



## City of Tualatin CIO Grant Program Policy

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### **PURPOSE AND GOAL:**

To provide grants to recognized Citizen Involvement Organizations (CIOs) to support and enhance the quality of life within the City of Tualatin and its neighborhoods.

The goal of the program is to encourage projects that promote communication and a sense of community, foster civic pride, enhance and beautify Tualatin's neighborhoods and expand citizen involvement in Tualatin.

### **POLICY:**

CIOs are eligible for grants from the City of Tualatin during each fiscal year, subject to the annual appropriation of funds by the City Council. Annual program amounts, to be divided evenly amongst recognized CIOs, will be set during the annual city budget process and appropriated by the City Council when adopting the City's fiscal year budget.

Grant funding may be spent on a variety of neighborhood activities, events, or projects. Applications for grant funding shall follow the procedures outlined in this policy and should fit within the following categories:

- Neighborhood Cultural, Social, and Recreational Initiatives
  - Materials, programs or services that promote diversity, family literacy, neighborhood access to technology, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled, or elderly and cultural activities such as music, dance, or art programs.
- Neighborhood Organizing / Organizational Development
  - Activities, services, and materials that generate new neighborhood membership, grow the CIO or educate neighborhood leadership toward the organization's development and continued operation
- Neighborhood Physical Improvements
  - Materials and services to be used toward improvements such as playgrounds, common areas, park amenities, community gardens, neighborhood markers, identity signs, banners, trash cans, benches, etc.
- Neighborhood Preservation
  - Materials, programs or services that sustain or improve the health, public safety, and welfare of the neighborhood, such as crime watch, public safety events, or emergency preparedness; or contribute positively to the neighborhood's aesthetic quality such as community property maintenance programs or beautification programs.

## **PROCEDURE:**

A project application form must be completed by an authorized representative of the CIO and submitted to the City. Applications will be accepted two or more times each fiscal year, with dates to be determined by City Staff and communicated to the CIO Officers. Each CIO may submit more than one application annually, though cumulative awards each fiscal year will not exceed appropriated funding set during the annual budget process. CIOs are encouraged to work together on projects that have a mutual benefit and leverage grant dollars, where appropriate.

The application will include contact information, a description of the project to include the category it fits into and a proposed project expense breakdown. Applications submitted prior to the deadline will be reviewed by city staff for conformity with the Grant Program Policy, the intent of the program and to ensure they do not duplicate an existing private or public program or service. All projects must comply with applicable federal, state or local statute, ordinance or regulations, provide a direct public benefit within the CIO boundaries and be nonprofit in nature.

Projects and expenses that are not eligible for funding from the CIO Grant Program include:

- Projects that conflict with existing City of Tualatin policies
- Ongoing services or requests that support service organizations' operating budgets (e.g. the Tualatin Chamber or Youth Soccer)
- Ongoing support/maintenance of projects built with previous CIO Grant Program funds
- Alcoholic beverages, tobacco products, fireworks or firearms
- Donations, political advocacy, election campaign activities, appealing land use matters or any related items

If an application is approved, the City will notify the CIO contact listed on the application of the approval and the amount of the grant. If an application is disapproved, the City will notify the CIO contact with the reasons for disapproval and provide an opportunity to correct deficiencies in the application for re-consideration of funding.

Awarded funds will need to be expended before the end of the City's fiscal year each year. The City's fiscal year end is June 30th. Within 30 days of the completion of the project, or 30 days after the end of the City's fiscal year, whichever is earlier, the CIO Treasurer will be required to submit to the City a final project report. This report will provide a recap of the project itself and a total cost of the project, with a detailed breakdown of the project expenses. Any receipts not previously submitted to the City must be attached to the final project report. Procedures for submitting project expenses for reimbursement or distribution will be determined by the City Finance Department. Any unexpended project funds will be returned to the City.