



## 2020 Neighborhood Council & Community Assembly Grant Program Guidelines

### **Purpose**

This document outlines the City of Spokane's Neighborhood Council and Community Assembly (CA) Grant program, which is administered by the Office of Neighborhood and Planning Services (ONS), in concert with the CA Budget Committee. This program provides a mechanism to offer grants to neighborhood councils and the CA for the development of engagement and enhancement opportunities. Information about the program can be found on the City website here: <https://my.spokanecity.org/neighborhoods/programs/community-engagement-grant/>.

Under this program, qualified NCs, under SMC 4.27, and CA Committees may apply to the CA Budget Committee to receive funds for outreach and capacity building projects from the ONS. Eligibility, terms and conditions, and approval for participation are set forth herein.

### **Eligibility**

Only those Neighborhood Council's (NC's) recognized by the Spokane City Charter and the CA, including CA committees, are eligible for assistance under this program. *If an NC chooses not to participate in the grant program, or does not use all funding apportioned for that NC, any unused funding may be reallocated by ONS and the Budget Committee to other NCs or the CA during the grant fund year (see Reallocation section).* No NC may give its money directly to another Council.

To participate in the program, each NC and CA Committee must submit a grant application for all funding requests and notification of participation in the reallocation process to the ONS and to the Budget Committee by **11pm on Sunday, June 21, 2020** on the application form. If no application is received by **11pm on Sunday, June 21, 2020**, the neighborhood will not be eligible for participation in the 2020 program. There are no exceptions. The next eligibility will be 2021. ONS will be responsible for administering all funds.

### **Council or CA Committee Grant Coordinator**

Each NC or CA committee that chooses to participate in the Community Engagement (CE) Grant program must appoint a Grant Coordinator who will be responsible for attending training. That same person will be responsible for completing and submitting the application and maintaining communication with the Budget Committee and ONS in regard to all program funded projects.

**Grant Coordinators or Neighborhood Council Chair must notify, in writing, a change in the Grant**

Coordinator to ONS (625-6343) and the respective [Budget Committee Liaison](#).

## Funding

The Community Engagement Grant program is funded by the City of Spokane through ONS. The grant funding is available to the NC's, CA Committees and CA. It is a principle of this program that all Neighborhood Councils are eligible to benefit.

Each qualifying NC may apply for up to \$700 in the first round. Reallocation, applied for in the initial application, may be applied for up to an additional \$300, though there is no guarantee these funds will be available nor in the increment stated. No other program funding is provided. Both requests will be included in the original grant application. No additional application will be submitted or approved for the optional funds.

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

**Unused funds 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 NCs may become available in the fall, NCs are cautioned that availability of additional allocation funds should never be presumed when planning a project.

Because CA committees represent all 29 neighborhoods, they may be eligible for more than \$700, pending a valid application and CA approval.

## Key Dates & Deadlines

- **February 10, 2020** – Training at West Central Community Center, 6:30 pm – 7:30 pm
- **February 14, 2020** – Applications may be submitted beginning on this date, pending attendance at February 10 training
- **February 24, 2020** – Budget Committee begins reviewing applications
- **May 4, 2020** – Deadline for CE Grant application submittal. No applications will be accepted after this date. Both initial allocation AND reallocation must be submitted by this date, although there is no guarantee of reallocation. Applications that are incomplete but submitted by the deadline will be returned and the applicant has until May 18, to correct the application.
- **September 21, 2020** – All receipts from grant expenditures and all City inter-fund orders are due
- **September 28, 2020** – Budget Committee determines reallocation of remaining funds
- **September 28 through November 13, 2020** – NCs and CA Committees spend reallocated funds and deliver all receipts and orders to ONS by 5:00pm on November 13, 2020.

## Directors' and Officers' Liability Insurance

On November 26, 2018, the Spokane City Council adopted Resolution 2018-0095 allowing purchase by NCs (that are organized as non-profits and have bank accounts) of liability insurance providing legal defense/insurance coverage for individual officers against lawsuits related to their volunteer

activity on the Neighborhood Councils if they are named as individuals. The operative text is here:

**NOW, THEREFORE, BE IT RESOLVED** that beginning on January 1, 2019, the City of Spokane's neighborhood council capacity and engagement grant program shall offer an option to any Neighborhood Council that is organized as a non-profit corporation and has a bank account to receive all or a portion of its share of the program as a direct grant on the condition that it provide documentation that it spent the money on liability insurance by way of direct payment or reimbursement for the purpose of increasing capacity and engagement, and documents the impact of that purchase in alignment with the grant program.

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The entire text can be found at <https://publicdocs.spokanecity.org/cityclerkrecords/>. (Enter "2018-0095" as "File Number.")

NCs wishing to use their CE Grant for this insurance must supply evidence of their non-profit corporation status and bank account as part of their application. The NCs will need to provide documentation that it spent money on liability insurance for the purpose of increasing capacity and engagement, the amount of their grant used for this purpose and a copy of the premium statement from the insurance company are also required. DO liability insurance for the current calendar year can be submitted during the application process regardless of the renewal month for the insurance.

### **Responsibility for Excess Billing**

Each NC or CA Committee is solely responsible for cost control. If a NC or CA Committee accrues a service or bill of more than the grant amount, or submits receipts outside of the deadlines, the NC or CA Committee is responsible to pay any outstanding balance.

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

This program is for NC and CA 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 software licenses, Website Domains, Clothing, Specialized Software, purchase of equipment, prizes and other giveaways, gifts, or food.

School fees for janitors or other reasons are not an allowable expense.

Facebook Ads can be submitted for funding but the ad must include the NC's meeting schedule. Any cost overruns for the Facebook Ad are the neighborhoods responsibility.

If uncertainty arises regarding a potential expense, contact the ONS (625-6343) before purchasing the item or service.

## **Reallocation of Unused Funds**

Any funds not used or scheduled for project use by September 28, 2020, 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 NCs 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. NCs are strongly encouraged to work closely with their assigned Budget Committee Liaison and the ONS (625-6343), and to stay within their grant budget.

*If a NC chooses not to participate in the grant program, or does not use all funding apportioned for that NC, any unused funding will be reallocated by ONS and the Budget Committee to other NCs or the CA during the grant fund year.*

## **Charges against Grant Funds**

Neighborhood grant allocation funding may only be used to support capacity and participation building efforts for NCs and the CA. 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 NC and CA activities and meetings such as printing fliers, newsletters, banners, magnets, etc, and other projects as approved by the Budget Committee and the ONS. See applicable Inter-Fund purchases.

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

### **Inter-Fund Purchases**

NCs must 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 (DSC). Inter-fund purchases do not require NCs to pay out of pocket as the City covers costs directly.

- For inter-fund purchases for park use permits, the NC works directly with the Department of Parks and Recreation (Parks) to obtain the permit, and the fee is waived for the permit. NCs can contact Park Operations at 363-5455 for more information on permits.
- For Block Party or Special Event permit, the NC works directly with the ONS to obtain the permit and the fee is waived for 1 event per year. NCs can contact the DSC at 625-6300 for more information on permits.
- For inter-fund and vendor purchases from Reprographics, NCs and CA Committees will have to work through ONS. Neighborhood or Committee 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 NC or Committee has determined an option that works for them, Reprographics will print the order and charge it to the NC's or CA'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- 6343).
- Postage can only be paid via Engagement Grant funds if the items are mailed thru the City Bulk Mail System as part of a Reprographics order.

### **Reimbursements**

NCs and CA Committees also have the option to have the ONS 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 must include:

- A completed [Neighborhood Invoice Voucher Form](#) for each reimbursement request, provided by the City and available to download at the link above and on the City’s program website ;
- Original receipts or invoices showing paid for expenses; and
- A flier or notice for the event that the purchase supports.

ONS staff will review all reimbursements received to ensure that all expenses are eligible, the NC 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 if at all possible.

### **Block Party Policy and Insurance**

The City of Spokane celebrates special events. From major conventions and international sports events to community-based festivals, parades, and athletic activities; we are proud to host hundreds of events each year. Each Neighborhood Council may have one block party per year without paying the application fee under the CE Grant. To apply please complete the application and waiver.

- Special Event/Block Party Application:  
<https://static.spokanecity.org/documents/myspokane/permits/master-special-event-application-2019-06-24.pdf>
- Block Party Waiver  
<https://static.spokanecity.org/documents/neighborhoods/programs/community-engagement-grant/2020/block-party-diagram-insurance-waiver-final-2020-02-04.pdf>
- Block Party Policy  
<https://static.spokanecity.org/documents/neighborhoods/programs/community-engagement-grant/2020/policy-for-block-party-for-neighborhood-council-events-2020-02-04.pdf>

## Application

NC Grant Coordinators, approved by their NC Chair, and CA Committee representatives may apply to the ONS for participation in this program. Applications for each event must be made in writing and received by the ONS by **May 4, 2020**, and must include **NC meeting minutes showing which CE Grant items were approved by the neighborhood.** Approval of each NC's or CA Committee's proposed grant shall be based on the quality and intent of the project, eligibility of proposed expenses, and proposed performance measures. Access the application here: <https://my.spokanecity.org/neighborhoods/programs/community-engagement-grant/>

## 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. NCs and CA Committees must measure their use of funds to meet the objectives of their programs. For example, if the goal of printing and distributing fliers is to increase participation at NC 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 NC or CA 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. This will help the Budget Committee and ONS 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 program. [This resource is available to help establish performance measures.](#)

## 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.