



## 2011–2012 Matching Grant Program Information



### Neighborhood Matching Grant Overview

The Neighborhood Association Matching Grant Program was established in 1996 to give neighborhoods access to City funds to improve the quality of life in Kirkland neighborhoods. The program supports neighborhood associations and their work on significant neighborhood issues and problems. Eligible Matching Grant projects fall into five categories:

- **Community Building Events:** Neighborhood picnics, July 4 parade entry, holiday events, outdoor health/recreation (walking, biking, running) events, and emergency preparedness fairs.
- **Communications and Operations:** Neighborhood website, mailings, newsletters, meeting space, and administrative costs.
- **Physical Improvement Projects:** Landscape beautification, playground and minor park improvements, tree planting, and clean-up.
- **Neighborhood Identity Projects:** Signage and neighborhood entrance beautification, banners, and public art.
- **Leadership Training and Education:** Sponsorship of board members or residents to the Leadership Institute, Community Emergency Response Team (CERT), or other training opportunities.

### How to Apply

Neighborhood Associations interested in participating in the Matching Grant program must complete and sign a Matching Grant Application and include a Project Information Sheet for each project.

Applications are available on the City's Neighborhood Services website at: [www.ci.kirkland.wa.us/neighborhoods](http://www.ci.kirkland.wa.us/neighborhoods). For questions or additional information, please contact Kari Page at (425) 587-3011 or e-mail [kpage@ci.kirkland.wa.us](mailto:kpage@ci.kirkland.wa.us).

Please include the following attachments:

- Meeting minutes reflecting board approval of project.
- Copies of the organization's by-laws and articles of incorporation (reflecting non-profit, tax exempt status) unless there have been no changes.

**Application Due Date:** January 31, 2011

**Number of Copies Required:** One (1) original signed application.

**Send Applications to:** City Manager's Office  
123 5th Avenue  
Kirkland, WA 98033  
Attention: Kari Page

Applications will be reviewed promptly and award notices will be announced on February 10, 2011. Applicants should be prepared to start their projects immediately upon receiving notification of the award.

### Important Dates

<b>Applications Available:</b>	December 15, 2010
<b>Applications Due:</b>	January 31, 2011
<b>Awards Announced:</b>	February 10, 2011
<b>Projects Commence:</b>	Upon receipt of signed contract
<b>Projects End:</b>	December 31, 2012
<b>Final Reports Due:</b>	January 31, 2013

### Neighborhood Services Contacts

Kari Page, Neighborhood Services Coordinator (425) 587-3011  
City Manager's Office (425) 587-3001

### Processing the Contract

Each grant recipient will receive one (1) original copy of their contract from the City of Kirkland outlining the scope of work, funding, and reporting requirements under this grant program. The contract will be drafted to reflect the recipient's proposed work plan and budget included in their grant application. The contract should be reviewed by your organization and signed by an official representative of the organization. The original should then be returned to the City for signature by the Assistant City Manager. The City will send a copy back to the grant recipient.

### Payment Procedures

Upon receipt of the award, the Association and City will enter into an agreement for services described in the application. Matching Grant funds will be released to the Association on a reimbursement basis. All reimbursement requests must include original receipts. Funds are typically dispersed within two weeks of invoice receipt. These funds may only be used to support the activities described in your proposed work plan and budget. Significant changes in your program or budget must be approved by the City representative before funds are expended.



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### Matching Grant Funding Criteria

Proposed projects will be evaluated on their scope and quality. To be eligible, projects must meet neighborhood association and project criteria.

#### Neighborhood Association Criteria

- Be located in the City of Kirkland.
- Have boundaries contiguous with the City's neighborhood designations.
- Be incorporated as a non-profit, tax-exempt organization.
- Have a majority of the organization's members living or operating businesses in the neighborhood.
- Have by-laws and a Board of Directors (six months prior to application).
- Have open membership to all neighborhood residents.
- Actively seek membership and not discriminate.
- Have the primary role in the Neighborhood Matching Grant project.
- Have a minimum of five neighborhood residents involved in the proposed Neighborhood Matching Grant project.

**Note:** Individuals, single businesses, city-wide organizations, social services, fraternal and religious groups, political groups, and public agencies are not eligible as applicants. However, eligible neighborhood organizations are encouraged to form partnerships with these ineligible groups to plan and implement projects. The neighborhood organization must be the lead applicant and have the primary role in the partnership.

#### Project Criteria

- Provide public benefit to the neighborhood.
- Demonstrate a need and support for the project.
- Fulfill Matching Grant contribution.
- Take place within Kirkland's neighborhood boundaries.
- Involve neighborhood residents directly in all phases.
- Accomplished in 12 months or less.
- Maintained by neighborhood volunteers (if applicable).

**Important notes:** Funds cannot be used to supplant the association's operating budget. Funds may not be used for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

### Project Tips, Ideas, and Restrictions

The following project tips and ideas can help build community and make the most of limited Matching Grant funds. For example:

- Partner with another neighborhood for your summer picnic.
- Share equipment and/or supplies with another neighborhood for your summer picnic.
- Procure donations for coffee, food, and picnic prizes from Kirkland businesses and acknowledge their contribution.
- Donate left-over food from events to local food banks.
- Choose picnic games and activities that do not need equipment or outside vendors.
- Instead of mailings, use e-mail and/or your website to publicize special events. (Neighborhood Services event signs are also available.)
- **Go Green!** See attached "Zero Waste Event Guidelines" and "Zero Waste Event Planning Worksheet" for green tips when planning your neighborhood meeting or event. For example:
  - Use compostable products.
  - Find alternatives to Styrofoam.
  - Do not use balloons.
  - Use reusable containers for beverages.
  - Buy bulk items (reduces packaging).
  - Use recyclable tablecloths.
  - Mark at least one garbage can "Recycle."

The following items will not be reimbursed:

- Refreshments for neighborhood meetings
- Costly or extravagant food items
- Catered meals for picnics
- Alcohol



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### Matching Grant Contribution

The Neighborhood Association Matching Grant program is awarded on a merit and per capita basis. For every dollar requested from the Matching Grant Program, the neighborhood must match the value of the amount requested.

The following items can qualify for matching funds:

- Donated professional services
- Donated materials or supplies
- Volunteer labor
- Cash

The following are some basic requirements for developing a neighborhood match package:

- The value of the neighborhood's match must equal or exceed the amount requested from the Matching Grant Program. (**Note:** Sponsorship in the Leadership Institute requires only a 20% match or \$100 by the applicant.)
- The amount and type of match must be appropriate to the needs of the project.
- Proposed match must be expended during the life of the grant neither prior to an award nor after the project's contract has ended.
- Assistance from City staff or funds from elsewhere in the City cannot be counted as a match contribution.
- Time spent preparing the grant application or fundraising cannot be counted as a match contribution.
- At least 25% of the neighborhood's match must come from the neighborhood itself, as opposed to other funders, the School District, or other public/government entity.
- All volunteer labor is valued at \$21.18 an hour.
- Professional services, if needed for the project, are valued at the "reasonable and customary rate."
- The neighborhood match must be specifically described on the Neighborhood Match Log and signed by the neighborhood chair or president.
- Meeting attendance or monthly neighborhood meeting preparation (including planning and agenda preparation) cannot be counted as a match contribution.

### Purposes of a Final Report

The Final Report has two purposes:

1. The Final Report should document that all elements of the contract between the City and the grant recipient have been fulfilled. This documentation should include proof that City funds were used responsibly and as intended.
2. The Final Report should highlight the achievements realized through the grant. The City will use the information included in the Final Report to inform the City Council, the media, and interested citizens about the grant program. The Final Report is also an opportunity for grant recipients to let the City know how the program might be improved.

### Completing the Final Report

The project must be complete with all funds used and distributed by December 31, 2012. A Final Report must be submitted to the City by January 31, 2013. Please include the following attachments:

- Verification (as well as accounting) for each project on the proposed work plan.
- Verification of your match and volunteer labor.
- Any promotional materials created during the project.
- Any photographs illustrating the work achieved under the grant.
- Anything else that expresses the activities and success of the project.

**Important Note:** Organizations that fail to submit a Final Report will be ineligible for future grants.

**Final Report Due Date:** January 31, 2013

**Number of Copies Required:** One (1) original signed report.

**Send Final Reports to:** City Manager's Office  
123 5th Avenue  
Kirkland, WA 98033  
Attention: Kari Page

### Matching Grant Frequently Asked Questions

#### What happens if we fail to submit the Final Report?

Failure to submit the Final Report disqualifies your organization from receiving grant funds from the City the following year and until the report has been received and accepted by the City.

#### What happens if the City does not accept our Final Report?

Reports may not be accepted if documents are outstanding or reimbursements for unused or unmatched funds are not received with the Final Report. Until documentation or reimbursement is received and the report is accepted, your organization will be ineligible for future grant funds.

#### What happens if City funds are not matched?

Grant funds should be matched, dollar for dollar, with donated professional services, materials, volunteer labor, and/or cash. The Final Report will not be accepted until documentation of a full match is received.

#### What happens if we do not spend all the grant money?

Any grant funds not spent (or encumbered) by December 15, 2012, should be documented as unused funds in the Final Report. Unused funds are not carried forward; however, the Association will be able to apply for available Matching Grant funds the following year.

#### What documentation is needed to verify that a 50/50 match requirement has been fulfilled?

The match requirement should be documented using the match log. The log may be used throughout the grant period to document services rendered or materials and cash donated. The neighborhood chair or president should sign the log when the Final Report is submitted.