



City of  
OLYMPIA

# CITY OF OLYMPIA

## Neighborhood Matching Grant Program

# 2010

*To encourage projects that foster civic pride, enhance and beautify neighborhoods, expand citizen involvement and promote environmental protection and restoration.*



# CITY OF OLYMPIA

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# CITY OF OLYMPIA

## Neighborhood Matching Grant Program

### Statement of Intent

*The goal of the City Council is to encourage projects that foster civic pride, enhance and beautify neighborhoods, expand citizen involvement and promote environmental protection and restoration. To accomplish this goal, the Olympia City Council encourages neighborhoods to partner with the City to accomplish improvements that are mutually beneficial to all Olympia residents.*

### General Policy

1. Neighborhood associations wishing to apply for grant funds must meet the following criteria:
  - A. Applicants must be a City of Olympia recognized neighborhood association within City boundaries. To become a recognized neighborhood association contact Jennifer Kenny at (360) 753-8031 or [jkenny@ci.olympia.wa.us](mailto:jkenny@ci.olympia.wa.us)
  - B. The project must be nonprofit in nature.
  - C. The project must have lasting and/or direct benefit to the neighborhood.
  - D. The purposes to be accomplished by the Applicant must be within the City's legal authority and be an improvement for the public benefit
  - E. The recipient must provide back-up documentation to the City as proof of program expenditures.
2. Applications for grant funds shall be considered on a bi-annual basis. Maximum grant is \$4,000 per year; although the approved grant award may be less than requested. No project will have a vested right to future funding.
3. Additional policies and intent:
  - A. Applications must address a storm and surface water problem or issue, such as a neighborhood educational campaign or installing “rain gardens”. Priority will also be given to easily accomplish volunteer projects which require minimal staff support.
  - B. Projects that require exceptional public process or changes to existing ordinances (zone change, public hearings, etc.) will not be funded.
  - C. Encourage neighborhood “sweat equity” projects that enhance working together as a team, rather than mostly contracted-out labor.
  - D. Minimize complicated projects requiring ordinance changes as well as additional public process (public hearings, etc.)
  - E. Allow timing of projects to be consistent with the City’s budget process to allow departments to budget adequate staff support of each project.
  - F. City of Olympia Department Directors will assign a project liaison from appropriate departments who will have budgeted time to provide adequate support to each funded project.

# General Guidelines

1. Neighborhood Associations applying for grant funds must submit their request on or before 5:00 p.m. November 2, 2009. **All applicants must first seek input from a Storm and Surface Water Utility staff member before submitting the grant application, call (360) 753-8031.** Grants without a Storm and Surface Water staff contact will not be considered.
2. A neighborhood association can apply for more than one grant if the proposed projects are at difference locations or otherwise are discrete projects.
3. Written agreement with the City will be required and shall include a provision that the City shall be held harmless from any activities of the association.
4. Expenditures of City funds will be on a reimbursement basis after the service is delivered or a vendor invoice is submitted.
5. Funding area: the City will accept grant proposals sponsored cooperatively between two or more recognized neighborhood associations. Projects do not need to be within association boundaries but could extend outside boundaries or to other neighborhoods.
6. Distribution of available grant funds: Grants will be made up to 50 percent of the project cost. The funds will have a set minimum grant amount of \$500 per project, and a maximum grant amount of \$4,000 per project. In-kind, dollar value of donated labor, materials and equipment will be accepted as a match toward the budget. Should applications fall outside of these categories, they will be considered on a case-by-case basis. City Council and staff reserve the ability to prioritize grant applications and appropriate an amount different than that requested. Submittal of a grant proposal does not obligate the City to award a grant.
7. Neighborhood Associations receiving grants are obligated to provide ongoing maintenance of the project site.
8. Projects which involve commonly held land, as in the case of subdivisions/homeowners associations (per association covenants) will be considered for funding. These projects must protect and enhance the greater public systems and facilities; i.e., stormwater detention, bank stabilization and creek clean-up relating to larger public systems and not as a stand-alone facility.
9. The contract expiration date will be 12 months after notice of funding is received for autumn grants, and seven months for spring grants. Unused funds may be reallocated to the following year's funds.

**All applicants must first seek input from Storm and Surface Water Utility staff before submitting the grant application, call (360) 753-8031.**

## **MAIL OR DELIVER THE PROPOSAL TO:**

City of Olympia  
Neighborhood Association Matching Program  
Attention: Jennifer Kenny  
837 7<sup>th</sup> Avenue  
Olympia, WA 98501-1967

If you have questions regarding the grant process, call Jennifer Kenny at (360) 753-8031.

### **2010 Application**

|  |                      |
|--|----------------------|
| 1. Submittal Deadline                          | November 2,<br>2009  |
| 2. Staff Evaluation Complete                   | November 13,<br>2009 |
| 3. City Council Approval and Notice of Funding | December 2009        |
| 4. Notice to Proceed                           | January 2010         |
| 5. Project Completion                          | December 2010        |



City of  
OLYMPIA

# CITY OF OLYMPIA

## Neighborhood Association

# Grant Program Proposal

*(Instructions: Type or print information in the space provided, or utilize word processing by duplicating the questions and providing information in a similar amount of space). Multiple grants may be submitted by one neighborhood association; neighborhood associations can partner with local civic and service groups to do a project together.*

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Sponsoring Neighborhood Association: \_\_\_\_\_

Neighborhood Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

NA President: \_\_\_\_\_ Phone: \_\_\_\_\_

### WHAT IS YOUR PROJECT?

- Rain Garden     Stormwater Pond Maintenance and enhancement
- Demonstration Garden/Lawn     Community cleanup     Streamside Tree Planting
- Stream clean-up     Ditch or Swale enhancement     Community Educational Event
- Neighbor to Neighbor Education Campaign     Schoolyard planting     Other

Amount of funds requested

Owner of project site  Phone

*Please attach notification from owner granting permission to use this site.*

City of Olympia staff contact

*(Please call 360-753-8031 if you need a staff member assignment.)*

**1. Description of project and goal(s). Please include 2 “before” photos, if applicable.**

**2. Describe how your project will prevent pollution and/or protect clean water?**

**3. What do you anticipate the environmental effects of your project will be on the community?**

**4. Expected start date for the project:**   
**Expected completion date for the project:**

**5. If this project is part of a larger project plan, please explain the relationship and indicate the expectations for completion of the larger project.**

**6. How will your project be maintained in the future? Who will be responsible for maintenance?**

**7. Chart a monthly timeline for the installation and continued maintenance of your proposed project.**

**8.**

- a. What opportunities will there be for input from those who will benefit from the project?**
- b. How will people be advised of the project?**

**9. How many volunteers from your group and other groups are expected to participate in the project? How will you recruit these volunteers?**

**10. a. Will the project participation/utilization be open to everyone without discrimination based on age, sex, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental, or sensory disability?       Yes       No**

**b. Will the project comply with American with Disabilities Act standards which provide for access to persons with disabilities?       Yes       No**

**11. Complete the form on Page 10 outlining the project work plan and how it will be implemented. (You may copy the Activity Task form and use it as an attachment if necessary).**

| <b>Activity</b> | <b>Task</b> | <b>Person Responsible</b> | <b>Cost</b> | <b>Timeline</b> |
|-----------------|-------------|---------------------------|-------------|-----------------|
| A.              | 1.          |                           |             |                 |

**13. Project Budget (as applicable)**

| <b>Budget Item</b>                                       | <b>Cash or In-kind From Neighborhood Organization</b> | <b>Donated/In-kind Value From Other Sources</b> | <b>Amount of City Funds</b> | <b>Total</b> |
|--|---|---|-----------------------------|--------------|
| Salaries/Wages   |   |   |                             |              |
| Contracted Services                                      |   |   |                             |              |
| Materials/Supplies                                       |   |   |                             |              |
| Communication  |   |   |                             |              |
| Printing/Reproduction                                    |   |   |                             |              |
| Rentals/Leases   |   |   |                             |              |
| Equipment Purchase (i.e., play equipment, banners, etc.) |   |   |                             |              |
| Other  |   |   |                             |              |
| <b>TOTAL</b>   |   |   |                             |              |

**14. What other sources of funding have you pursued? Please describe results.**

**NOTE:**

If this project is approved, the City will enter into an agreement with the Grantee to ensure completion of the project as described in this application. The agreement will require that the grantee hold the City harmless from any and all claims growing out of the project and related activities.

The undersigned certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Olympia for the project described.

Signature\_\_\_\_\_

Neighborhood Association\_\_\_\_\_

Date\_\_\_\_\_

## 2010 Neighborhood Projects and Programs

### **Go Green!**

**Stormwater pond enhancement:** Make your stormwater pond a showcase for your community! Organize your neighbors to weed and plant, and beautify your stormwater pond while helping with stormwater pond function and providing habitat for wildlife. Add bird or bat houses, community benches and/or pet waste pick-up stations. Funds available for plants, gardening supplies, and bird and bat houses.

**Rain Garden construction:** Construct a rain garden to help infiltrate stormwater runoff. This special garden is constructed with deep compost amended soil to soak up the water. The garden is planted with plants that like very wet and dry soils. Gardens can be planted in the right of way next to roads or unused road or alley right-of-ways.

**Community Education Event:** Get to know your neighbors while learning about the watershed where you live; host a party featuring ways to prevent stormwater runoff pollution; sponsor an expert to teach about natural lawn care; or tell us your idea! Must be an event that is free and open to the public and educate the public about water resources and/or stormwater pollution. Funds will pay for outreach and education materials.

**Neighbor to Neighbor Education:** Share neighbor's knowledge and expertise on topics of lawn and garden care, replacing turf, creating native plant or rain gardens, rainwater catchment, or other topics related to "how-to" on preventing stormwater runoff and pollution. Funds will pay for outreach and education materials.

**Demonstration Gardens & Lawns:** without using pesticides or chemical fertilizers. Create natural lawn and garden areas in your neighborhood to show neighbors how to care for their own yard "naturally". This option is appropriate for communities with common space. Funds will pay for gardening supplies, consultations, and educational materials to let neighborhoods know what works and what doesn't on plants and soils in the neighborhood.

**Restoration or enhancement of land to native habitats:** Remove invasive and/or plant native or waterwise plants to encourage habitat restoration wildlife and water resources.

**Ditch and swale enhancement:** projects in public right-of-ways to help infiltrate and convey stormwater and beautify and enhance with appropriate plantings.

**Transform your transportation! (No application needed, simply contact the staff indicated under the program description)**

**Urban bike skills training:** Learn about bicycling in an urban setting: traffic laws, roadway maneuvers, safety information, and tips for bicycle commuting. Workshops are provided ranging from two day intensives for individuals, to 1-hour overviews for community groups and worksites. Contact Kerry Tarullo, Associate Planner, City of Olympia, (360) 753-8575 or [ktarullo@ci.olympia.wa.us](mailto:ktarullo@ci.olympia.wa.us)

**Commute trip reduction assistance:** Gather your neighbors, either your block or your household to learn about services and programs that can help you walk, bike, carpool, vanpool or ride the bus to work. Contact Kerry Tarullo, Associate Planner, City of Olympia, (360) 753-8575 or [ktarullo@ci.olympia.wa.us](mailto:ktarullo@ci.olympia.wa.us)

**Route planning from Intercity Transit:** Invite Intercity Transit (IT) to your next neighborhood or community group meeting. IT can provide route planning assistance and share information on their other services. Contact Kris Fransen, Intercity Transit Marketing and Communications Coordinator, (360) 705-5836, or [KFransen@intercitytransit.com](mailto:KFransen@intercitytransit.com)

**Sidewalk inventory:** The City is collecting data about where sidewalks are present and missing along smaller neighborhood streets (larger streets are have been inventoried). The City will provide a maps and forms for collecting the data. Once collected, this information will be used to plan for future sidewalks. Contact Sophie Stimson, Senior Planner, City of Olympia, (360) 753-8497, [sstimson@ci.olympia.wa.us](mailto:sstimson@ci.olympia.wa.us).

**Educational workshops for tree planting, pruning, and overall care:** The City's Urban Forester is available to provide education and guidance on tree planting, pruning, and overall care. Information can be delivered as a presentation at a neighborhood meeting, handouts and brochures available at a neighborhood event, or guidance in the planning and implementing of a neighborhood work party. Special focus areas might include tree pruning, hot-weather care for trees, or selecting the right tree for the right place. For more information, contact Stacey Ray, City of Olympia Urban Forester, (360) 753-8046 or [sray@ci.olympia.wa.us](mailto:sray@ci.olympia.wa.us).

Please help keep vegetation clear of sidewalks and shoulders and keep planter strips well maintained. Keep vegetation clear from an area seven feet above the width of a sidewalk. You may contact the WSU Cooperative Extension at 509-335-2837 or online at <http://extprograms.wsu.edu/default.aspx> about planting tips for shrubs and trees.

**Publicizing neighborhood walking routes on the web:** Work with your neighbors to establish walking routes with times, distances and interesting features to see along the way. These routes promote physical activity, and help neighbors connect. If you or your neighborhood has established walking routes, let the City know and we can help publicize the information on our website. Contact Kerry Tarullo, Associate Planner, City of Olympia, 753-8575 or [ktarullo@ci.olympia.wa.us](mailto:ktarullo@ci.olympia.wa.us)

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