



Neighborhood Association Rollover Grant Guide 2017-18

(Updated Aug. 24, 2017)

Overview

The Neighborhood Association Rollover Grant is funded from unspent Neighborhood Association original budget amounts from the prior fiscal year. The Rollover Grant application process is open to any operational Neighborhood Associations that are in compliance with City Code Chapter 1.70.

Rollover Grant funds can be awarded to an individual Neighborhood Association or a team of Neighborhood Associations, in addition to the per-tax-lot funding that Neighborhood Associations use for communications purposes. Rollover grant funds do not have to be restricted to communications.

The amount of Rollover Grant funds available are determined annually after the end of the fiscal year (June 30). Rollover Grant fund totals will be announced in the late summer or early fall of each year. The amounts are expected to vary each year.

Rollover Grant applications will be reviewed, approved and administered by the Communications Department in the City Manager's Office. The Neighborhood Association Roundtable group can be used as an advisory board to help make recommendations for awards.

Rollover Grants can be used for projects that benefit the applicant's neighborhood and must be used within the fiscal year in which they are awarded.

Purpose

The purpose of the Neighborhood Association Rollover Grant is to build community and help develop sustained engagement from membership in Neighborhood Associations. Rollover Grants are intended to provide additional means to help Neighborhood Associations maintain strong, functional leadership and membership, and to provide financial assistance to Neighborhood Associations that have smaller budgets and a higher proportion of need.

Funding

The City's projected funding available for Rollover Grants for the 2017-18 fiscal year is \$5,254 total. No individual grant will be awarded for more than \$1,576 in this grant cycle, or 30 percent of the total fund amount. Application deadline is December 1, 2017. Grant awards will be selected for projects meeting the criteria by January 5, 2018. Rollover Grant funds must be used before the end of the 2017-18 fiscal year, which is June 30, 2018.

Criteria

Applications for Rollover Grant funds should meet the following criteria:

- The proposed project will benefit the neighborhood(s) applying for the grant.
- Grant proposals must be discussed and approved by the applicant Neighborhood Association(s) board(s).
- A grant project including physical improvements or changes must occur on public land.
- The project is low- or no-maintenance. Any ongoing maintenance will be performed by volunteers or using other resources identified in the application.



- The project must be completed and grant funding should be utilized by the end of the 2017-18 fiscal year (June 30, 2018).
- Recipients must provide a board member or project manager to answer media requests for information about grant funds and associated projects when asked for information.

Eligibility Requirements

Below are the eligibility requirements for applying for a Rollover Grant:

- Any active, City-recognized Neighborhood Association in good standing, as evidenced by an approved Annual Compliance Report Form, is eligible to apply for Rollover Grant funds.

Project Ideas

Projects can include capital construction projects, clean-up or landscaping projects, additional communication activities, community building projects and other projects.

Projects can include, but are not restricted to:

- Communications (websites, software, email lists, online forums, mailings)
- Door to door canvassing materials or signs intended to build membership
- Providing language translation/interpretation, childcare or other efforts to make neighborhood activities more accessible for all neighbors
- Tree-planting, beautification projects, invasive plant removals, neighborhood clean-ups, etc.
- Crime prevention activities, such as National Night Out, block watch programs, emergency preparedness efforts such as creating a neighborhood directory or training
- Planning or building of playgrounds, gardens, benches, fountains, public art, etc.
- Neighborhood or cultural fairs and/or festivals
- Sustainability programs, such as a recycling event

Limits and Restrictions

- Rollover Grant funds cannot be spent for efforts for or against any political issue, ballot measure or candidate.
- No single grant will receive more than 30 percent of the funds available in one year.
- Picnics or social events are limited to a \$300 grant and occur in addition to the Neighborhood Association's mandated annual meeting.
- Funds cannot be used to compensate Neighborhood Association board members for labor.

Developing and Submitting an Application

1. Brainstorm ideas and needs in your neighborhood. Make a list. Prioritize ideas with your fellow Neighborhood Association leaders.
2. Check in with the Rollover Grant manager in the City's Communications Department to ensure that the proposed project meets the criteria.
3. Complete Application:
 - a. Define the project scope.
 - b. Determine resources needed.
 - c. Identify any coordination and permit approvals that may be needed from various City departments.



CITY OF BEND

- d. Obtain a minimum of three bids for any goods or services to be purchased and include them with your application.
 - e. Obtain official, documented support from the Neighborhood Association board and include it in the application.
4. Submit application to:

Joshua Romero
City of Bend
P.O. Box 431
Bend, OR 97709

or

jromero@bendoregon.gov

5. NOTE: The Rollover Grant manager may follow up on any submitted grant application for additional information to verify eligibility, clarify the application or request additional information to complete the application submission.

For questions about the Rollover Grant or application process, please contact the Rollover Grant manager:

Joshua Romero, Community Relations Manager
541-693-2185
jromero@bendoregon.gov