

City of Wenatchee General Fund - Neighborhood Improvement Grants Program

Program Guidelines

Overview

Wenatchee's quality of life is tied to the strength of its neighborhoods and the involvement of its residents. The intent of the City of Wenatchee's Neighborhood Improvement Grants Program is to strengthen these neighborhood connections by helping neighborhood groups conduct volunteer-initiated improvement projects.

The program is designed to be a collaborative partnership between volunteer groups and the City. The program typically provides mini-grants of up to \$1,500 to community groups for local neighborhood revitalization projects. Larger grants may be issued on a case by case basis depending on demand for grants and the City budget. This program may be combined with CDBG Neighborhood Grants if the location and project is eligible under the CDBG program. Grants may also be used by city government services to support these efforts, although city services are intended to complement resident efforts, not replace them. Grant funds are provided by the City of Wenatchee and administered through the Community and Economic Development Department. Program funding may vary and is limited to the amount allocated in the annual general fund budget.

Who May Apply?

Eligible organizations include resident-led volunteer groups, neighborhood-based groups, non-profit organizations, and community-based organizations. A group may only apply for one grant at a time. Groups may receive only one grant over \$500 within a one-year timeframe.

Eligible Projects

Eligible projects must meet the following criteria:

- Projects must occur within City limits. City staff will assist applicants in determining whether their project location is eligible.
- Projects must have broad-based neighborhood support from local residents and those that may be impacted by the project (i.e. nearby property owners or businesses). A signed petition or letters of support must be provided.
- Projects must be planned and led by a group of at least two unrelated community members of the neighborhood. Projects may also be led by non-profit organizations working on behalf of the neighborhood. If requested, City staff is available to assist with project planning.
- Projects must center around neighborhood improvement efforts. This can include community events and programs, making physical improvements, or removing blighted conditions in the neighborhood. Examples of eligible projects include, but are not limited to, the following:
 - Street beautification (i.e. neighborhood clean-up, tree planting)
 - Neighborhood events
 - Pedestrian safety & traffic calming (e.g. sidewalks, crosswalks, ADA accessibility/barrier removal, alley improvements, traffic curbs and diverters, bulb-outs, signs, etc.)
 - Street lighting
 - Public park enhancements
 - Signage
 - Community gardens
 - Public art & murals
 - Historic preservation

Ineligible Projects

- Projects that only benefit an individual or a restricted group of people (i.e. residents of a gated community)
- Projects which are for-profit in nature
- Projects that conflict with City improvements or that do not comply with local, state, or federal laws

Fund Matching

Preference may be given to applicants who are able to demonstrate match beyond established requirements shown in the table below. The match must be related to the proposed project, and may be in the form of cash, in-kind donations (equipment, supplies, professional services, etc.), or volunteer labor. For the purpose of the grant program, the value of general volunteer labor will be based off of the most recent data provided by the Independent Sector for Washington State (www.independentsector.org). For volunteer labor for skilled trades, applicants may use an estimate the fair market value of the labor (current prevailing wage rates are a good source of information).

GRANT MATCH REQUIREMENTS	
Award Amount (\$)	Match Required (%)
0 – 499	0
500 – 4,999	50
5,000 – 10,000	25

Proposal Submittal Process

Any budgeted funding will become available for allocation on the first day of January. Mini grant (up to \$1,500) proposal letters will be accepted and evaluated on a first come, first serve basis. Large grant proposal letters must be submitted by January 1 of the calendar year of which the project is expected to begin. The following timeline demonstrates the large grant process:

- January 1: Deadline for proposal letters
- January 15: City sends application request upon approved proposal letter
- February 15: Deadline for application
- March 1: Award letter to recipient(s)

Proposal letters must include the following information:

- Description of proposed project including:
 - Purpose of the project and how it will improve the neighborhood
 - Project location
 - Activities to be completed
 - Number of households to benefit from the project
 - Identification of project participants including volunteers and any partner agencies
 - General timeline
- Estimated program costs. City staff is available to help applicants in developing cost estimates.
- If City resources are being requested, a description of the type of assistance required (i.e. street signage installation, trash collection, project planning/facilitation).
- Contact information for an individual who is authorized to act as a representative of the applicant group.

When a deadline occurs on a non-business day, it is defaulted to the next business day. Large grant proposal letters received after January 1st will be considered for funding in the following calendar year. If current-year funding remains after all awards for approved applications have been allocated, the City may consider additional proposal letters received past the deadline.

Submit letters of interest to:
City of Wenatchee

Department of Community & Economic Development
Housing & Community Planner
1350 McKittrick Street, Suite A
Wenatchee, WA 98801

Receiving Awarded Funds

The grantee must submit documentation for reimbursement by December 1st of the year expenses are incurred. Acceptable documentation includes:

- Itemized receipt(s)
- Vendor invoice
- Proof of payment (check/bankstatement/etc.)

In special circumstances, the need for advance payment may be necessary. This request must be identified in the application by checking the box next to, “will there be a request for advance payment for this project?” below “Total Amount Requested” on page 1. Approval and amount allocation of this request is subject to City of Wenatchee and approval must be provided prior to the commencement of the project. Funds incurred prior to the application approval are not eligible for reimbursement.