

# How to Apply

**Application Period:** October 1, 2018 – November 30, 2018

**Deadline:** Applications must be received before 5pm on Friday, November 30, 2018. Late applications will not be accepted.

1. **Develop your idea** based on the program objectives and attend the Grant Application Workshop (*Note: the workshop is optional*) on October 8, 2018 at 6:30 pm in the Library meeting room.
2. **Complete the Application** - Applications can be completed electronically or in hardcopy. Hardcopy applications are available at City Hall, or mailed upon request.

[Grant Application Packet](#) - *available now!*

[Budget Worksheet \(blank\)](#)

Two reference documents are available to help with the application process - please review before submitting your application.

[Sample Completed Budget Worksheet](#) (for reference purposes only)

[Grant Evaluation Criteria](#) (for reference purposes only)

## Submit the completed application.

Electronic submissions are preferred, but the form can also be printed and mailed or delivered to the addresses listed below.

**Email submittal:** [dfleishman@ci.stayton.or.us](mailto:dfleishman@ci.stayton.or.us)

## Mail or Delivery submittal:

Dan Fleishman  
Planning & Development Director  
362 N Third Ave  
Stayton, OR 97383



## CITY OF STAYTON NEIGHBORHOOD IMPROVEMENT GRANTS



## WOULD YOUR NEIGHBORHOOD BENEFIT FROM...

NEW OR REPLACEMENT PLAY EQUIPMENT IN A PARK?

STREET TREE PLANTINGS?

CONSTRUCTION OR REPLACEMENT OF SIDEWALKS?

COORDINATED IMPROVEMENTS TO  
FRONT YARD LANDSCAPING?

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# NEIGHBORHOOD IMPROVEMENT GRANTS

Neighborhood Improvement Grants are part of a new program offered by the City of Stayton. The goal of the program is to help neighbors work together to accomplish common goals that support the overall health, vitality, and livability of the place they call "home." The City of Stayton offers these grants to groups of at least five neighbors who are willing to match funding through cash, in-kind donation, and volunteer hours.



Grant funds may be spent on public improvements identified by the neighborhood or on private improvements. Examples of public improvements are new and replacement play equipment or landscaping in parks, street tree plantings, or construction or replacement of sidewalks. An example of private improvements would be a coordinated improvement to front yard landscaping.

This is a competitive grant program. Applications are reviewed by City staff, and selected grants are awarded by the City Council. The 2018-19 fiscal year is the first year of these grants and a total of \$5,000 is available to disperse. Individual grant amounts are expected to typically be in the range of \$1,500 to \$3,000 each.



Awardees will be required to complete a brief summary of the project outcomes and submit a minimum of two visual items to illustrate the project (photos, printed materials, etc.).

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# APPLICATION REVIEW CRITERIA

**Who can apply?** Applications must be submitted by a group of at least five neighbors may apply for funding that will benefit a clearly defined geographic area within the Stayton city limits. The group must authorize one individual to manage the grant contracts and funds.

**When is the funding available?** Neighborhood Improvement Grant money comes from the FY 18-19 city budget. Money became available on July 1, 2018 and must be dispersed and spent before June 30, 2019.

**What are the program objectives?** The Neighborhood Improvement Grant Program has two primary objectives. Grant applications may address any or all of the objectives and no single objective is prioritized higher than the other for receiving funding. The objectives are:

- **Neighborhood Improvement Projects** - The funds may be used to improve a public or shared space within a neighborhood or to strengthen neighborhood identity. This may include items such as landscape improvements and maintenance, signage, natural features management, benches, painting, or certain exterior improvements. Landscape improvements may be on public property such as planting street trees or improvements to a park, or on private property, such as coordinated improvements to front yards.
- **Neighborhood Livability Initiatives** - Funds may be used to provide education and outreach opportunities that strengthen the social connections in a neighborhood, increase safety, address a neighborhood challenge, or conflict or serve senior or low income community members.

Applications will be reviewed based on the following:

1. Degree to which neighborhood, and livability objectives are met
2. The number of people benefiting or participating
3. Demonstrated level of support from the neighborhood in terms of matching funds and/or in-kind contributions (e.g. volunteers or donations)