



City of Tacoma – Neighborhood Council Program

INNOVATIVE GRANTS

2018 Guidelines & Application

"Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has." - Margaret Mead

OVERVIEW

The City of Tacoma is offering the 2018 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, community involvement/events (one-time), or a qualifying portion of a larger project.

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. 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.

HOW

Applications will be available at the "Celebrating 25 Years of Neighborhood Councils" event on September 28, 2017, at the STAR Center (3873 S 66th St.), 5:30 to 8:00pm and available after that beginning October 2. 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

Sep 28, 2017	Applications available
Oct 2 - Dec 8	Application assistance period (workshops, one-on-one meetings)
Dec 15, 2017	Applications due at below address (or postmarked) by 5:00pm
Jan 2018	City staff review; submission to Neighborhood Councils
Feb & Mar 2018	Neighborhood Councils review and selection; including applicant presentations (if requested by Neighborhood Council)
Mar 26, 2018	Neighborhood Council recommendations due to City
Apr 26, 2018	Projects presented to Community Vitality and Safety Committee
May 1, 2018	Selected project applicants informed
May 2018	Contracting phone meetings and signing
May 2018 - Apr 30, 2019	Project implementation period; after signed contract Invoices due 10 days after project completion
May 10, 2019	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.

Monday, October 23
6:00-7:00pm
Police Sector 1 Substation
1524 Martin Luther King Way

OR

Thursday, November 9
4:30-5:30pm
Police Sector 4 Substation
400 East 56th St.

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

Please refer to this section when completing the application.

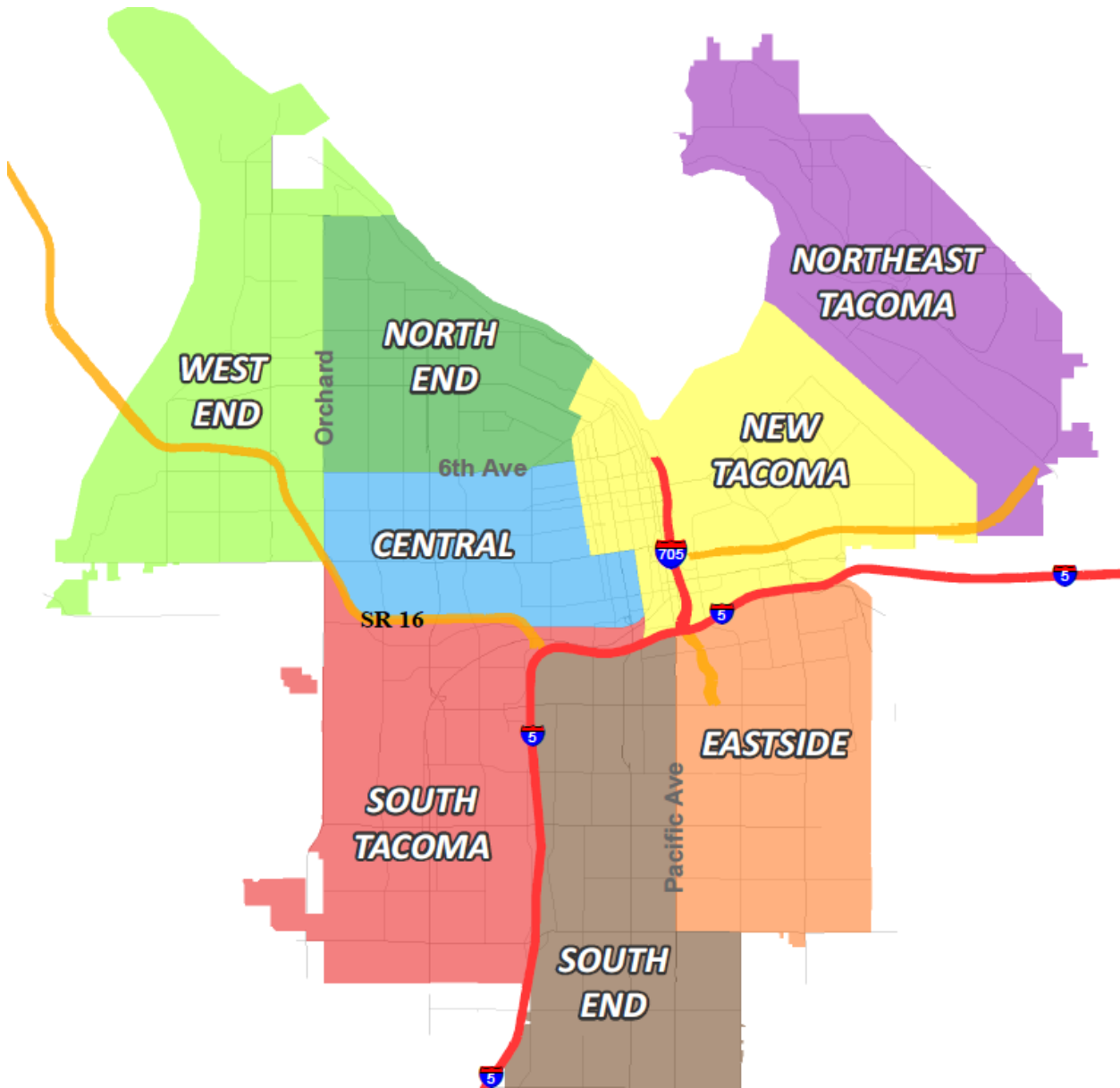
Although we are looking for complete information to vet applications, please keep your responses brief and limited to the space provided to assist the Neighborhood Councils in making comparative funding selections. If follow-up information is required, you will be contacted.

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 you are in, refer to map below. Also 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 this process would prohibit you from applying for a grant, please call Shari Hart, (253) 591-5208 to explore 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. A project on City right-of-way (streets, sidewalks) may require a permit.

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. What other things have you attempted to try to address the 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")
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
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
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



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: enact@live.com

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 – Pennie Smith: penzfrmhvn@comcast.net

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

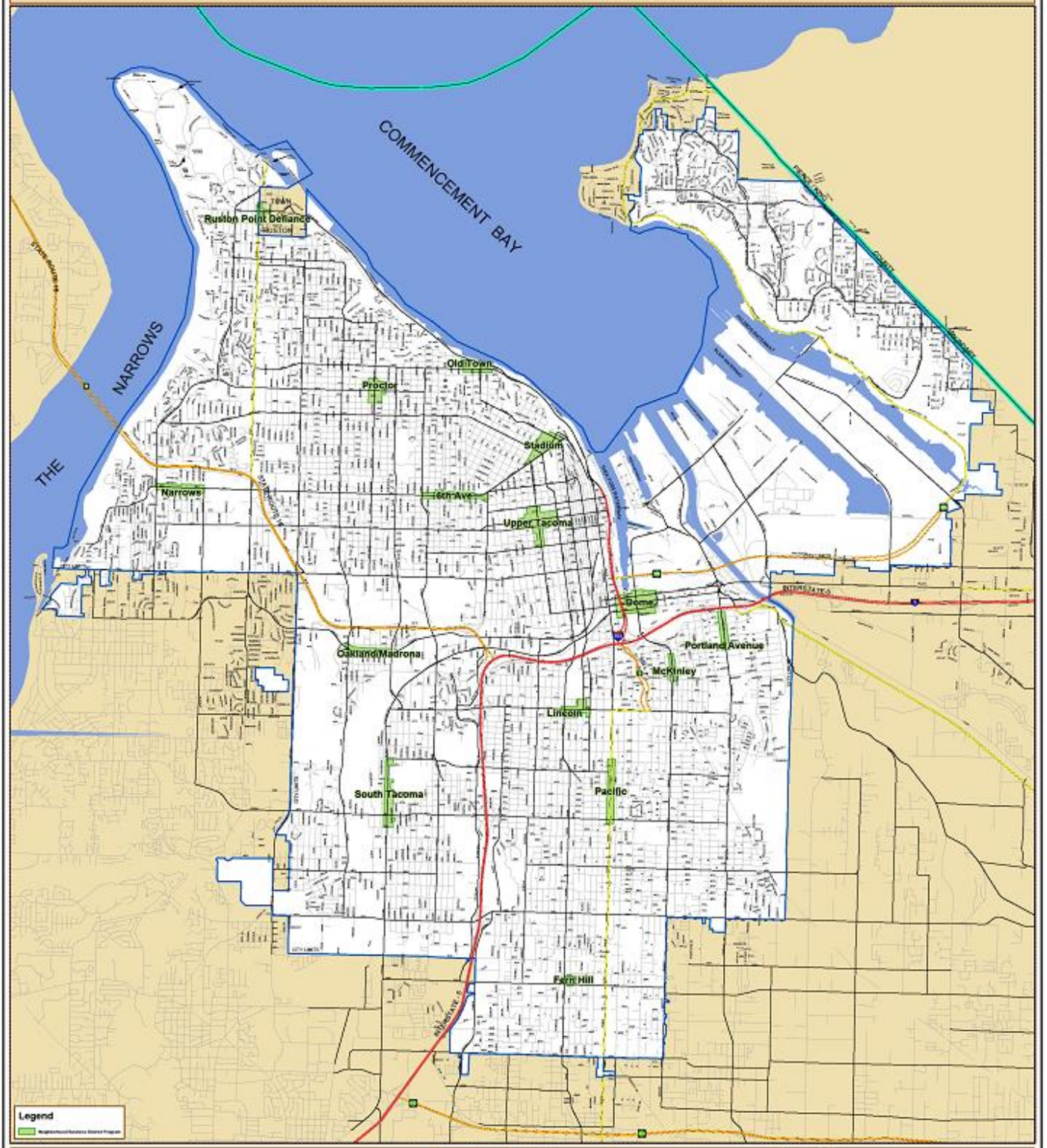
Community Council of Tacoma – Elton Gatewood: egatewood@aol.com

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 original application must be dropped off or postmarked no later than 5:00pm on December 15, 2017.

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

Please be sure to include any required attachments:

- Map and/or photo of project location
 - Letters of support (Impacted Neighborhood Group, Neighborhood Business District, Abutting Property Owner, Additional Funding Partners – including in-kind)
-



**City of Tacoma – Neighborhood Council Program
INNOVATIVE GRANTS
2018 APPLICATION**

DUE DATE: December 15, 2017

Complete Application on this form; refer to application guidelines.

Incomplete or altered applications will not be accepted.

If you have questions about any aspect of this form, please contact shari.hart@cityoftacoma.org before December 8, 2017, 5:00pm.

Please complete the following and attach the requested information.

(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. Is this the first time you, or your organization, have applied for an Innovative Grant?
 Yes No

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 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: _____

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!