

CITY OF ROCKAWAY BEACH

2024/2025

SMALL COMMUNITY GRANT



MAXIMUM GRANT REQUESTS: \$4,999.99

Applications open February 3, 2025
Deadline to apply:
Thursday, March 6, 2025 at 12:00 pm

Questions? Need assistance?
Grant Manager , Lark Reifenstahl
LReifenstahl@corb.us
(503) 374-1752 ext. 104



OVERVIEW

The Small Community Grant program provides support to non-profit, not-for-profit organizations, and community entities that serve the Rockaway Beach community. This grant program accepts applications twice per fiscal year. Organizations and entities may only submit one application for consideration per funding cycle.

Grant funds are available to support organizations and entities which provide:

- Assistance for essential utilities, food, medical or mental health needs, clothing, or shelter.
- Educational, cultural, social, physical, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, benefits the environment, promotes positive community engagement, or support city initiatives or projects.

ELIGIBILITY

Eligible Applicants:

- Non-profit and not-for-profit organizations
- Community entities

Eligible Applicants may not have any in-progress grants and must have satisfactorily closed out all previous grants issued by the City of Rockaway Beach.

Examples of Eligible Projects:

- Healthy meals program
- Active living program
- Health services
- Early literacy program
- Youth development programs
- Small facility improvements or operational items with a lifespan of 3+ years.



GRANT TIMELINE

Applications open and publication of notice	February 3, 2025
Applications due, 12:00 pm	March 6, 2025
Planning Commission review and recommendations	March 20, 2025
City Council award of decision	April 9, 2025
Notification to Grantees; Contracts sent to grant recipients	April 17, 2025
Project deadline - 12 months from City Council decision	April 9, 2026
Project Expense Worksheet and Grant Close Out Form due	April 23, 2026



KEY PRINCIPLES

In the application, eligible Applicants are asked to describe how the proposed project contributes to a healthy, inclusive, charitable, and equitable community. The City of Rockaway Beach believes that supporting its organizations and entities that encourage this type of community building will make a better future for everyone.

Projects funded through the Small Community Grant must predominately support or be attended by the Rockaway Beach community.

FUNDING PRIORITIES

1.

Projects that make the largest impact for Rockaway Beach residents.

2.

Projects that fill an existing need that would not be met without grant funding.

3.

Projects that bring the community together and create positive community engagement.

INELIGIBLE PROJECTS

- Tourism based/supported projects
- Day-to-day operational expenses and payroll
- Marketing and promotional projects
- Political activities and fundraising for political activities
- Projects that drive/support commerce

For profit businesses are encouraged to apply for building improvement funds and/or marketing needs through the City's Business Facade Grant and/or Marketing Grant programs.

SELECTION CRITERIA

All applications for eligible projects will be rated and ranked based on the following criteria. While the following criteria has been deemed most important, additional relevant factors beyond the score may be worthy of consideration.

Healthy Community Score (25 points)

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

- Does the project offer opportunities to improve physical or mental health?
- Does the project provide healthy opportunities to those who may not otherwise have access?
- Does the project promote healthy lifestyle changes?

Inclusive Community Score (25 points)

This score measures how well the project strengthens the local sense of community. In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives or projects.

- Does the project create new social opportunities for residents?
- Does the project strengthen the local sense of community or serve an underrepresented population?
- Does the project bring the community together to work towards a common goal?

Charitable Community Score (25 points)

This score measures how well the project supports local charitable efforts. Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

- Does the project offer new opportunities for residents to volunteer to better the community?
- Does the project provide services or opportunities currently lacking in the community?

Equitable Community Score (25 points)

This score measures how well the project encourages equity throughout the local community. Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

- Does the project assist residents who need additional support?
- Does the project provide new services or assistance to underserved community members?

SCORING OVERVIEW

Baseline Scoring

Up to

Healthy Community Score	25 points
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Inclusive Community Score	25 points
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Charitable Community Score	25 points
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Equitable Community Score	25 points
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GRANT REVIEW PROCESS

The City of Rockaway Beach staff will provide guidance on applications if presented a minimum of 14 calendar days prior to the grant application deadline, March 6, 2025.

Each application received will first be reviewed by the Grant Manager for completeness. If the application is incomplete or not received by the deadline, it will not be submitted to the Planning Commission for consideration.

The Planning Commission will review, score, and rank all of the applications received, then make initial scoring recommendations for funding. The Planning Commission's recommendations will be presented to the City Council at their workshop on April 9, 2025.

The City Council will review the applications, the Planning Commission's recommendations, and make the award decision at their regular meeting on April 9, 2025.



FUNDING PROCESS

Once the grant is awarded and contract is signed, Grantees can start on projects.

Grant funds will be issued within two weeks of award.

Upon completion of the project, the Grantee shall complete the Project Expense Worksheet and Grant Close Out form. The Grantee shall be scheduled to make a five-minute presentation to the City Council to publicly share how the grant funds were spent. The presenter shall not be a member of the governing body.

The City Council shall determine the grant complete through a motion at a public meeting.