



City of Tacoma – Neighborhood Council Program
INNOVATIVE GRANTS
2019 Guidelines & Application

“Success is not how high you have climbed, but how you make a positive difference to the world.”
— Roy T. Bennett

OVERVIEW

The City of Tacoma is offering the 2019 Innovative Grant program to provide an opportunity for inspired citizens of Tacoma to create a positive impact in their community, within the eight Neighborhood Council areas.

The City of Tacoma supports equitable and inclusive community participation to identify and accomplish projects within the city for the benefit of Tacoma residents.

WHO

We invite any Tacoma neighbors, or group, of two or more to apply for and implement a project that will benefit their neighborhood.

If the applicant is not directly affiliated with a non-profit organization, the respective Neighborhood Council can act as the fiscal agent for contracting purposes.

WHAT

Most grants requested and approved are in the range of \$500 to \$8,000 and are limited to available program funds in each Neighborhood Council area. All projects must provide an overall neighborhood benefit and be completed within a 12-month period.

Grants may be used for a wide array of activities and projects as long as they are not used for personal gain or improvements to private property, unless there is a community benefit (such as a mural). Projects are usually for placemaking, blight removal, environmental stewardship, or community involvement/events (one-time).

These funds can be used for professional services (such as a contractor to build a garden shed), but will not pay for staff time to implement the project or travel expenses; and will not pay for ongoing programs/services, or studies.

These funds are not for projects considered to be “public works” such as street improvements or any projects requiring the City to utilize their work crews or go out to bid for completion or assume ownership and long-term maintenance. However, if you are interested in traffic/pedestrian safety projects for your neighborhood, we will connect you with the best person to discuss your need and possible paths for success. **In 2019, no projects in the public right-of-way or requiring an annual right-of-way permit will be considered.**

HOW

Applications will be available at the Community Council of Tacoma meeting on October 25, 2018 and available to the community beginning November 1. They will be distributed by City staff at various recurring community meetings. They will also be available online at www.cityoftacoma.org/neighborhoodcouncils, by e-mailing your request to shari.hart@cityoftacoma.org or you may pick one up at City of Tacoma, Customer Support Center, 747 Market Street 2nd Floor, Tacoma, WA 98402

SCHEDULE

Nov 1, 2018	Applications available
Nov 2 – Jan 5	Application assistance period (workshops, one-on-one meetings)
Jan 15, 2019	Applications due at below address (or postmarked) by 5:00pm
Jan 2019	City staff review; submission to Neighborhood Councils
Feb & Mar 2019	Neighborhood Councils review and selection; including applicant presentations (if requested by Neighborhood Council)
Mar 2019	Neighborhood Council recommendations due to City
Apr 25, 2019	City staff submits funded projects summary to Community Vitality and Safety Committee
May 1, 2019	Selected project applicants informed
May 2019	Contracting phone meetings begin
May 2019 - Apr 30, 2020	Project implementation period; after signed contract Invoices due 10 days after project completion
May 10, 2020	Final deadline for any outstanding invoices

ASSISTANCE

The following Innovative Grant Workshops will provide an overview of the process and provide answers to your questions to assist you in submitting an eligible project and qualifying application. We encourage all potential applicants to attend, but specifically suggest attendance at one of these sessions for all first time applicants.

Wednesday, November 14
6:30 – 7:30 pm
TPD Sector 4 Substation
400 E 56th St

OR

Monday, December 3
4:30 – 5:30 pm
TPD Sector 1 Substation 1524
Martin Luther King Jr Way

RSVP via e-mail to shari.hart@cityoftacoma.org so we can notify you of any changes. If you plan to apply, but cannot attend either of these sessions, or if you have any questions about the application or process, please send an e-mail to above address or call (253) 591-5208.

APPLICATION COMPLETION GUIDELINES

Refer to this section when completing the application for clarifying information.

Although we are looking for complete information to vet applications, please keep your responses brief and limited to the space provided (not to exceed four pages) to assist the Neighborhood Councils in making comparative funding selections. If follow-up information is required, you will be contacted.

All questions must be answered. If a question does not apply to your project, put N/A for not applicable (e.g. an event would not have a "projected life cycle"; see question 19)

Following are information/tips that correspond to the numbered questions on the application:

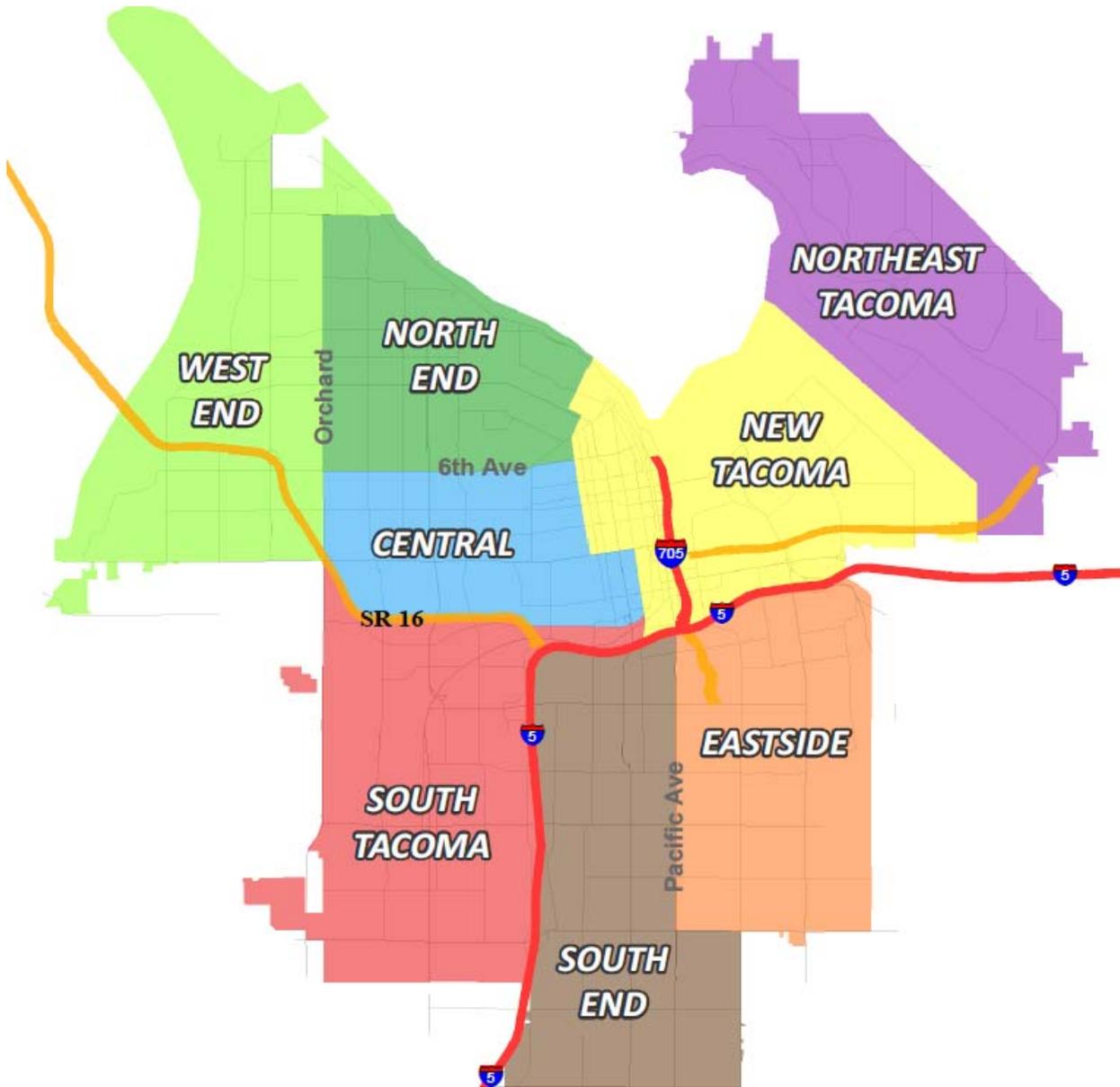
1. If you do not know which Neighborhood Council (NC) you are in, refer to map below. If you are applying for funding in more than one NC, please provide an application for each NC area indicating the amount requested in that NC and also list the other NC(s) and amount(s) requested. Below is a schedule for Neighborhood Council meetings; you may be requested to attend a meeting to answer questions about your project/application.
2. The project name should be short, yet descriptive (e.g. Help Them Haul)
3. Be specific with address, intersections or name of location
4. Your request should be based on researched actual costs to implement your project. A budget worksheet is included in this application. Please round up to the nearest \$100. IMPORTANT: Innovative Grants funds are paid on a reimbursement basis after the project is complete. If the reimbursement process is a barrier and would prohibit you from applying for a grant, please call Shari Hart, (253) 591-5208 to explore other payment options
5. Project manager will be the primary contact for the project; provide all requested contact information
6. A co-project manager is required. All Innovative Grant projects should be an effort of two or more community members and the co-project manager should be someone that is able to complete the project if the project manager above is unable to finish the project; provide all requested contact information
7. For approved projects, the City will contract with a non-profit so that individual volunteers do not bear the potential tax burden of the payment. You do not need to be directly affiliated with a non-profit to apply for an Innovative Grant; you may request that the respective Neighborhood Council be the fiscal agent for your project. If you are not affiliated with a non-profit for this project, put the name of the Neighborhood Council here so they know that you need a fiscal sponsor
8. Priority is given for first time applicants, but all applications are considered
9. The City has 15 recognized Neighborhood Business Districts; see map below. If your project will be implemented within a district, you need to get a letter of support from the association. For contact information, send e-mail to shari.hart@cityoftacoma.org
10. Before a project can be approved, we need to know that the project or event can occur at the site. Needing to find an alternate location can greatly impact the project budget

in a way that the project may not be able to be completed for the approved amount.
Note: In 2019, projects on City right-of-way (streets, sidewalks) are not allowed.

11. A brief statement about what the funds will be used for (e.g. "rent a U-Haul trailer for the day to assist neighbors in transporting their items to the annual Neighborhood Clean-Up collection site and celebrate afterwards")
12. What is the inspiration for you to apply for this grant? (e.g. "several of my neighbors would like to participate in the Neighborhood Clean-Up, but don't have a way to haul their garbage to the site")
13. Have you or others attempted to try to address this need? (e.g. "some neighbors tried to haul items with their small car or a wagon/wheelbarrow, but that did not work well and some items were too large"). OK, if not, but a history of working on the issue can help in prioritizing funding
14. How will you be inclusive in your planning and outreach?
15. Think about how this project may impact others and what you can do to mitigate
16. IMPORTANT: These funds cannot be used for projects that were started before the award was given and you must have the City contract signed and returned before incurring expenses; minimum of 15 days after award notification (see schedule)
17. Project must be completed within 12-months of being notified of award (see Schedule)
18. What are the key milestones for getting this project done?
19. A physical project, like a garden shed or mural, will not last forever
If your grant is for an event, put N/A (for not applicable) on this line
20. Examples: on-going watering, pruning and maintenance of new trees; structural maintenance and possible graffiti removal of a community garden element, such as a fence or a shed
Please note, by granting funds for your project, the City of Tacoma does not assume responsibility for ongoing maintenance of your project. An application for a physical improvement project without an adequate operations and maintenance plan may be considered not eligible for funding
21. The Innovative Grant Program has limited funds. The Project Budget is an important part of effective funding recommendations by the Neighborhood Councils. A well-researched budget means that the project will have enough money to get completed, yet not over-estimate the costs so that more projects can be funded. Many applicants apply to implement projects that they will be doing for the first time and may be unsure of related costs... if you have any questions about what this grant will or won't fund or would like assistance with working out your budget, please contact shari.hart@cityoftacoma.org

IMPORTANT: City staff makes final determination on allowable projects. Those applications are then forwarded to the Neighborhood Councils for their review and funding recommendations. City staff conducts final analysis and approval and shares results with the City Council Community Vitality and Safety Committee and notifies applicants.

**** Keep these guidelines a copy of your submitted application for your records ****



For questions about the Neighborhood Council Program, please contact Carol Wolfe at (253) 591-5384 or by email to cwolfe@cityoftacoma.org.

2017 NEIGHBORHOOD COUNCIL MEETINGS

Tacoma Central Neighborhood Council – Charles Mann: Chair@cnc-tacoma.org

First Thursday of the month at 7 p.m.
Tacoma Nature Center - South 19th and Tyler Street

Eastside Neighborhood Council (ENACT) – Lynette Scheidt: president@eastsidetacoma.net

Third Monday of the month at 6:30 p.m.
Stewart Height Park Building - 402 East 56th at Railroad Crossing

New Tacoma– Tom Ebenhoh: tomeben@yahoo.com & NCNTBOARD@gmail.com

Second Wednesday of the month at 5:30 p.m.
People's Center - 1602 MLK Jr. Way

Northeast Neighborhood Council – Yvonne McCarty: Yvonne.mccarty@comcast.net

Third Thursday of the month at 7 p.m.
Center at Norpoint - 4818 Nassau Ave NE

North End Neighborhood Council – Officers@nenc.org

First Monday of the month at 6 p.m.
University of Puget Sound: Trimble Hall – 1565 North Union

South End Neighborhood Council – Earl Brydson: brydsonsr@nventure.com

Third Monday of the month at 7 p.m.
Fire Station #8 - 4911 South Alaska Street

South Tacoma Neighborhood Council – Elman Reyes: board@southtacoma.us

Third Wednesday of each month at 6:30 p.m.
S.T.A.R. Center - 3873 South 66th Street

West End Neighborhood Council – Ginny Eberhardt: veberha@aol.com

Third Wednesday of each month at 7 p.m.
Fire Station #16 - 7217 Sixth Avenue

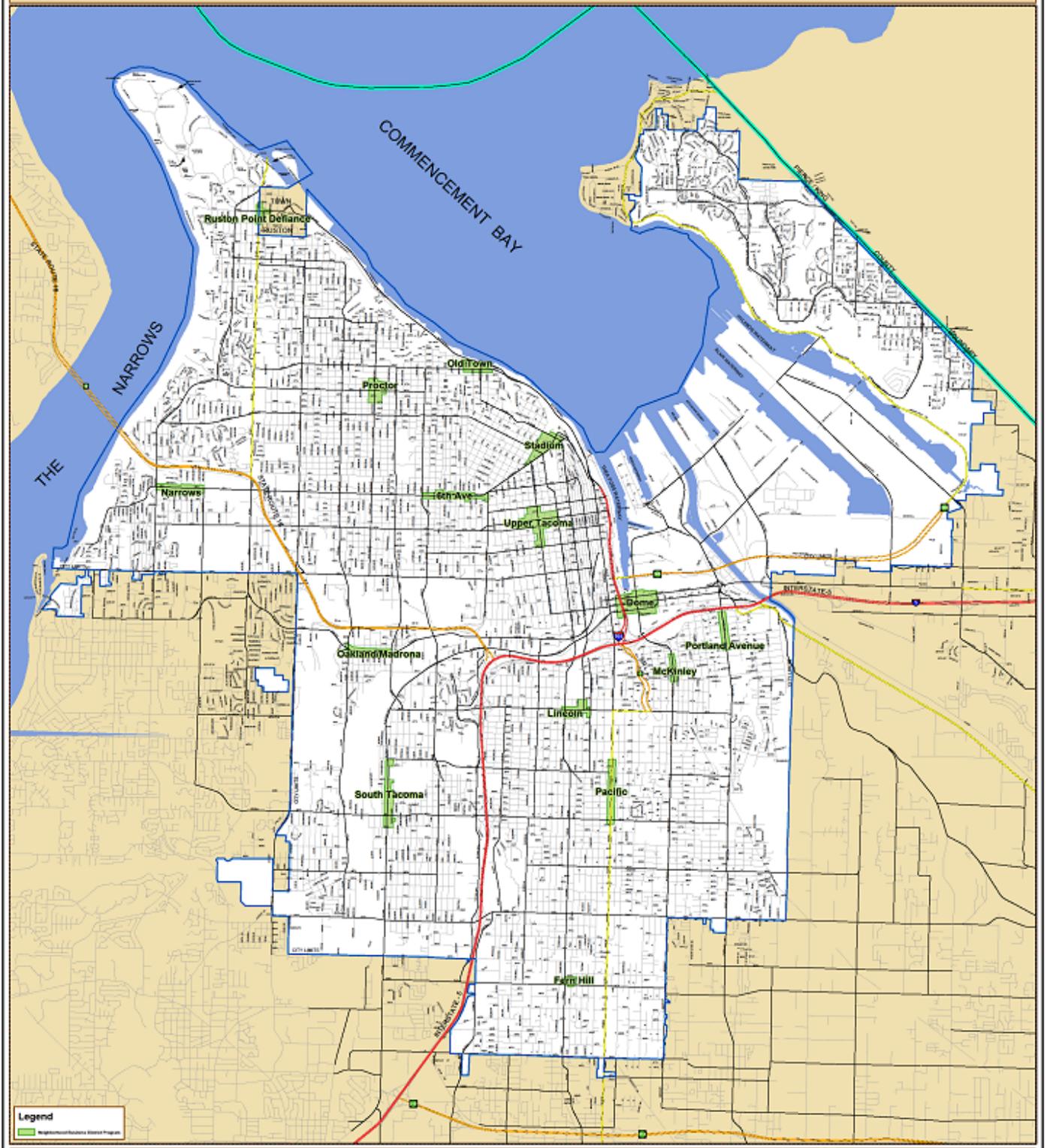
Community Council of Tacoma – Doug Schafer: schafer@pobox.com

4th Thursday of each month at 6 p.m.
Tacoma Municipal Building – TMBN 16 (Study Session Room), 1st Floor Entrance off of St. Helens

**Attend a Neighborhood Council meeting in your area and help build stronger communities
Contact Carol Wolfe, Neighborhood Council Coordinator at (253) 591-5384 or
cwolfe@cityoftacoma.org to find out more about your Neighborhood Council**

City of Tacoma

Neighborhood Business District Program



For questions about the Neighborhood Business District Program, please contact Shari Hart at (523) 591-5208 or by email to shart@cityoftacoma.org

All four (4) pages of the following* application must be dropped off or postmarked no later than 5:00pm on January 15, 2019.

**City of Tacoma
Innovative Grant Application
Customer Support Center
747 Market St., 2nd Floor
Tacoma, WA 98402**

*Do not alter the application other than writing in short answers in the space provided. No more than three (3) 8 ½" x 11" attachments are allowed, per below:

Please be sure to include any required attachments:

- Map and/or photo of project location, if needed
 - Property owner agreement letter, if needed
 - Concurrence letter, if needed (property owner, Neighborhood Business District, impacted neighborhood group, additional funding partners, etc.)
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Do not return the above guidelines and information. Keep them for your future reference; along with a copy of your submitted application.



**City of Tacoma – Neighborhood Council Program
 INNOVATIVE GRANTS
 2019 APPLICATION**

DUE DATE: January 15, 2019

Complete Application on this form; refer to application guidelines.

Incomplete, altered format, or longer than 4 page applications will not be accepted.

If you would like a courtesy review or if you have questions about completing this application, please contact shari.hart@cityoftacoma.org before January 8, 2019, 5:00pm.

Please complete the following and attach the requested information, if needed.

(Note: This application is subject to public review and disclosure.)

1. Neighborhood Council Area: _____

2. Project Name: _____

3. Project Location: _____

4. Total Innovative Grant amount requested: \$_____

5. Project Manager Name: _____

Mailing Address: _____

Telephone:_____ e-mail: _____

6. Co-Project Manager Name: _____

Mailing Address: _____

Telephone:_____ e-mail: _____

7. Name of submitting non-profit organization or non-profit that City will contract with:

8. Have you or your organization received Innovative Grant funds or other City funds in the last 3

years?? No Yes If so, what year & what project? _____

9. Is this project in a Neighborhood Business District? (see map)

- No Yes; if yes, a letter of support from NBDA must be attached

10. Is this project sited on property that is City-owned street or sidewalk?

- No; if no, a letter of support from property owner must be attached
 Yes; if yes, a Street Occupancy Permit or a Special Event Permit may be required

PROJECT IMPACT

11. Please describe your program or project in one sentence (25 words maximum):

12. Describe the neighborhood benefit or problem being addressed by this project:

13. Describe any recent methods or attempts taken by your neighborhood to address the problem stated above:

14. Please tell us about the people involved with this project; include the number of people, and diversity characteristics (ethnicity, age, gender). And summarize your community outreach plans.

15. Are there project components that others in the neighborhood may disagree with and if so, what have you done to address these concerns? _____

PROJECT IMPLEMENTATION

16. Target date for project implementation to begin: _____

17. Target date for project to be completed: _____

18. Briefly describe your plans for implementation/installation of this project, including resources needed, and how the community might be involved: _____

PROJECT OPERATIONS & MAINTENANCE

19. Projected life cycle before it would need to be repaired, removed, or replaced: _____

20. Describe any ongoing activities and/or costs associated with this project after completion and the plan for how they will be accomplished and/or paid for: _____

NOTE: If you choose to type in answers, final application cannot be longer than 4 pages (no smaller than 11 pt font) and two 8 ½" x 11" supporting attachments (maps, letters), if needed.

PROJECT BUDGET

21. List all **costs** associated with completing this project from start to finish. Costs you may want to consider, depending on your project, are permits/insurance/fees, design/ engineering, preparation of site, production, materials, labor, installation, disposal, professional services, equipment rental, sales tax, etc.

Then list all sources of **funds** that will finance this project; including the amount of grant funds being requested and the type of and amount of your matching contribution (minimum 10%), which may include in-kind contributions or funds from your organization or any other grants, sponsors, donations, volunteers. Volunteer hourly rates are currently estimated at \$29 per hour for Washington (based on the Independent Sector Value of Volunteer Time)

cost component	amount		sources of funds/ matching contributions	amount
	\$			\$
			Innovative Grant request	
TOTAL	\$		TOTAL	\$

Match is \$ _____ = ____%

EXAMPLE

Project: Community Garden

cost component	amount		sources of funds/ matching contributions	amount
Fence – wood rail	\$4842		"Grow R Garden" Bake Sale	250
Raised garden beds	1000		Volunteer labor (100 hrs)	\$1450
Compost area and beds	300			
Signage	400			
Gravel and landscaping materials	150			
Sales tax for materials	623			
Labor (5 people x10 hrs)	1450		Innovative Grant request	7065
TOTAL	\$8765		TOTAL	\$8765

Costs and source of funds column totals should match

Match is \$1,700 = 24%
(\$1,700 ÷ 7065)

In this example, the match includes the labor to build the garden; you will see the labor listed as a project cost and then offset in the matching contribution column

Thank you for your interest in making Tacoma better!