



# Neighborhood Grant Program **OVERVIEW & GUIDELINES**



## Program Goals

The Lacey City Council wishes to encourage neighborhood activities that foster community pride, expand citizen involvement, and beautify the city. To facilitate this initiative, the Council approved \$60,000 in the 2023 budget for the Lacey Neighborhood Grant Program (LNGP).

LNGP awards funds for projects that improve the livability of neighborhoods, encourage environmental stewardship, develop neighborhood leadership, or promote compassion within the community.

## Eligibility

Requirements:

- 1) Proposals may be submitted by a HOA or informal neighborhood located within the city limits. Informal neighborhoods must have a project team of at least 5 individuals (non-family related) who live in one neighborhood and accept responsibility for the project.
- 2) Projects must have a lasting and/or direct benefit to the neighborhood.
- 3) Proposal must be non-profit in nature.
- 4) All projects must meet city regulations, ordinances, and non-discrimination policies.
- 5) Neighborhoods may submit only one grant proposal per year.
- 6) Projects must have documented support of the neighborhood and/or HOA, and have a measurable outcome that provides public benefit to the community. For informal neighborhoods, the project team must complete a Project Team Log (see Attachment 1) at the time of application.
- 7) Applications must be complete and submitted prior to the deadline.

The following are not eligible for the grant program:

- 1) Applications from individuals, for profit groups, religious, or political groups.
- 2) Projects that are for routine maintenance purposes or any maintenance of previously funded projects.
- 3) Projects that take place on an individual's private/personal property. For example, trimming trees or landscape beautification on a residential lot.
- 4) Projects outside of the City of Lacey.
- 5) Projects that seek to promote any public or private group, business or commercial enterprise, political or religious group.
- 6) Projects that utilize any form of hate speech, or exclude any group or subgroup of people.

## Grant Categories

- Safe Neighborhoods & Community Emergency Response Team Organization
- Environmental Sustainability & Resiliency
- Neighborhood Beautification
- Board Education & Organization Development
- Compassion
- Neighborhood Art & Monument Structures
- National Night Out Community Events

*Neighborhoods are encouraged to be creative within the categories.*

## General Program Guidelines

- 1) Award amount will not exceed 50% of the total project cost, up to a maximum amount of \$2,500.
- 2) Proposals require a dollar-for-dollar neighborhood match for City funds awarded.
  - a. Adult volunteer hours, donated materials, and in-kind professional services are eligible for meeting the match requirements provided they are essential components of the project.
  - b. The value of volunteer hours will be calculated using Independent Sector's value of volunteer time from the preceding year. For 2023, the value of each volunteer hour will be calculated at \$29.95 per hour (2022).
  - c. Volunteer hours cannot include administrative services (e.g., fundraising, project planning, preparing proposal, acquiring bids).
  - d. Donated materials will be valued at their retail price.
  - e. Professional services will be estimated at current market rate.
  - f. Grantee must provide documentation to support all value calculations. Original receipts are required and must equal or exceed the requested grant match.
- 3) A panel of City staff representing Public Affairs, Community Development, and Parks Maintenance, will review proposals and make recommendations for final approval.
- 4) A signed, written agreement with the City will be required before funds are awarded.
  - a. Contract will include an approved scope of work, term, and reimbursement guidelines.
  - b. Proof of insurance is required as laid out in the grant program agreement
- 5) Probation for Incomplete Projects
  - a. If your HOA is unable to complete the project within the calendar year and does not use any portion of the allocated grant funds, you will be ineligible to participate in the grant program the following year.
  - b. Accommodations may be made to the above for extenuating circumstances at the discretion of the City.

## 2023 Grant Application Calendar

Application Deadline	March 31, 2023
Notice of Funding	Week of April 24-28, 2023
Late Applications	Late applications considered if grant program funds remain after deadline

For further details, contact City of Lacey Public Affairs Department  
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