must be used before the end of the 2016-17 fiscal year, which is June 30, 2017.

Criteria:

The proposed project will benefit the neighborhood.

Grant proposals must be discussed and approved by the neighborhood association board.

Physical improvements or changes must occur on public land.

The project is low- or no-maintenance. Any maintenance will be performed by volunteers.

The project must be completed and grant must be issued by the end of the grant cycle (June 30, 2017).

Recipients must provide a board member or project manager to answer media requests for information about grant funds and associated projects when asked for information.

Eligibility requirements and project ideas:

Any active, City-recognized neighborhood association is eligible for the funds.

Projects can include capital construction projects, clean-up or landscaping projects, additional communication activities and more. Typical community building projects include but are not restricted to:

- Communications (websites, software, email lists, online forums, mailings).
- Door to door canvassing materials or signs intended to build membership.
- Providing language translation/interpretation, childcare or other efforts to make neighborhood activities for accessible for all neighbors.
- Activities such as tree-planting, beautification projects, invasive plant removals, neighborhood clean-ups, etc.
- Crime prevention activities such as National Night Out, block watch programs, emergency preparedness efforts such as creating a neighborhood directory or training.
- Planning or building of playgrounds, gardens, benches, fountains, public art, etc.



CITY OF BEND

- Neighborhood or culturally specific fairs and/or festivals.
- Sustainability programs, such as a recycling event or community tool library.

Limits and restrictions:

Funds cannot be spent for efforts for or against any political issue, ballot measure or candidate.

No single grant will receive more than 30 percent of the funds available in one year.

Picnics or social events are limited to a \$300 grant and occur in addition to the neighborhood association's mandated annual meeting.

Funds cannot be used to compensate neighborhood association board members for labor.

Steps to developing a project

1. Brainstorm ideas and needs in your neighborhood. Make a list. Prioritize ideas with your fellow neighborhood association leaders.
2. Check in with the grant program manager in the City's Communications Department to ensure that ideas meet the criteria and to identify and review any coordination and permit approvals that may be needed from various City departments.
3. Define the project scope. Determine resources needed.
4. Obtain official and documented support from the neighborhood association board to include in the application.
5. Discuss project with grant program manager.
6. Obtain three bids for any goods or services to be purchased.
7. Submit application.

City of Bend contact, grant program manager:

Anne Aurand, Communications Director

541-388-5573 or aurand@bendoregon.gov