



City of College Place Council Funded Programs Community Grants Program

Introduction

The College Place City Council through the Community Grants Program desires to support community efforts to address community needs and build the capacity of the City of College Place. A Committee made up of Economic Development, Tourism, and Events Commission and Park, Arbor, and Recreation Board members will review and rank proposals. City Council will make the ultimate project awards. **Total allotment for FY 2024 is \$15,000**

Grant Program Goals

- Foster civic engagement and involvement
- Develop responses and solutions which steward the community's
 - Health
 - Environment
 - Social network and resiliency
 - Park & Recreation Network
- Develop programs which support community asset building and provide outreach through education and information programs which support program goals.
- Economic Development
- Housing

Program Guidelines

Eligible Applicants: Non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Locations: Within the City of College Place

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, public information and outreach.

Match: Matching funds are encouraged but not required for this program. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services.

Project Timeline

Application Due Dates: Applications must be submitted by January 19th, 2024. Submit completed applications to:

City Administrator's Office
City of College Place
625 S. College Avenue
College Place, WA 99324
Email: mrizzitiello@cpwa.us

Award Decisions: Award decisions will be made within 60 calendar days of the January 19th, 2024. deadline.

Project Time Limit: All projects must be completed within one years of award.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the City. Applications can be obtained at City Hall, 625 S. College Avenue, College Place, Washington or on the City's webpage at www.cpwa.us

Project Description: The description of the project should include project purpose, approach, and location.

Goals: Explain how your project addresses the Grant Program Goals as outlined in the application packet and the City's Comprehensive Plan goals, policies and programs. The Comprehensive Plan itself is available on the City's website at:

http://www.cpwa.us/departments/planning/comprehensive_plan.php

Project Milestones: Provide quarterly milestones which indicate concrete progress toward the successful achievement of the project's goals.

Budget Plan: List each resource needed to complete your project. Please show in-kind, applicant cash, and how much of the City's funds to be spent on this resource.

- The value of volunteer labor as established by the Independent Sector's Value of Volunteer hours https://www.independentsector.org/volunteer_time

- Equipment donated is valued at the hourly rental rate for the equipment used for the project.
- Donated professional services are valued at the “reasonable and customary” rate for the services.

Review Process

A committee comprised of Economic Development, Tourism, and Events Commission as well as Park, Arbor, and Recreation Board members will review written applications. All eligible projects will be forwarded to the Committee and scored using the rating form included in the application packet. Higher ranking projects may be requested to present to the Committee.

The presentation, if requested, is limited to 15 minutes. Please give an overview of the project and how it furthers the City’s goals.

The Committee will make a funding recommendation to the City Council. City Council will make the final determination of funding. Applicants may be asked to present their projects to the City Council.

Reporting Requirements and Accountability

A contract will be executed to outline the specific conditions of the project if awarded.

City of College Place Community Grants Program Application

Please limit responses to 3 pages in not less than 10-point type font (not including budget).

Project Description

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone:

E-mail:

Project Information Description of the project (include project purpose, approach and location).

Please describe how your project relates to the Community Grant Program Goals and the City's Comprehensive Plan Goals and Policies.

Project Budget (Must provide budget in this format)

| Project Revenue | Amount |
|---|---------------|
| Grant Request | |
| Cash Match from Applicant | |
| In-kind match from Applicant | |
| Cash from other Sources | |
| <ul style="list-style-type: none"> • Source: | |
| <ul style="list-style-type: none"> • Source: | |
| Total Project Revenue | |

| Project Expenses | | | | |
|-------------------------|-------------------|----------------------------|-----------------------|------------------------|
| Item | Total Cost | Applicant "In-Kind" | Applicant Cash | Requested Grant |
| Personnel | | | | |
| | | | | |
| | | | | |
| Materials/Supplies | | | | |
| | | | | |
| | | | | |
| | | | | |
| Professional Services | | | | |
| | | | | |
| | | | | |
| Other | | | | |
| | | | | |
| | | | | |
| Total Expenses | | | | |

