

Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



The City of Rockaway Beach may provide community grants to non-profit entities and organizations that serve the Rockaway Beach community. Community entities and organizations that serve the Rockaway beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activities in Rockaway Beach.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: _____
2. Non-Profit #: _____
3. Mailing Address: _____
4. Telephone No.: _____
5. Email: _____
6. Contact Person: _____
7. Requested Amount: _____
8. Project/Use for funds: _____
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) CityHall@Corb.us
- 2) City of Rockaway Beach
Community Grants
276 S Hwy 101, PO Box 5
Rockaway Beach OR 97136

For additional information please contact the City Hall at CityHall@corb.us or by calling 503-374-1752.

City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2019

Effective Date: TBD

Approval: City Council

- I. **Policy:** It is the policy of the City of Rockaway Beach to provide assistance to non-profits and for-profit entities and organizations, who serve the Rockaway Beach community.

Community entities and organizations that serve the Rockaway Beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medial needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activate in Rockaway Beach.

In evaluating requests from non-profit and for-profits entities and organizations the city will consider the following:

- The requesting organization's history of success
- The organizational and financial stability of the requesting organization.
- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

- III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement in the City Newsletter and on the City Website announcing the City will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.

- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.
- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a ledger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.