



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 2024 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) The 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 completed and submitted before the deadline.

The following are not eligible for the grant program:

- 1) Applications from individuals, for-profit groups, and 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 the Independent Sector's value of volunteer time from the preceding year. For 2024, the value of each volunteer hour will be calculated at \$31.80 per hour.
 - c. Volunteer hours cannot include administrative services (e.g., fundraising, project planning, preparing proposals, acquiring bids).
 - d. Donated materials will be valued at their retail price.
 - e. Professional services will be estimated at the 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.

2024 Grant Application Calendar

Application Deadline	March 31, 2024
Notice of Funding	Week of April 22 - 26, 2024
Late Applications	Late applications considered if grant program funds remain after the deadline

For further details, contact the City of Lacey Public Affairs Department
360-438-2621 | PublicAffairs@ci.lacey.wa.us.



Lacey Neighborhood Grant Program

PROJECT TEAM LOG ***(Not required for active HOAs)***



Informal neighborhoods within the City of Lacey must complete this Project Team Log at time of application. Please note, you must have a minimum of five (5) individuals (non-family related) who live in your neighborhood and accept responsibility for the completion of the proposed project.

NEIGHBORHOOD LOCATION (Street and Cross Street): _____

PROJECT TEAM MEMBER #1 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #2 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #3 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #4 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #5 (Required)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #6 (Optional)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

PROJECT TEAM MEMBER #7 (Optional)	
NAME	
ADDRESS	
PHONE	
EMAIL	
SIGNATURE	

Please attach a separate sheet for additional optional Project Team Members. For questions, please contact Lacey Public Affairs Department, 360-438-2621 or publicaffairs@ci.lacey.wa.us.