



## **2017 Neighborhood Council & Community Assembly Grant Program Guidelines**

### **Purpose**

This document outlines the City of Spokane's Neighborhood Council and Community Assembly Grant program, which is administered by the Office of Neighborhood Services, in concert with the Community Assembly's Budget Committee. This program provides a mechanism to offer grants to neighborhood councils and the Community Assembly for the development of engagement and enhancement opportunities.

Under this program, qualified Neighborhood Councils, under SMC 4.27, and Community Assembly Committees may apply to the Community Assembly's Budget Committee to receive funds for outreach and capacity building projects from the City of Spokane Office of Neighborhood Services. Eligibility, terms and conditions, and approval for participation are set forth hereafter.

### **Eligibility**

Only those Neighborhood Councils recognized by the Spokane City Charter and the Community Assembly including their committees are eligible for assistance under this program. If a Neighborhood Council chooses not to participate in the grant program, or does not use all funding apportioned for that Neighborhood Council, any unused funding may be reallocated by ONS and the Budget Committee to other Neighborhood Councils or the Community Assembly during the grant fund year. No Neighborhood Council may give its money directly to another Council.

To participate in the program, each Neighborhood Council and Community Assembly Committee must submit a grant application for all funding requests and notification of participation in the reallocation process to the Office of Neighborhood Services and to the Budget Committee by **May 15, 2017**. If no application is received by **May 15, 2017**, the neighborhood will not be eligible for participation in the 2017 program and the remainder of funds will be redistributed to other neighborhoods. There are no exceptions. The Office of Neighborhood Services will be responsible for administering all funds.

### **Neighborhood Council Grant Coordinator**

Each Neighborhood Council that chooses to participate in the Grant Program must appoint a Grant Coordinator who will be responsible for maintaining communication with the Budget Committee and the Office of Neighborhood Services in regard to all program funded projects. The Coordinator will submit the application and obtain approval for all projects.

Grant Coordinators must notify, in writing, of a change in the Grant Coordinator to the Office of Neighborhood Services (625-6803) and the Budget Committee Liaison.

## Funding

The Neighborhood Council Grant program is funded by the City of Spokane through the Office of Neighborhood Services. The grant funding is available to the Community Assembly, Community Assembly Committees and Neighborhood Councils. As such, a principle of this program is that all Neighborhood Councils should be eligible to benefit.

Each qualifying Neighborhood Council may apply for up to and not to exceed \$500 at the beginning of the calendar year with an option for up to an additional \$500 for reallocation in the fall of 2017. No other program funding is provided. Both requests will be included in the grant application. No additional application will be required for the optional funds.

Neighborhood Councils are encouraged to collaborate with other Neighborhood Councils on projects. Neighborhood Councils cannot donate funds to another neighborhood. Each application is subject to the maximums above.

**Unused resources will *not* be carried over from a previous year and *no refunds* are made of any unspent credit balance.** Although project allocation funds not used by some Neighborhood Councils may become available in the fall, Neighborhood Councils are cautioned that availability of additional allocation funds should never be presumed when planning a project.

## Key Dates & Deadlines

- February 13, 2017 – Training at Southside Senior and Community Center, Schultz Room, 6:30pm
- February 13, 2017 – Applications may be submitted beginning on this date
- February 23, 2017 – Budget Committee begins reviewing applications
- May 15, 2017 – Deadline for grant application submittal. No applications will be accepted after this date.
- September 15, 2017 – All receipts from grant expenditures and all city inter-fund orders are due
- September 28, 2017 – Budget Committee determines reallocation of remaining funds
- October 1st through November 15, 2017 – Neighborhood Councils and Community Assembly Committee's spend reallocated funds and deliver all receipts and orders to the Office of Neighborhood Services by 5:00pm on November 15, 2017.

## Responsibility for Excess Billing

Each Neighborhood Council and Community Assembly Committee is solely responsible for cost control. If a Neighborhood Council or Community Assembly Committee accrues a service or bill of more than the grant amount, it is responsible to pay any outstanding balance.

## **Non-Permitted Uses of Credit Balances; Cancellation of Program**

This program is for Neighborhood Council and Community Assembly Committee capacity building and outreach. It is not intended to support nonprofits, businesses, individuals, or other entities. This program may be revoked at any time. Any unused credit balances would then be canceled.

Grant funds cannot support insurance, software licenses, purchase of equipment, prizes and other giveaways, gifts, or food. If uncertainty arises regarding a potential expense, contact the Office of Neighborhood Services (625-6803) before purchasing the item or service.

## **Reallocation of Unused Funds**

Any funds not used or scheduled for project use by September 15, 2017 shall revert to the Budget Committee's available pool of unused funds. Assuming there are unused funds available, these unused funds will be reallocated to each of the Neighborhood Councils participating in the program. Reallocation will be based on a review by the Budget Committee of proposals for reallocation submitted with the initial application. Cost overruns from previous projects will not be covered by the reallocation process. Neighborhood Councils are strongly encouraged to work closely with the Office of Neighborhood Services (625-6803) and to stay within their grant budget.

## **Charges against Grant Funds**

Neighborhood grant allocation funding may only be used to support capacity and participation building efforts for Neighborhood Councils and the Community Assembly. This can include support for events such as hiring bands or speakers permit fees, space or equipment rentals, signage, and outreach. Grants can fund support for Neighborhood Council and Community Assembly activities and meetings such as printing fliers, newsletters, banners, magnets, etc, and other projects as approved by the Budget Committee and the Office of Neighborhood Services.

## **Using Grant Funds – Inter-Fund Purchases, Reimbursements**

### **Inter-Fund Purchases**

Neighborhood Councils can use inter-fund purchases between city departments to either print items through the City Reprographics Department, to purchase park use permits through the Department of Parks and Recreation or purchase block party permits through the Development Services Center. Inter-fund purchases do not require Neighborhood Councils to pay out of pocket as the City covers costs directly.

- For inter-fund purchases for park use permits, the Neighborhood Council works directly with the Department of Parks and Recreation to obtain the permit, but informs Parks and Recreation that the Office of Neighborhood Services will pay for the permit as an inter-fund expense. Neighborhood Councils can contact Park Operations at 363-5455 for more information on permits.

- For inter-fund purchases for Block Party or Special Event permit, the Neighborhood Council works directly with the Development Services Center to obtain the permit, but informs the DSC staff that the Office of Neighborhood Services will pay for the permit as an inter-fund expense. Neighborhood Councils can contact the DSC at 625-6300 for more information on permits.
- For inter-fund and vendor purchases from Reprographics, Neighborhood Councils and Community Assembly Committee's will have to work through the Office of Neighborhood Services. Neighborhoods or Committee's representatives will discuss the printing needs with ONS staff and they will work with Reprographics to obtain a quote to meet those needs. Please note that quotes are estimates and billing will be based on final services provided. Once the Neighborhood Council or Committee has determined an option that works for them, Reprographics will print the order and charge it to the Neighborhood Council or Community Assembly's account. A representative from the Neighborhood or Committee can then pick up the items from City Hall.
  - All printing requests with grant funds **must** go through Reprographics. This includes not only traditional paper printing such as fliers and brochures, but also almost anything that can have customizable text such as banners, reusable shopping bags, magnets, and signage. If in doubt as to whether Reprographics can create it, contact ONS staff (625-6803).

## Reimbursements

Neighborhood Councils and Community Assembly Committee's also have the option to have the Office of Neighborhood Services process a reimbursement for expenses. Reimbursement allows more options with regard to vendor choice, but Neighborhood Councils or Committee will have to pay out of pocket for purchases. The City will only reimburse for products already purchased or services already rendered. The City requires documentation to support reimbursements. For the grants, this documentation includes original receipts or invoices showing paid for expenses, a flier or notice for the event the purchase supports, documentation of performance measures, and a City reimbursement form which Grant Coordinators can obtain from the Office of Neighborhood Services. Office of Neighborhood Services staff will review all reimbursements received to ensure that all expenses are eligible, the Neighborhood Council or Committee has adequate remaining funds, and that all necessary documentation has been received. Due to the staff time required to process reimbursements, the City will not accept reimbursements of less than fifty dollars. Please do not submit reimbursable expenses until the aggregate amount equals or exceeds fifty dollars.

## Application

Neighborhood Council Grant Coordinators, approved by their Neighborhood Council Chair, and Community Assembly Committee representatives may apply to the Office of Neighborhood Services for participation in this program. Applications for each event must be made in writing and received by the Office of Neighborhood Services by **May 15, 2017**. ONS will begin post applications online

[here](#) in February of 2017. Approval of each Neighborhood Councils or Committee's proposed grant shall be based on the quality and intent of the project, eligibility of proposed expenses, and proposed performance measures.

### **Performance Measures**

As the City of Spokane provides the public funds for the grants, accountability to the public is required. Grant applications must include a plan to track performance of projects. Neighborhood Councils and Community Assembly Committee's will have to measure if their use of funds met the objectives of their programs. For example, if the goal of printing and distributing fliers is to increase participation at Neighborhood Council meetings, the council should have a plan to either have surveys for attendees asking how they heard about the meeting or at least collect sign in sheets before and after distributing fliers to see if attendance increased. Each Neighborhood Council or Committee is responsible for creating performance measures to submit with their application and tracking these measures over the life of the grant funded project(s). The Budget Committee will collect and analyze this information at the end of the year. This will help the Budget Committee and the Office of Neighborhood Services determine successful project types or best practices to fund in the next grant cycle. Future funding may be based on performance and best practices created through this grant.

### **Disclaimer**

This policy or any action or approval undertaken pursuant thereto is not a contract, offer to contract, or any other commitment by the City of Spokane. This policy is subject to revocation or cancellation at any time with or without cause and without further notice. The Director of the Office of Neighborhood Services has final authority to determine any disputes arising under this policy. This provision is pre-emptive and shall govern all others in case of ambiguity or conflict.

Once a project has commenced, it will be completed as per the approved application and schedule.